



**AGENDA**  
**REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE**  
**SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY**  
**REDEVELOPMENT AGENCY**

**WEDNESDAY, OCTOBER 22, 2025 AT 5:30 PM**

Maywood City Council Chambers  
4319 E. Slauson Avenue, Maywood, CA 90270  
[www.cityofmaywood.com](http://www.cityofmaywood.com)

**I. CALL TO ORDER/ROLL CALL**

CALL TO ORDER  
ROLL CALL

**II. CITY OFFICIALS**

MAYOR  
Mayra Aguiluz

CITY CLERK  
Jennifer E. Vasquez

MAYOR PRO TEM  
Heber Marquez

CITY TREASURER  
Jennifer E. Vasquez

COUNCIL MEMBERS  
Eddie De La Riva  
Frank Garcia  
Jaime Flores

CITY MANAGER  
Jennifer E. Vasquez

CITY ATTORNEY  
Roxanne Diaz

**III. MEETING PROCEDURES**

THIS MEETING WILL BE HELD IN PERSON.

THE MEETING WILL BE AVAILABLE FOR VIEWING VIA ZOOM:

<https://us02web.zoom.us/j/85621851613> AND VIA THE CITY'S FACEBOOK PAGE.

Public Participation Options:

1. **In-Person:** Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. **Before the Meeting:** Public comment will be accepted for the record in advance by 4:00 p.m. the day of the meeting by email to [miguel.leon@cityofmaywood.org](mailto:miguel.leon@cityofmaywood.org); or if you are unable to email, please call the City Clerk's Office at (323) 562-5714. Your comment will be made part of the written record but will NOT be read verbally at the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council Meeting, please contact the City Clerk's Office (323) 562-5714 within 72 hours of the meeting.

#### IV. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-INITIATION OF LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(4); NUMBER OF POTENTIAL CASES: 1

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(1); *CITY OF MAYWOOD V. VIRAMONTES*, LOS ANGELES COUNTY SUPERIOR COURT CASE NO. 24NWCV01322

CONFERENCE WITH LABOR NEGOTIATOR, GOVERNMENT CODE SECTION 54957.6: CITY NEGOTIATOR: JENNIFER VASQUEZ, CITY MANAGER; EMPLOYEE ORGANIZATIONS: AFSCME DISTRICT COUNCIL 36, LOCAL 4319, MAYWOOD EMPLOYEES ASSOCIATION

CONFERENCE WITH LABOR NEGOTIATOR – CALIFORNIA GOVERNMENT CODE SECTION 54957.6 – CITY NEGOTIATOR: CITY MANAGER, UNREPRESENTED EMPLOYEES: DIRECTOR OF FINANCE, DEPUTY DIRECTOR OF BUILDING AND PLANNING, HUMAN RESOURCES/RISK MANAGER, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

#### V. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

#### VI. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on an item on the agenda may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

#### VII. PRESENTATIONS

1. LOS ANGELES UNIFIED SCHOOL DISTRICT PRESENTATION AND COMMUNITY PARTNERSHIP UPDATE
2. LOS ANGELES COUNTY SHERIFF'S DEPARTMENT: CITY UPDATE

**VIII. CONSENT CALENDAR**

*All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.*

3. MINUTES FOR THE SEPTEMBER 24, 2025, REGULAR CITY COUNCIL MEETING
4. MONTHLY CASH AND INVESTMENT REPORT SEPTEMBER 2025
5. REVENUE REPORT SEPTEMBER 2025
6. CONSIDERATION OF ADOPTING RESOLUTION NO. 6434 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
7. CONSIDERATION OF ADOPTING RESOLUTION NO. 6435 AUTHORIZING THE DESTRUCTION OF OBSOLETE CITY RECORDS
8. CONSIDERATION OF THE APPROVAL OF A RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF MAYWOOD AND THE GATEWAY CITIES COUNCIL OF GOVERNMENTS FOR THE INSTALLATION, OPERATION, AND MAINTENANCE OF THE GATEWAY CITIES REGIONAL FIBER OPTIC NETWORK (GCRFON)
9. ADOPTION OF A SIX-YEAR UPDATE TO THE CITY OF MAYWOOD'S SEWER SYSTEM MANAGEMENT PLAN

**IX. DISCUSSION/ACTION ITEMS**

10. CONSIDERATION OF A MAYWOOD COMMUNITY FIRST SPONSORSHIP PROGRAM, AND THE ASSOCIATED POLICIES AND GUIDELINES

**X. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)**

Speakers wishing to address the City Council on a non- agenda item you may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

- XI. **ADJOURNMENT** - The next Regular Meeting of the Maywood City Council is November 19, 2025, at 6:00 p.m. in the City Council Chambers.

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## PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

I, \_\_\_\_\_, City Clerk / Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.





# City of Maywood / LASD

## September Crime Statistics

### Month-to-Month Change



	Aug'25	Sept'25	(Aug'25 - Sept'25)
<b>Crimes Against a Person</b>			
Homicide	0	0	No Change
Sexual Assault	0	0	No Change
Aggravated Assault	8	5	↓ -3
<b>Crimes Against Property</b>			
Robbery (Armed)	1	1	No Change
Robbery (Other)	1	3	↑ 2
Burglary (Residential)	2	1	↓ -1
Burglary (Other)	1	0	↓ -1
Grand Theft	5	5	No Change
Theft from Vehicle	2	2	No Change
Petty Theft	5	5	No Change
Auto Theft	7	10	↑ 3
Arson	0	0	No Change



# City of Maywood / LASD

## September Crime Statistics

### Year-to-Year Change



	Sept'24	Sept'25	(Sept'24 - Sept'25)
<b>Crimes Against a Person</b>			
Homicide	0	0	No Change
Sexual Assault	0	0	No Change
Aggravated Assault	14	5	↓ -9
<b>Crimes Against Property</b>			
Robbery (Armed)	1	1	No Change
Robbery (Other)	5	3	↓ -2
Burglary (Residential)	2	1	↓ -1
Burglary (Other)	6	0	↓ -6
Grand Theft	14	5	↓ -9
Theft from Vehicle	6	2	↓ -4
Petty Theft	10	5	↓ -5
Auto Theft	16	10	↓ -6
Arson	0	0	No Change



## MEETING MINUTES

### REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

WEDNESDAY, SEPTEMBER 24, 2025 AT 5:30 PM

Maywood City Council Chambers  
4319 E. Slauson Avenue, Maywood, CA 90270  
[www.cityofmaywood.com](http://www.cityofmaywood.com)

#### I. CALL TO ORDER/ROLL CALL

Mayor Aguiluz called the meeting to order at 5:30 P.M. Deputy City Clerk Miguel Leon conducted roll call. **Present: Mayor Aguiluz, Mayor Pro Tem Marquez, Council Member De La Riva, Council Member Garcia, Council Member Flores.**

#### II. CITY OFFICIALS

MAYOR Mayra Aguiluz ( <b>Present</b> )	CITY CLERK Jennifer E. Vasquez ( <b>Present</b> )
MAYOR PRO TEM Heber Marquez ( <b>Present</b> )	CITY TREASURER Jennifer E. Vasquez ( <b>Present</b> )
COUNCIL MEMBERS Eddie De La Riva ( <b>Present</b> ) Frank Garcia ( <b>Present</b> ) Jaime Flores ( <b>Present</b> )	CITY MANAGER Jennifer E. Vasquez ( <b>Present</b> )  CITY ATTORNEY Roxanne Diaz ( <b>Present</b> )

#### STAFF PRESENT:

Daisy Guerrero, Deputy Director of Building and Planning (**Present**)  
Rimo Hanson, Director of Finance (**Present**)

#### III. MEETING PROCEDURES

THIS MEETING WILL BE HELD IN PERSON.

THE MEETING WILL BE AVAILABLE FOR VIEWING VIA ZOOM:

<https://us02web.zoom.us/j/85621851613> AND VIA THE CITY'S FACEBOOK PAGE.

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council Meeting, please contact the City Clerk's Office (323) 562-5714 within 72 hours of the meeting.

#### IV. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(1); CITY OF MAYWOOD V. MAYWOOD VILLAGE CENTER, LLC, LOS ANGELES COUNTY SUPERIOR COURT CASE NO. 24NWCV03641

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(1); IN RE: NATIONAL PRESCRIPTION OPIATE LITIGATION, UNITED STATES DISTRICT COURT (NORTHERN DISTRICT OF OHIO, EASTERN DIVISION) CASE NO. 1:17-MD-2804

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION; GOVERNMENT CODE SECTION 54956.9(D)(1); IN RE: PURDUE PHARMA L.P., ET AL., DEBTORS (CHAPTER 11), UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF NEW YORK, CASE NO. 19-23649 (SHL)

CONFERENCE WITH LABOR NEGOTIATOR, GOVERNMENT CODE SECTION 54957.6: CITY NEGOTIATOR: JENNIFER VASQUEZ, CITY MANAGER; EMPLOYEE ORGANIZATIONS: AFSCME DISTRICT COUNCIL 36, LOCAL 4319, MAYWOOD EMPLOYEES ASSOCIATION

City Attorney Diaz announced the Closed Session items at **5:31 p.m.**

The City Council recessed into Closed Session prior to the regular meeting to discuss Items 1 through 3 (Conference with Legal Counsel). The City Council reconvened into open session at 6:03 p.m.

City Attorney Diaz stated that the City Council met to discuss Closed Session Items 1 through 3 and that Item 4 would be discussed at the conclusion of the regular meeting.

Regarding Item 1, City Attorney Diaz announced that there was no reportable action.

The City Attorney stated for Items 2 and 3, related to the opioid cases, the City Council voted 5-0 to authorization participation in the settlement of both cases.

At the conclusion of the regular meeting, the City Council adjourned at 6:37 p.m. to Closed Session to discuss **Item 4**. Any reportable action related to this item will be reported at the next regular City Council meeting on October 22, 2025.

**V. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS**

Comments were provided by members of the City Council.

**VI. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)**

Speakers wishing to address the City Council on an item on the agenda may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

The following individuals provided public comments on agenda items:

1. David Perez

**VII. PRESENTATIONS**

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT: CITY UPDATE

City Manager Vasquez provided a brief presentation on crime statistics and public safety updates on behalf of the Sheriff's Department.

**VIII. CONSENT CALENDAR**

Council Member Garcia motioned to approve Consent Calendar Items 1 through 4, seconded by Mayor Pro Tem Marquez. Motion passed by the following vote:

**Ayes:** Mayor Aguiluz, Mayor Pro Tem Marquez, Council Members De La Riva, Flores, and Garcia.

**Noes:** None.

**Absent:** None.

Council Member Garcia requested to pull Item 5 for clarification regarding sanitary practices at previous events. Deputy Director Guerrero clarified that prior to any permits being issued, a health inspection will be required, and applicable public health standards must be met.

Motion to approve the remainder of the Consent Calendar by Mayor Aguiluz, seconded by Council Member Garcia. Motion passed by the following vote:

**Ayes:** Mayor Aguiluz, Mayor Pro Tem Marquez, Council Members De La Riva, Flores, and Garcia.

**Noes:** None.

**Absent:** None.

1. MINUTES FOR THE AUGUST 27, 2025, REGULAR CITY COUNCIL MEETING
2. MONTHLY CASH AND INVESTMENT REPORT AUGUST 2025
3. REVENUE REPORT AUGUST 2025
4. CONSIDERATION OF ADOPTING RESOLUTION NO. 6433 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
5. CONSIDERATION OF APPROVAL FOR ISSUANCE OF A SPECIAL EVENT PERMIT TO ST. ROSE OF LIMA LOCATED AT 4422 60TH STREET FOR AN ANNUAL FALL FESTIVAL AND DIRECTION REGARDING CONDITIONS OF APPROVAL

**IX. DISCUSSION/ACTION ITEMS**

6. DISCUSSION REGARDING THE STATEMENT OF WORK FOR THE MELLON FOUNDATION PHASE TWO SLEEPY LAGOON MEMORIAL AT SPEAKER ANTHONY RENDON RIVERFRONT PARK

Adriana Garcia from the Los Angeles Neighborhood Land Trust provided a presentation on the Mellon Foundation planning grant, including community engagement efforts and scope of work.

No formal action was taken. The City Council provided the following direction:

1. Land Trust to include one Council Member and one staff member in the Sleepy Lagoon Memorial planning process.
2. Land Trust to ensure the City of Maywood has representation at meetings with CBOs regarding the Sleepy Lagoon Memorial project.
3. Land Trust to focus on mobilizing more Maywood residents for workshops and presentations related to the Sleepy Lagoon Memorial.
4. Land Trust to present the governance framework report to the community before formal adoption.

**X. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)**

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The following individuals provided public comments on agenda items:

1. David Perez

XI. **ADJOURNMENT** - The meeting was adjourned at 6:37 p.m. The next Regular Meeting of the Maywood City Council is October 22, 2025, at 6:00 p.m. in the City Council Chambers.

Attest by: \_\_\_\_\_  
Deputy City Clerk, Miguel Leon

Approved by: \_\_\_\_\_  
Mayor, Mayra Aguiluz

**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 4.**

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**DATE:** October 22, 2025

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

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** RIMO HANSON, FINANCE DIRECTOR

**SUBJECT:** MONTHLY CASH AND INVESTMENT REPORT SEPTEMBER 2025

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**RECOMMENDATION:**

Staff recommends that the City Council receive and file the attached cash and investment report for September 2025.

**BACKGROUND:**

In accordance with the City of Maywood's Adopted Investment Policy and to provide information to the City Council, the City's Finance Department prepares a Monthly Cash and Investment Report for the City Council's review.

**DISCUSSION:**

The cash and investment balances are across all funds of the City. The purpose of this report is to show the cash and investment balances at the end of the month. The investments are in compliance with California State code 503600 and the City of Maywood Investment Policy.

The City maintains cash in a General Account, Investments in the Local Agency Investment Fund (LAIF), investments in the California Employers' Retiree Benefit Trust (CERBT), a Section 115 trust fund dedicated to prefunding other Post-Employment Benefits (OPEB), and investments in the California Employers' Pension Prefunding Trust (CEPPT). The attached report shows the cash and investments balances as of September 30, 2025.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

There is no fiscal impact involved with approving this report.

**ATTACHMENT(S)**

1. September 2025 Cash and Investment Report

**City of Maywood, California  
Cash and Investments Report  
As of September 30, 2025**

Description	Type	Ending Balance as of 9/30/2025
<b>A - Non-Investment Cash Accounts</b>		
US Bank - Corporate Checking	Cash	\$ 2,119,592.99
<b>Total Cash Accounts</b>		<b><u>\$ 2,119,592.99</u></b>
<b>B - Investment Accounts</b>		
Local Agency Investment Fund (LAIF)	Pooled Money Investment Account (PMIA)	\$ 16,539,195.20
California Public Employees' Retirement System (CalPERS) California Employers' Retiree Benefit Trust (CERBT)	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$ 1,220,683.49
California Public Employees' Retirement System (CalPERS) California Employers' Pension Prefunding Trust (CEPPT)	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$ 1,112,193.54
<b>Total Investment Accounts</b>		<b><u>\$ 18,872,072.23</u></b>
<b>Total Cash and Investments</b>		<b><u>\$ 20,991,665.22</u></b>

**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 5.**

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**DATE:** October 22, 2025  
**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** JENNIFER VASQUEZ, CITY MANAGER  
**BY:** RIMO HANSON, FINANCE DIRECTOR  
**SUBJECT:** REVENUE REPORT SEPTEMBER 2025

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**RECOMMENDATION:**

Staff recommends that the City Council receive and file the Revenue Report for the months of July–September 2025.

**BACKGROUND:**

In an effort to maintain transparency, the City's Finance Department prepares a monthly Revenue Report for the City's Council's review.

**DISCUSSION:**

General Fund revenues are not received evenly throughout the fiscal year. During the first half of the fiscal year, there is always an issue of timing difference whereby cash receipts do not align with the projected budget forecast, but during the second half of the year the cash receipts gradually begin to align with the projected budget. See attachment 1 and 2 for revenue details comparison between July–September 2024 and July–September 2025 and explanations in the "**Comments**" column.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

There is no fiscal impact with this action.

**ATTACHMENT(S)**

1. July - September 2025 City of Maywood FY 2025-2026 - General Fund
2. July - September 2025 City of Maywood FY 2025-2026 - Special Revenue

**Year-To-Date Revenue Report-General Fund  
FY 2025-2026  
As of September 30, 2025**

Acct #	Account Description	Adopted Budget FY 2025-26	July 2024 - September 2024	July 2025 - September 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
<b>Taxes:</b>							
Various	Property Taxes	\$ 793,230	\$ 34,467	\$ 20,454	\$ (14,013)	2.58%	Major payments receive in December and March.
4203/4302	Franchise & Collectors Fee	604,000	-	-	-	0.00%	Received Quarterly.
4211	Utility Users Tax	1,500,000	223,057	207,095	(15,962)	13.81%	Received in the following month.
4206	Transfer Tax	16,000	7,021	3,698	(3,323)	23.11%	Based on activities.
4202	Transient Occupancy Tax (TOT)	83,000	-	-	-	0.00%	Received Quarterly.
4212	Cannabis Sales Tax	1,650,000	-	-	-	0.00%	Received Quarterly.
4213	Cannabis Sales Tax - Installment Pmts	-	-	31,822	31,822	0.00%	
4201	Sales and Use Tax (Retail Sales Tax)	2,240,720	147,669	123,611	(24,058)	5.52%	Received in the following month.
<b>Taxes Total</b>		<b>6,886,950</b>	<b>412,214</b>	<b>386,680</b>	<b>(11,521)</b>	<b>5.61%</b>	
<b>Licenses &amp; Permits:</b>							
4301	Compliance Program Fee	47,810	-	-	-	0.00%	Payment is generally received in March.
Various	Plumbing, Electrical & Conditional/Land Used Permits	13,220	3,220	3,177	(43)	24.03%	Permits fluctuate based on activities.
4305	Public Works Permit Fees	100,000	27,261	91,911	64,650	91.91%	Fees fluctuate based on activities.
Various	Other Fees & Permits	25,694	5,095	6,058	963	23.58%	Fees fluctuate based on activities.
4320	Occupancy Permits	1,200	568	-	(568)	0.00%	Fees fluctuate based on activities.
4313	Building Permits	70,000	15,490	33,392	17,902	47.70%	Fees fluctuate based on activities.
4751	Rental Registry Program Fees	60,000	-	11,511	11,511	19.19%	The City started collecting the fees in January 2025.
4753	Rental Registry Program - Late Fees	-	-	5,756	5,756	0.00%	
4307	Commercial Cannabis Renewal Fees	74,250	-	-	-	0.00%	Five business licenses: one due in December and four due in April.
4322	Parking Permits	65,000	7,970	5,030	(2,940)	7.74%	Parking Permits issued during Sept.
4311	Apartment License	22,000	75	474	399	2.15%	Majority of payments are received in January-March.
4205	Business License Tax	267,000	7,055	12,141	5,086	4.55%	Majority of payments are received in January-March.
4110	Vehicle License Fees Excess	30,600	-	-	-	0.00%	State Allocation.

**Year-To-Date Revenue Report-General Fund  
FY 2025-2026  
As of September 30, 2025**

Acct #	Account Description	Adopted Budget FY 2025-26	July 2024 - September 2024	July 2025 - September 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
4107	Motor Vehicle License Fee (VLF) in lieu	3,783,840	-	-	-	0.00%	City receives two payments per year: January and May.
<b>Licenses and Permits Total</b>		<b>4,560,614</b>	<b>66,734</b>	<b>169,450</b>	<b>102,716</b>	<b>3.72%</b>	
<b>Charges for Services:</b>							
4704	Plan Check Fees	65,000	11,698	11,289	(409)	17.37%	Fees fluctuate based on activities.
4702	Rents & Concessions	25,005	5,954	6,252	298	25.00%	Monthly payments.
<b>Charges for Services Total</b>		<b>90,005</b>	<b>17,652</b>	<b>17,541</b>	<b>(111)</b>	<b>19.49%</b>	
<b>Fines and Forfeitures:</b>							
4401	Penalties: Apartment & Business Lic	13,000	1,199	3,399	2,200	26.15%	Penalties generally occur after February.
4404	Southeast Municipal Court (SEMC)/ Court Collections	240,000	40,216	31,537	(8,679)	13.14%	Monthly Payments.
4403	Citations: Administrative	5,000	100	1,000	900	20.00%	Code Enforcement Citations fluctuate based on activities.
4402	Citations: Parking	450,000	45,301	36,346	(8,955)	8.08%	Fees fluctuate based on activities. Payments are received two months after the citations
<b>Fines and Forfeitures Total</b>		<b>708,000</b>	<b>86,816</b>	<b>72,282</b>	<b>(14,534)</b>	<b>10.21%</b>	
<b>Leases and Concessions:</b>							
4501	Leased Property Rental Income	59,880	12,564	12,640	76	21.11%	Payments received monthly.
<b>Leases and Concessions Total</b>		<b>59,880</b>	<b>12,564</b>	<b>12,640</b>	<b>76</b>	<b>21.11%</b>	
<b>Miscellaneous:</b>							
4817	Good Corporate Citizen Program	21,000	-	-	-	0.00%	Payment is generally received in March.
4803	Interest Income	550,000	-	-	-	0.00%	Internal allocations are done quarterly.
4821	Other Interest Income	8,950	-	2,089	2,089	23.34%	
4809	Miscellaneous Revenue	10,000	920	50,483	49,563	504.83%	Amount received varies from year to year.
4814	Refunds & Overpayments-Reimb	10,000	-	7,154	7,154	71.54%	Amount received varies from year to year.
4816	Rebates & Insurance Claims Pymts	2,000	-	-	-	0.00%	Amount received varies from year to year.
4819	Donations	20,000	56,500	4,300	(52,200)	21.50%	Amount received varies from year to year.
Various	County/State/Federal Grants	-	-	-	-	0.00%	Reimbursement based on actual expenditures.
4850	Parks & Rec Revenues	2,600	-	-	-	0.00%	
4800	Transfer In -General	552,000	131,953	-	(131,953)	0.00%	Generally, transfers are processed at year-end. The \$131,953 was a transfer from Successor's Agency for City's admin costs.
<b>Miscellaneous Revenue Total</b>		<b>1,176,550</b>	<b>189,373</b>	<b>64,026</b>	<b>(125,347)</b>	<b>5.44%</b>	

**Year-To-Date Revenue Report-General Fund  
FY 2025-2026  
As of September 30, 2025**

Acct #	Account Description	Adopted Budget FY 2025-26	July 2024 - September 2024	July 2025 - September 2025	Variance	% YTD Revenue Received to Adopted Budget	Comments
		A	B	C	=(C-B)	=(C/A)	
<b>Pension/Retirement Fund:</b>							
4830	Retiree Pension Levy	1,300,000	9,396	9,266	(130)	0.71%	Majority of payments are received in January & June.
<b>Retiree Pension Levy Total</b>		<b>1,300,000</b>	<b>9,396.00</b>	<b>9,266.00</b>	<b>(130.00)</b>	<b>0.71%</b>	
<b>General Fund Revenue Total</b>		<b>\$ 14,781,999</b>	<b>\$ 794,749</b>	<b>\$ 731,885</b>	<b>\$ (48,851)</b>	<b>4.95%</b>	

**Year-To-Date Revenue Report-Special Revenue Funds**

**FY 2025-2026**

**As of September 30, 2025**

<b>Fund #</b>	<b>Fund Description</b>	<b>Adopted Budget FY 2025-26</b>	<b>July 2024 - September 2024</b>	<b>July 2025 - September 2025</b>	<b>Variance</b>	<b>% YTD Revenue Received to Adopted Budget</b>	<b>Comments</b>
		<b>A</b>	<b>B</b>	<b>C</b>	<b>=(C-B)</b>	<b>=(A/C)</b>	
212	Gas Tax Fund	\$ 749,414	\$ 133,666	\$ 124,107	\$ (9,559)	16.56%	Received monthly.
214	Transportation Development Act (TDA) Bikeway	100,026	-	-	-	0.00%	Reimbursement based on actual expenditures.
216	SB-1 Road Maintenance Rehabilitation Act Fund	657,040	56,749	55,571	(1,178)	8.46%	Received monthly.
221	Proposition A Transit Fund	632,687	164,301	166,812	2,511	26.37%	Received monthly.
222	Proposition C Transit Fund	541,131	137,127	138,813	1,686	25.65%	Received monthly.
223	Air Quality Management District (AQMD) Fund	32,500	-	-	-	0.00%	Received quarterly.
224	Measure R Transit Fund	413,474	102,201	103,748	1,547	25.09%	Received monthly.
225	Measure M Transit Fund	470,937	115,625	117,664	2,039	24.99%	Received monthly.
227	LACMTA - Exchange STP-L for Metro Fund	75,014					
232	Supplemental Law Enforcement Services Fund (SLESF) Grant	175,000	-	-	-	0.00%	Received monthly.
243	Community Development Block Grant (CDBG)	632,388	6,795	-	(6,795)	0.00%	Reimbursement based on actual expenditures.
251	Street Lighting Fund	204,520	-	-	-	0.00%	Payments start in November.
261	Federal / State / County Grants	18,894,412	787	-	(787)	0.00%	Reimbursement based on actual expenditures.
272	Measure A Park Fund	634,746	-	-	-	0.00%	Reimbursement based on actual expenditures.
280	Measure W Safe Clean Water Program Fund	175,000	-	-	-	0.00%	Payment Received in August.
412	Sewer Enterprise Fund	-	-	-	-	0.00%	Payment Starts in November.
501	PLHA Fund (Permanent Local Housing Allocation)	267,788	-	-	-	0.00%	Reimbursement based on actual expenditures.
611	Redevelopment Successor Agency Fund	-	320	-	(320)	0.00%	
<b>Special Revenue Funds Total</b>		<b>\$ 24,656,077</b>	<b>\$ 717,571</b>	<b>\$ 706,715</b>	<b>\$ (10,856)</b>	<b>2.87%</b>	

**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 6.**

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**DATE:** October 22, 2025

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

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** RIMO HANSON, FINANCE DIRECTOR

**SUBJECT:** CONSIDERATION OF ADOPTING RESOLUTION NO. 6434 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

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**RECOMMENDATION:**

Staff recommends that the City Council receive, approve, and file the warrant ACH registers and payroll wire transfers dated 9/9/2025 through 10/10/2025 and adopt Resolution NO. 6434 approving the Warrants for Payment.

**BACKGROUND:**

Staff provides warrant registers and wire transfers to City Council as part of Management Controls. The City utilizes resolutions for approving warrants for payment to comply with Section 3-2.06 of the Municipal Code regarding Warrants for Payments. Exhibit A entitled Summary of Warrants and Wire Transfers/ Automated Clearing House (ACH) Transactions serves as a Management Control for complying with Section 3-2.06. Exhibit B entitled Detail of Warrants serves as evidence of Internal Controls utilized by City Finance staff that support these Management Controls for payments made by the City. These controls are carried out through the submission of all required documents supporting the invoices submitted for payment. Prior to payment, the Finance staff reviews all disbursement documents to ensure that they meet the approval requirements and adequate support documentation.

**DISCUSSION:**

A - PAYMENT APPROVAL - Pursuant to paragraph 37202 of the California Government Code, demands (called Warrant Demand) against the City for payment shall be audited and thereafter submitted to the City Council for approval or rejection prior to payment, either separately or in a register of audited demands and shall have attached thereto affirmation of the City Treasurer and City Finance Director certifying the accuracy of the demands and the availability of funds for payment. This is accomplished using:

A1 - Warrants Registers or checks certified or approved by the City Treasurer and Finance Director as conforming to authorized expenditures set forth in the City Council's adopted City Budget.

A1.1 Prepayment - pre-paying allows the City to take advantage of allowable prompt payment discounts and make payments on due dates of invoices. This involves the issuance of checks prior to final warrant approval. Automated Clearing House (ACH) transactions are made using a network that electronically moves money between the City's bank accounts to a payee's bank account. This is reflected in the Summary Warrants for Payment and Wire Transfers/ACH Transactions as Accounts Payable prepaid warrants for payment. Wire

Transfer is a method of electronic funds transfer from the City of Maywood to one person or organization (payrolls and fees for electronic transfers).

A1.2 Regular Payment- To avoid late fees for payments made beyond due dates of invoices, checks are prepared prior to final warrant approval by the City Council. This is reflected in the Summary Warrants for Payment and Wire Transfers/Ach Transactions as Accounts Payable regular warrants for payment. After City Council approval, the checks are signed and distributed.

B - DOCUMENTATION - The City uses a Management Control by producing a summary document (Exhibit A-Summary Warrants for Payment and Wire Transfers/ACH transactions) that represents the cash disbursements required and the City uses an Internal Control by producing a detailed document (Exhibit B-Detail Warrants for Payment) that details information about each check issued for Prepaid and or to-be-paid for Regular Payments. These "disbursements" are accounted for in the FY 2024-25 and FY 2025-26 budget.

B1- SUMMARY WARRANTS FOR PAYMENT and WIRE TRANSFERS/ACH TRANSACTIONS provide an accounting of the Accounts Payable Registers, wire transfers (method of electronic funds transfer from the City of Maywood to one person or organization), and Automated Clearing House (ACH) transactions.

B2 - DETAIL WARRANTS FOR PAYMENTS provides the detailed information of approved payments made to the City's vendors and contractors by check number, identification of prepaid, date of warrant, vendor name, check amount, transaction description, and fund source. Wire transfers also enable the City to send electronic funds to the bank accounts of the City's vendors and contractors. The warrant registers, wire transfers, and net payrolls reflect the financial obligations of the City for the above-referenced dates.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

The total disbursements for Warrant Registers are \$1,434,560.89 for the period from 9/9/2025 to 10/10/2025. This amount consists of Warrant Registers of \$1,235,337.51, ACH registers of \$71,119.52 and Payroll Wire Transfers of \$128,103.86.

**ATTACHMENT(S)**

1. Resolution No.6434 Approving the Warrants for Register 10.22.25
2. Exhibit A Summary Warrant Demand 10.22.25
3. Exhibit B Warrant Register Detail 10.22.2025

**RESOLUTION NO. 6434**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MAYWOOD, CALIFORNIA, AND SUCCESSOR AGENCY TO  
THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY  
APPROVING THE WARRANTS FOR PAYMENT**

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

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

**WHEREAS**, the register of audited demands is hereby submitted to the City Council of  
the City of Maywood and Successor Agency to the Maywood Community Redevelopment  
Agency for approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the listed Warrants and Wire  
Transfers/Automated Clearing House (ACH) Transactions for \$1,434,560.89 are hereby  
ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

**PASSED, APPROVED AND ADOPTED THIS** 22<sup>th</sup> day of October 2025.

\_\_\_\_\_  
Mayra Aguiluz, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Miguel Leon, Deputy City Clerk

\_\_\_\_\_  
Roxanne Diaz, City Attorney

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
CITY OF MAYWOOD

I, Miguel Leon, Deputy City Clerk of the City of Maywood, County of Los Angeles, State of California, do hereby certify that the foregoing Resolution, being Resolution No.6434, was duly passed, approved by not less than three members of the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the Deputy City Clerk, all at a regular meeting of the City Council held on the 22<sup>th</sup> day of October, 2025, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
Miguel Leon, Deputy City Clerk

**City of Maywood**  
**Summary Warrants for Payment and Wire Transfers/ACH Transactions**  
**Council Meeting Date**  
**Wednesday, October 22, 2025**

**Accounts Payable**

**Amount**

Accounts Payable void warrants for payment: 093823	\$ (77,150.00)
Accounts Payable prepaid warrants for payment: Checks No. 093822 - 093917	1,312,487.51
Accounts Payable ACH warrants for payment: ACH No. 429 - 445	<u>71,119.52</u>
Sub-total	\$ <u>1,306,457.03</u>

**Payroll /Wire Transfer**

09/25/25 Payroll Pay Period 9/7/2025 - 9/20/2025	62,498.38
10/09/25 Payroll Pay Period 9/21/2025 - 10/4/2025	<u>65,605.48</u>
Sub-total	\$ <u>128,103.86</u>

**Total Demands** \$ 1,434,560.89

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093822	P	9/17/2025	Juan Carlos Montoya	18,850.00	Rental Assistance Program Oct 2025 - Oct 2026	Permanent Local Housing Allocation	501
093823		9/30/2025	Impact Teen Drivers Fund	21,165.00	Distracted Driving Prevention & Education Program	General Fund	100
		9/30/2025	Impact Teen Drivers Fund	56,000.00	Distracted Driving Prevention & Education Program	Grants Fund	261
	VOID	9/30/2025	Impact Teen Drivers Fund	(21,165.00)	Distracted Driving Prevention & Education Program	General Fund	100
	VOID	9/30/2025	Impact Teen Drivers Fund	(56,000.00)	Distracted Driving Prevention & Education Program	Grants Fund	261
093824	P	9/30/2025	Impact Teen Drivers Fund	21,165.00	Distracted Driving Prevention & Education Program	General Fund	100
		9/30/2025	Impact Teen Drivers Fund	56,000.00	Distracted Driving Prevention & Education Program	Grants Fund	261
093825	P	9/30/2025	Tierra West Advisors, Inc	663.75	Consultant Svcs Apr 2025	General Fund	100
		9/30/2025	Tierra West Advisors, Inc	2,035.00	Consultant Svcs Jun 2025	General Fund	100
093826	P	10/1/2025	ACC Business	833.58	Internet Svcs 8/11/25 - 9/10/25	General Fund	100
093827	P	10/1/2025	Alin Party Supply CO	297.08	CS Dept - Halloween Decorations 9/26/25	General Fund	100
093828	P	10/1/2025	Alta Environmental	210.35	Professional Svcs Aug 2025	Measure W Fund	280
093829	P	10/1/2025	Amazon Capital Services	(16.07)	CH-(Credit) Batteries 8/13/25	General Fund	100
		10/1/2025	Amazon Capital Services	54.82	CS Dept - Event Megaphone 9/17/25	General Fund	100
		10/1/2025	Amazon Capital Services	148.94	CS Dept - Various Supplies 9/25/25	General Fund	100
		10/1/2025	Amazon Capital Services	250.39	CS Dept. - Various Supplies 9/9/25	General Fund	100
		10/1/2025	Amazon Capital Services	19.65	HR Dept- Folder Divider 9/8/25	General Fund	100
		10/1/2025	Amazon Capital Services	71.33	PW Dept - High Lift Jack 9/24/25	General Fund	100
093830	P	10/1/2025	AT&T U-verse	107.00	CY Internet Svcs 9/19/25-10/18/25	General Fund	100
093831	P	10/1/2025	Benefit Coordinators Corporation (BCC)	1,111.62	Dental & Vision Benefits Sept 2025	General Fund	100
		10/1/2025	Benefit Coordinators Corporation (BCC)	386.41	Dental & Vision Benefits Sept 2025	Gas Tax Fund	212
		10/1/2025	Benefit Coordinators Corporation (BCC)	8.02	Dental & Vision Benefits Sept 2025	Proposition A Fund	221

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		10/1/2025	Benefit Coordinators Corporation (BCC)	32.26	Dental & Vision Benefits Sept 2025	Proposition C Fund	222
		10/1/2025	Benefit Coordinators Corporation (BCC)	23.65	Dental & Vision Benefits Sept 2025	Measure R Fund	224
		10/1/2025	Benefit Coordinators Corporation (BCC)	180.60	Dental & Vision Benefits Sept 2025	Measure M Fund	225
		10/1/2025	Benefit Coordinators Corporation (BCC)	19.12	Dental & Vision Benefits Sept 2025	CDBG	243
		10/1/2025	Benefit Coordinators Corporation (BCC)	6.45	Dental & Vision Benefits Sept 2025	Street Lighting Fund	251
		10/1/2025	Benefit Coordinators Corporation (BCC)	30.96	Dental & Vision Benefits Sept 2025	Permanent Local Housing Allocation	501
		10/1/2025	Benefit Coordinators Corporation (BCC)	20.91	Dental & Vision Benefits Sept 2025	Successor Agency Fund	611
093832	P	10/1/2025	BPR Consulting Group LLC	25,381.71	Professional Svcs Jul 2025	General Fund	100
093833	P	10/1/2025	Brent Talmo	1,005.00	Retiree Medical Reimb Oct 2025	General Fund	100
093834	P	10/1/2025	Bruce Leflar	887.86	Retiree Medical Reimb Oct 2025	General Fund	100
093835	P	10/1/2025	Burke, Williams & Sorensen, LLP	2,106.50	Legal & Professional Svcs Aug 2025	General Fund	100
093836	P	10/1/2025	California Consulting Inc.	3,900.00	Grant Writing Svcs Sept 2025	General Fund	100
093837	P	10/1/2025	Cat Specialties Inc.	497.10	Council/Housing/PW/CS Dept-Shirts 8/28/25	General Fund	100
093838	P	10/1/2025	CEM Construction Corp	19,950.00	52nd St/52nd Pl Sewer Improvement Project Aug 2025	Grants Fund	261
093839	P	10/1/2025	Christine M. Locher	426.70	Retiree Medical Reimb Oct 2025	General Fund	100
093840	P	10/1/2025	Occupational Health Centers of CA	118.00	Pre-Employment Physical 9/12/25	General Fund	100
093841	P	10/1/2025	CoreLogic Solutions LLC.	150.00	Property Finder Svcs Aug 2025	General Fund	100
093842	P	10/1/2025	Crosstown Electrical & Data Inc.	151.00	4301 55th St. 8/8/25	Gas Tax Fund	212
		10/1/2025	Crosstown Electrical & Data Inc.	248.81	Maywood Ave & 53rd St 8/19/25	Gas Tax Fund	212
		10/1/2025	Crosstown Electrical & Data Inc.	151.00	Slauson Ave & Loma Vista Ave 8/11/25	Gas Tax Fund	212
		10/1/2025	Crosstown Electrical & Data Inc.	151.00	Slauson Ave & Maywood Ave 8/11/25	Gas Tax Fund	212
		10/1/2025	Crosstown Electrical & Data Inc.	302.00	Slauson Ave & Woodlawn Ave 8/11/25	Gas Tax Fund	212
		10/1/2025	Crosstown Electrical & Data Inc.	1,125.00	Street Preventive Maint Aug 2025	Street Lighting Fund	251

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093843	P	10/1/2025	Dapeer, Rosenblit & Litvak, LLP	1,009.34	Municipal Code Enforcement Professional Svcs Aug 2025	General Fund	100
093844	P	10/1/2025	Dewey Pest Control	162.50	Pest Control Svcs Sept 2025	General Fund	100
093845	P	10/1/2025	Diana Cho & Associates	396.00	Consulting Svcs Park Impv Proj FY24-25 Aug 2025	CDBG	243
		10/1/2025	Diana Cho & Associates	396.00	Consulting Svcs Park Impv Proj FY24-25 Jul 2025	CDBG	243
093846	P	10/1/2025	Environmental Science Associates	6,252.00	Climate Action Adaptation & Resilience Plan (CAARP) Jul 2025	General Fund	100
		10/1/2025	Environmental Science Associates	13,416.58	Climate Action Adaptation & Resilience Plan (CAARP) Jul 2025	Grants Fund	261
093847	P	10/1/2025	George Hills Company	549.70	City Claims/Adjuster Aug 2025	General Fund	100
093848	P	10/1/2025	Graffiti Protective Coatings Inc.	18,000.00	Citywide Graffiti Removal Aug 2025	CDBG	243
		10/1/2025	Graffiti Protective Coatings Inc.	18,000.00	Citywide Graffiti Removal Jul 2025	CDBG	243
093849	P	10/1/2025	HD Supply formerly Home Depot Pro	309.31	CS Dept. - Storage Shelves - 9/9/25	General Fund	100
		10/1/2025	HD Supply formerly Home Depot Pro	226.51	PW Dept- Various Supplies 9/9/25	General Fund	100
		10/1/2025	HD Supply formerly Home Depot Pro	259.66	PW/CS Dept- Various Supplies 9/19/25	General Fund	100
		10/1/2025	HD Supply formerly Home Depot Pro	408.81	PW Dept- Various Supplies 9/15/25	Gas Tax Fund	212
093850	P	10/1/2025	HdL Software LLC	3,131.37	Business License Processing Svcs Aug 2025	General Fund	100
093851	P	10/1/2025	Myers & Sons Hi-Way Safety Inc.	174.69	PW Dept - Glass Beads 8/20/25	Gas Tax Fund	212
093852	P	10/1/2025	Innovative Fence Inc.	314.90	Fence Rental - 5110 District Blvd 9/9/25-10/9/25	General Fund	100
093853	P	10/1/2025	Jesus Magana	400.00	CS Dept - DJ/Sound Trunk-OR-Treat 9/13/25	General Fund	100
093854	P	10/1/2025	JMG Security System	484.00	CH-Security Access Control Svcs 9/10/25	General Fund	100
093855	P	10/1/2025	Gregory Kiley dba Kiley & Associates LLC	3,900.00	Federal Legislative Advocacy Svcs 8/15/25-9/14/25	General Fund	100
093856	P	10/1/2025	L.B. Johnson Hardware #1	30.71	PW Dept - Cleaner Simple Green 9/26/25	General Fund	100
		10/1/2025	L.B. Johnson Hardware #1	19.74	PW Dept - Grommet kit 9/10/25	General Fund	100
		10/1/2025	L.B. Johnson Hardware #1	38.34	PW Dept - Keys 9/9/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		10/1/2025	L.B. Johnson Hardware #1	59.24	PW Dept - Various Supplies 9/17/25	General Fund	100
		10/1/2025	L.B. Johnson Hardware #1	84.45	PW Dept - Various Supplies 9/19/25	General Fund	100
		10/1/2025	L.B. Johnson Hardware #1	186.56	PW Dept - Wheel Barrow 9/26/25	General Fund	100
		10/1/2025	L.B. Johnson Hardware #1	18.65	PW Dept - Zip Ties 9/24/25	General Fund	100
		10/1/2025	L.B. Johnson Hardware #1	85.54	PW Dept - Cement 9/15/25	Gas Tax Fund	212
		10/1/2025	L.B. Johnson Hardware #1	503.92	PW Dept - Various Supplies 9/19/25	Gas Tax Fund	212
093857	P	10/1/2025	Laura Ahrens	768.52	Retiree Medical Reimb Oct 2025	General Fund	100
093858	P	10/1/2025	LGP Equipment Rentals	791.65	PW Dept - Boom Lift Rental 9/22/25	General Fund	100
093859	P	10/1/2025	Maywood Car Wash	339.77	Car Wash/Gas Aug 2025	General Fund	100
093860	P	10/1/2025	Nationwide Environmental Services	7,537.00	Street Sweeping Svcs Aug 2025	Gas Tax Fund	212
093861		10/1/2025	Ok Printing Design & Digital Print	2,550.00	CS Dept- City Newsletter 9/13/25	General Fund	100
093862	P	10/1/2025	PEAC Solutions	590.46	Copier Lease 8/30/25-9/29/25	General Fund	100
093863	P	10/1/2025	Phoenix Group Information Systems	417.38	Admin Citations Processing Fee Jul 2025	General Fund	100
		10/1/2025	Phoenix Group Information Systems	4,893.65	Citations Processing Fees Jul 2025	General Fund	100
093864	P	10/1/2025	BlueTriton Brands, Inc.	170.19	PW Dept Drinking Water 8/25/25-9/24/25	General Fund	100
093865	P	10/1/2025	DBA Promotional Design Group; Creative Inflatables	1,533.89	CS Dept - 10X10 Canopy 9/19/25	General Fund	100
093866	P	10/1/2025	QDoxs	49.39	Xerox Copier 9/5/25-10/4/25	General Fund	100
093867	P	10/1/2025	Quadient Leasing USA, Inc.	972.48	Postage Meter Lease 10/22/25-1/21/26	General Fund	100
093868	P	10/1/2025	Rael & Letson	2,100.00	GASB 68 FY24-25	General Fund	100
093869	P	10/1/2025	Roadline Products Inc.	1,926.73	PW Dept- Various Supplies 9/10/25	Gas Tax Fund	212
		10/1/2025	Roadline Products Inc.	626.33	PW Dept- Various Supplies 9/9/25	Gas Tax Fund	212
093870	P	10/1/2025	Robert Leach	1,005.00	Retiree Medical Reimb Oct 2025	General Fund	100
093871	P	10/1/2025	Ronald Lindsey	1,690.43	Retiree Medical Reimb Oct 2025	General Fund	100
093872	P	10/1/2025	Richards Watson & Gershon	5,504.40	Legal Svcs-0001 Aug 2025	General Fund	100
		10/1/2025	Richards Watson & Gershon	1,480.50	Legal Svcs-0010 Aug 2025	General Fund	100
		10/1/2025	Richards Watson & Gershon	230.30	Legal Svcs-0013 Aug 2025	Grants Fund	261
		10/1/2025	Richards Watson & Gershon	1,799.50	Legal Svcs-0015 Aug 2025	Grants Fund	261
		10/1/2025	Richards Watson & Gershon	3,363.00	Legal Svcs-0016 Aug 2025	Grants Fund	261

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		10/1/2025	Richards Watson & Gershon	8,083.00	Legal Svcs-0017 Aug 2025	Grants Fund	261
		10/1/2025	Richards Watson & Gershon	5,362.50	Legal Svcs-0018 Aug 2025	Grants Fund	261
093873	P	10/1/2025	Southern California Association of Governments	3,563.00	SCAG Membership Dues FY25-26	General Fund	100
093874	P	10/1/2025	SHERIFF'S DEPT COUNTY OF LOS ANGELES	514,938.40	Municipal Law Enforcement Svcs Aug 2025	General Fund	100
093875	P	10/1/2025	Southeast Rio Vista YMCA	41,036.00	YMCA - City Sponsorship Program 9/29/25	General Fund	100
093876	P	10/1/2025	Stantec Planning & Landscape Architecture	9,641.14	Local Hazardous Mitigation Plan May-Aug 2025	Grants Fund	261
093877	P	10/1/2025	Staples Business Advantage	232.58	CH-Copy Paper 9/20/25	General Fund	100
		10/1/2025	Staples Business Advantage	406.85	CH-Various Supplies 9/20/25	General Fund	100
		10/1/2025	Staples Business Advantage	33.22	CS Dept- Various Supplies 9/20/25	General Fund	100
093878	P	10/1/2025	T-MOBILE	626.52	Cell Phone Svcs 8/21/25-9/20/25	General Fund	100
093879	P	10/1/2025	Quadient Finance USA Inc.	350.00	Postage Usage 8/15/25-9/14/25	General Fund	100
093880	P	10/1/2025	Transtech Engineers Inc	4,324.50	CIP Management Svcs Aug 2025	General Fund	100
		10/1/2025	Transtech Engineers Inc	594.00	CIP Management Svcs Jul 2025	General Fund	100
		10/1/2025	Transtech Engineers Inc	20,159.00	General Engineering Svcs Aug 2025	General Fund	100
		10/1/2025	Transtech Engineers Inc	25,810.00	General Engineering Svcs Jul 2025	General Fund	100
		10/1/2025	Transtech Engineers Inc	3,538.75	General Engineering Svcs Aug 2025	Gas Tax Fund	212
		10/1/2025	Transtech Engineers Inc	8,617.50	General Engineering Svcs Jul 2025	Gas Tax Fund	212
		10/1/2025	Transtech Engineers Inc	7,202.00	CIP Management Svcs Aug 2025	SB-1 Fund	216
		10/1/2025	Transtech Engineers Inc	20,716.50	CIP Management Svcs Jul 2025	SB-1 Fund	216
		10/1/2025	Transtech Engineers Inc	2,754.00	CIP Management Svcs Jul 2025	CDBG	243
		10/1/2025	Transtech Engineers Inc	59,359.25	CIP Management Svcs Aug 2025	Grants Fund	261
		10/1/2025	Transtech Engineers Inc	23,241.50	CIP Management Svcs Jul 2025	Grants Fund	261
093881	P	10/1/2025	U.S. Bank Corporate Payment System	3,145.48	Cred Card- 9/15/25 stmt	General Fund	100
093882	P	10/1/2025	ULINE INC.	1,499.72	PW Dept - Crowd Barrier 9/2/25	General Fund	100
093883	P	10/1/2025	UniFirst Corporation	82.96	Building Mat Svcs 8/15/25	General Fund	100
		10/1/2025	UniFirst Corporation	82.96	Building Mat Svcs 9/12/25	General Fund	100
		10/1/2025	UniFirst Corporation	82.96	Building Mat Svcs 9/19/25	General Fund	100
093884	P	10/1/2025	Vernon City of	23.88	Slauson/Downey 7/14/25-8/13/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093885	P	10/1/2025	West Coast Arborists, Inc	19,225.00	Tree Maintenance Svcs 5/1/25-5/15/25	General Fund	100
		10/1/2025	West Coast Arborists, Inc	972.00	Tree Maintenance Svcs 2/16/25-2/28/25	Gas Tax Fund	212
		10/1/2025	West Coast Arborists, Inc	6,300.00	Tree Maintenance Svcs 5/1/25-5/15/25	Gas Tax Fund	212
		10/1/2025	West Coast Arborists, Inc	3,000.00	Tree Maintenance Svcs 5/16/25-5/31/25	Gas Tax Fund	212
		10/1/2025	West Coast Arborists, Inc	1,170.00	Tree Maintenance Svcs 8/16/25-8/31/25	Gas Tax Fund	212
093886	P	10/1/2025	World Private Security Inc.	9,266.91	Crossing Guard Svcs Aug 2025	Gas Tax Fund	212
093887	P	10/2/2025	State Treasurer's Office	33,200.00	State Treasurer Condemnation Fund	Grants Fund	261
093888	P	10/7/2025	State of California	150.00	SOC Audit Letter FY24-25	General Fund	100
093889	P	10/10/2025	AFSCME District Council 36	493.93	Union Dues - Sept 2025	General Fund	100
093890	P	10/10/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	2,294.59	IT Software Subscriptions Oct 2025	General Fund	100
		10/10/2025	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	3,630.00	IT Svcs Oct 2025	General Fund	100
093891	P	10/10/2025	AT&T	31.41	Emergency Elevator Phone Svcs Sept 2025	General Fund	100
093892	P	10/10/2025	Base Hill Inc.	6,172.97	Janitorial Svcs Sept 2025	General Fund	100
093893	P	10/10/2025	Benefit Coordinators Corporation (BCC)	1,518.40	Dental & Vision Benefits Oct 2025	General Fund	100
		10/10/2025	Benefit Coordinators Corporation (BCC)	244.51	Dental & Vision Benefits Oct 2025	Gas Tax Fund	212
		10/10/2025	Benefit Coordinators Corporation (BCC)	8.02	Dental & Vision Benefits Oct 2025	Proposition A Fund	221
		10/10/2025	Benefit Coordinators Corporation (BCC)	32.26	Dental & Vision Benefits Oct 2025	Proposition C Fund	222
		10/10/2025	Benefit Coordinators Corporation (BCC)	23.65	Dental & Vision Benefits Oct 2025	Measure R Fund	224
		10/10/2025	Benefit Coordinators Corporation (BCC)	103.20	Dental & Vision Benefits Oct 2025	Measure M Fund	225
		10/10/2025	Benefit Coordinators Corporation (BCC)	19.12	Dental & Vision Benefits Oct 2025	CDBG	243

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
		10/10/2025	Benefit Coordinators Corporation (BCC)	6.45	Dental & Vision Benefits Oct 2025	Street Lighting Fund	251
		10/10/2025	Benefit Coordinators Corporation (BCC)	15.48	Dental & Vision Benefits Oct 2025	Permanent Local Housing Allocation	501
		10/10/2025	Benefit Coordinators Corporation (BCC)	20.91	Dental & Vision Benefits Oct 2025	Successor Agency Fund	611
093894	P	10/10/2025	BPR Consulting Group LLC	17,035.32	Professional Svcs Aug 2025	General Fund	100
093895	P	10/10/2025	Brinks Inc.	328.70	Armored Truck Svcs Oct 2025	General Fund	100
		10/10/2025	Brinks Inc.	121.48	Cash Handling Svcs Sept 2025	General Fund	100
093896	P	10/10/2025	Charter Communications Holdings, LLC	638.99	CH Internet & Phone Svcs Oct 2025	General Fund	100
		10/10/2025	Charter Communications Holdings, LLC	325.00	CY Internet Svcs Oct 2025	General Fund	100
093897	P	10/10/2025	Crosstown Electrical & Data Inc.	151.00	Slauson Ave & Fishburn Ave 7/22/25	General Fund	100
		10/10/2025	Crosstown Electrical & Data Inc.	399.82	59th & Heliotrope Circle 8/1/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	1,691.87	59th & Heliotrope Circle 8/5/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	159.83	6150 Woodward St 7/3/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	836.00	Atlantic Blvd & 60th St 8/10/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	226.50	Maywood Ave & 56th St 8/19/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	377.50	Maywood Ave 8/13/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	1,033.08	Maywood Ave 8/20/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	302.00	Slauson Ave & Alamo Ave 7/16/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	438.08	Slauson Ave & Carmelita Ave 8/29/25	Gas Tax Fund	212
		10/10/2025	Crosstown Electrical & Data Inc.	1,366.42	Slauson Ave & Fishburn Ave 8/20/25	Gas Tax Fund	212
093898	P	10/10/2025	Dave and Frank Automotive	131.70	Vehicle Repair VIN# 08062 9/23/25	General Fund	100
093899	P	10/10/2025	Gilbert Livas	1,311.25	Planning and Economic Development Svcs Sept 2025	General Fund	100
093900	P	10/10/2025	HdL Software LLC	1,259.89	Permits Software Quarterly Use Fee 6/01/25-8/31/25	General Fund	100
		10/10/2025	HdL Software LLC	1,259.69	Permits Software Quarterly Use Fee 9/1/25-11/30/25	General Fund	100
093901	P	10/10/2025	Myers & Sons Hi-Way Safety Inc.	480.24	PW Dept - Drive Rivets 10/3/25	Gas Tax Fund	212

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
093902	P	10/10/2025	Tanaka Farms LLC	555.00	CS Dept. - Halloween Pumpkins 10/3/25	General Fund	100
093903	P	10/10/2025	L.B. Johnson Hardware #1	65.81	PW Dept - Caution Tape 9/24/25	General Fund	100
		10/10/2025	L.B. Johnson Hardware #1	74.61	PW Dept - Drain Cleaner 10/2/25	General Fund	100
		10/10/2025	L.B. Johnson Hardware #1	44.95	PW Dept - Various Supplies 9/30/25	General Fund	100
		10/10/2025	L.B. Johnson Hardware #1	4.38	PW Dept -Gloves 10/6/25	General Fund	100
		10/10/2025	L.B. Johnson Hardware #1	622.18	PW Dept - Asphalt 9/11/25	Gas Tax Fund	212
		10/10/2025	L.B. Johnson Hardware #1	691.32	PW Dept - Asphalt 9/11/25	Gas Tax Fund	212
093904	P	10/10/2025	Regional TAP Service Center	844.80	Metro TAP Cards Sept 2025	Proposition C Fund	222
093905	P	10/10/2025	Tri-City Mutual Water Company	48.60	5000 Slauson Ave Sept 2025	General Fund	100
		10/10/2025	Tri-City Mutual Water Company	2,652.00	5950 Walker Ave Sept 2025	General Fund	100
093906	P	10/10/2025	Microix	2,236.25	Annual Software Maint Support 12/8/25-12/7/26	General Fund	100
093907	P	10/10/2025	Nancy Anzaldo	18,700.00	Rental Assistance Program Nov 2025- Sept 2026	Permanent Local Housing Allocation	501
093908	P	10/10/2025	Perez Plumbing	1,850.00	Fountain Installation Benito Juarez Park	General Fund	100
		10/10/2025	Perez Plumbing	275.00	Water Dispensing System Replacement	General Fund	100
		10/10/2025	Perez Plumbing	375.00	Water Fountain Repairs	General Fund	100
093909	P	10/10/2025	Phoenix Group Information Systems	7,572.47	Citations Processing Fees Aug 2025	General Fund	100
093910	P	10/10/2025	QDoxs	142.50	Copier Base Charge Oct 2025	General Fund	100
093911	P	10/10/2025	Revueltas Landscape Inc	6,020.00	Landscaping Svcs Sept 2025	General Fund	100
		10/10/2025	Revueltas Landscape Inc	4,325.00	Landscaping Svcs Sept 2025	Gas Tax Fund	212
093912	P	10/10/2025	S&S Worldwide Inc	286.12	CS Dept - Halloween Crafts 9/25/25	General Fund	100
093913	P	10/10/2025	SHERIFF'S DEPT COUNTY OF LOS ANGELES	6,639.16	Municipal Law Enforcement Svcs Special Events 7/1/25-7/4/25	General Fund	100
		10/10/2025	SHERIFF'S DEPT COUNTY OF LOS ANGELES	1,962.76	Municipal Law Enforcement Svcs Special Events 7/16/25	General Fund	100
093914	P	10/10/2025	Southeast Rio Vista YMCA	6,800.00	YMCA Charter Bus Fee 9/29/25	General Fund	100
093915	P	10/10/2025	Terra Compliance LLC	15,000.00	SB 1383 Subscription Oct 2025- Oct 2028	Grants Fund	261
093916	P	10/10/2025	Tierra West Advisors, Inc	1,046.67	Consultant Svcs Aug 2025	General Fund	100
093917	P	10/10/2025	Vanlen Cnsultants, Inc.	5,000.00	Randolph Corridor Survey 9/7/25	Measure M Fund	225

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
ACH-429		9/9/2025	California Public Employees' Retirement System	700.00	GASB-68 Reports & Schedule Fees	General Fund	100
ACH-430		9/12/2025	Colonial Life	27.44	Colonial Life August 2025	General Fund	100
ACH-431		9/15/2025	Southern California Edison	8,101.21	Everett Ave 8/1/2025-8/31/2025	Gas Tax Fund	212
ACH-432		9/15/2025	Southern California Edison	481.27	Various Locations August 2025	General Fund	100
		9/15/2025	Southern California Edison	2,534.36	Various Locations August 2025	Gas Tax Fund	212
		9/15/2025	Southern California Edison	10,365.84	Various Locations August 2025	Street Lighting Fund	251
ACH-433		9/15/2025	California Joint Powers Insurance Authority	22,355.58	CJPIA September 2025	General Fund	100
ACH-435		9/11/2025	California Public Employees' Retirement System	7,786.37	Contribution 8/10/2025-8/23/2025	General Fund	100
		9/11/2025	California Public Employees' Retirement System	1,012.33	Contribution 8/10/2025-8/23/2025	Gas Tax Fund	212
		9/11/2025	California Public Employees' Retirement System	48.87	Contribution 8/10/2025-8/23/2025	Proposition A Fund	221
		9/11/2025	California Public Employees' Retirement System	310.80	Contribution 8/10/2025-8/23/2025	Proposition C Fund	222
		9/11/2025	California Public Employees' Retirement System	90.90	Contribution 8/10/2025-8/23/2025	Measure R Fund	224
		9/11/2025	California Public Employees' Retirement System	395.55	Contribution 8/10/2025-8/23/2025	Measure M Fund	225
		9/11/2025	California Public Employees' Retirement System	242.54	Contribution 8/10/2025-8/23/2025	CDBG	243
		9/11/2025	California Public Employees' Retirement System	146.74	Contribution 8/10/2025-8/23/2025	Permanent Local Housing Allocation	501
		9/11/2025	California Public Employees' Retirement System	229.60	Contribution 8/10/2025-8/23/2025	Successor Agency Fund	611
ACH-436		9/15/2025	US Bank Fees	120.00	Analysis Svc Charges September 2025	General Fund	100
ACH-437		9/17/2025	American Family Life Assurance Company of Columbus (AFLAC)	438.38	Aflac payment August 2025	General Fund	100
ACH-438		9/22/2025	Southern California Edison	260.47	5916 King Ave/5913 Mayflower Ave 8/8/2025-9/8/2025	Gas Tax Fund	212
ACH-439		9/24/2025	Southern California Edison	3,655.56	4805 E 58th St 6/10/2025-9/9/2025	General Fund	100
ACH-440		9/26/2025	Automatic Data Processing	575.49	Payroll Fees Sept 2025	General Fund	100
ACH-441		9/26/2025	The Gas Company	23.97	4319 Slauson Ave 8/07/25-9/08/25	General Fund	100

Check NO.	Prepaid (P)	Date	Vendor Name	Check Amount	Transaction Description	Fund Title	Fund #
ACH-442		9/26/2025	The Gas Company	21.60	4317 Slauson Ave 8/07/25-9/08/25	General Fund	100
ACH-443		9/26/2025	The Gas Company	26.80	4323 Slauson Ave 8/07/25-9/8/25	General Fund	100
ACH-444		9/26/2025	California Public Employees' Retirement System	8,598.08	Contribution 8/24/2025-9/6/2025	General Fund	100
		9/26/2025	California Public Employees' Retirement System	920.24	Contribution 8/24/2025-9/6/2025	Gas Tax Fund	212
		9/26/2025	California Public Employees' Retirement System	35.35	Contribution 8/24/2025-9/6/2025	Proposition A Fund	221
		9/26/2025	California Public Employees' Retirement System	287.16	Contribution 8/24/2025-9/6/2025	Proposition C Fund	222
		9/26/2025	California Public Employees' Retirement System	159.90	Contribution 8/24/2025-9/6/2025	Measure R Fund	224
		9/26/2025	California Public Employees' Retirement System	379.62	Contribution 8/24/2025-9/6/2025	Measure M Fund	225
		9/26/2025	California Public Employees' Retirement System	242.54	Contribution 8/24/2025-9/6/2025	CDBG	243
		9/26/2025	California Public Employees' Retirement System	82.53	Contribution 8/24/2025-9/6/2025	Street Lighting Fund	251
		9/26/2025	California Public Employees' Retirement System	139.05	Contribution 8/24/2025-9/6/2025	Permanent Local Housing Allocation	501
		9/26/2025	California Public Employees' Retirement System	218.40	Contribution 8/24/2025-9/6/2025	Successor Agency Fund	611
ACH-445		9/29/2025	Southern California Edison	104.98	5317 Atlantic Ave PED 8/15/2025-9/15/2025	Gas Tax Fund	212
			<b>Total ACH and Warrant Registers</b>	1,306,457.03			
		9/25/2025	Payroll Transfer	62,498.38	Payroll Pay Period 9/7/2025 - 9/20/2025		
		10/9/2025	Payroll Transfer	65,605.48	Payroll Pay Period 9/21/2025 - 10/4/2025		
			<b>Total ACH, Warrant Registers and Payroll Transfer</b>	1,434,560.89			

**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 7.**

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**DATE:** October 22, 2025

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

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** MIGUEL LEON, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

**SUBJECT:** CONSIDERATION OF ADOPTING RESOLUTION NO. 6435 AUTHORIZING THE DESTRUCTION OF OBSOLETE CITY RECORDS

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**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No.6435 authorizing the destruction of obsolete records.

**BACKGROUND:**

State law allows public agencies to purge and destroy obsolete public records. The Government Code sets a two-year minimum as a starting point for retention of records. However, other laws and regulations impose longer retention periods for certain records.

Government Code Section 34090 et. seq. sets forth the process for permissibly destroying obsolete City records and provides that unless otherwise provided by law, "with the approval of the legislative body by resolution and the written consent of the City Attorney, the head of a City Department may destroy any City record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required." However, Section 34090 does not permit destruction of: (a) records affecting the title to real property or liens thereon; (b) court records; (c) records required to be kept by statute; (d) records less than two years old; and (e) the minutes, ordinances, or resolutions of the legislative body or of a City board or commission. Other laws and regulations impose specific retention periods for certain records. If a public officer or employee does not have proper authorization, Government Code Sections 6200 and 6201 make it a crime to destroy a City record.

Unless a law specifically requires a particular type of document to be kept, the general rule is that a City record falls under the minimum two-year retention rule or a longer retention period as specified in a retention schedule if so adopted by the public entity.

**DISCUSSION:**

In 2009, the City Council adopted Resolution No. 5478 adopting a "Records Retention and Destruction Policy" ("Policy") for the retention and destruction of City records. The Policy also includes a request form for the destruction of obsolete records and a record's retention schedule. The retention schedule is organized by categories of records with a retention period for each category. The following procedure is outlined in the policy:

- The Department Head completes and signs a request form, listing the date and description of

documents to be destroyed, and submits the form to the City Clerk.

- The City Clerk's Office staff checks the documents listed on the form to confirm the documents are not required to be permanently retained and that the document has been retained for the legally required period of time. City Clerk also confirms the applicable reproduction of the documents is complete and that the documents must not be retained for any other reason, such as being relevant to a lawsuit in progress or reasonably anticipated.
- The City Clerk's Office staff submits the form to the City Attorney to review, sign, and return.
- The City Clerk's Office staff submits the form and a resolution to the City Council for approval to destroy the documents.
- After City Council approval, the City Clerk's Office oversees the destruction, indicating method of destruction on the form and signing the form.
- The City Clerk's Office staff retains all original signed request forms for a minimum of two years.
- The City Clerk's Office staff keeps a master log of all destroyed documents.

Staff have determined that the records set forth in Exhibit A of Resolution No. 6435 fall under the category of Election Ballots and Related Materials as described in the City's Records Retention Policy and have exceeded the minimum 22-month retention period established by Elections Code Section 17301.

Staff has further determined that the records set forth in Exhibit B fall under the Finance/Fiscal Record's category of the City's Records Retention Schedule, including Accounts Receivable, Accounts Payable, Banking and Treasury, and General Accounting Records. These records have exceeded their applicable retention periods as set forth in the City's Records Retention Policy and are eligible for destruction pursuant to Government Code Section 34090 and Code of Civil Procedure 337 26 CFR 31.6001-1(e) (2); Sec. Of State Guidelines Recommendation.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

The cost of shredding obsolete City records is included in the Office Materials and Supplies account within the General Fund, under the General Government department.

**ATTACHMENT(S)**

1. Record Retention Policy
2. Resolution No. 6435 Destruction of Obsolete Records
3. Exhibit A - Request for Destruction of Obsolete Records

EXHIBIT "A"

CITY OF MAYWOOD  
RECORDS RETENTION AND DESTRUCTION POLICY

[See Attached:

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

All Dated 04-28-09]

## CITY OF MAYWOOD

### RECORDS RETENTION AND DESTRUCTION POLICY

#### I. PURPOSE

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

#### II AUTHORIZATION

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

#### III. PROCEDURE

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

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

#### IV. GENERAL GUIDELINES

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

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

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

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#### IV. SPECIFIC GUIDELINES

##### A. Accounting Records

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

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

(b) Journals

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

(c) Ledgers

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

(d) Trial Balance

(e) Adjusting Entries

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

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

(g) Closing Entries

(h) Reversing Entries

(j) Other

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

2. General ledgers must be kept a minimum of four (4) years after audited. (Code Civ. Proc. § 337.) The Secretary of State Local Government Records Management Guidelines recommends permanent retention.
3. In general, the City should retain original source documents that are detailed in a register, journal, ledger or statement **until audited plus four (4) years**. Certain source documents may be retained for a shorter period of time. Refer to the Records Retention Schedule for specific accounting documents.

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

**B. Long-Term Debt Records**

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

**C. City Records**

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

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

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

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

**E. Contracts**

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

**F. Property Records.**

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

G. Payroll and Personnel Records.

1. Payroll and personnel records include, but are not limited to, the following:

- Accident reports, injury claims and settlements
- Applications, changes or terminations of employees
- Earnings records and summaries
- Fidelity bonds
- Garnishments
- Injury frequency charts
- Insurance records of employees
- Job descriptions
- Medical histories
- Retirements
- Time cards or time sheets

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

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

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

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

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

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

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

#### H. Construction and Engineering Records.

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

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

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

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

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

V. **RECORDS RETENTION SCHEDULE**

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

Attachments:

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

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

[See Attached Form (1 Page)]

CITY OF MAYWOOD

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

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

\_\_\_\_\_  
Department Head Date

DATE OF RECORD	DESCRIPTION OF RECORD

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

APPROVED

\_\_\_\_\_  
City Attorney Date

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

Date: \_\_\_\_\_ Resolution No. \_\_\_\_\_

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

- Shredding       Burning       Other (specify method) \_\_\_\_\_

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

\_\_\_\_\_  
City Clerk Date of Records Destruction

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

[See Attached Schedule (Pages 1 through 37)]

**RECORDS RETENTION SCHEDULE FOR CITIES**

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

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

Legal Authority Abbreviations

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

**RECORDS RETENTION SCHEDULE FOR CITIES**

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

Legal Authority Abbreviations

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**RECORDS RETENTION SCHEDULE FOR CITIES**

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unless otherwise provided by law. (Gov. Code § 34090.)

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

Legal Authority Abbreviations

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**RECORDS RETENTION SCHEDULE FOR CITIES**

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

Legal Authority Abbreviations

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CFR	Code of Federal Regulations	IRS	Internal Revenue Service	USC	United States Code
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## RECORDS RETENTION SCHEDULE FOR CITIES

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

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

### Legal Authority Abbreviations

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CFR	Code of Federal Regulations	IRS	Internal Revenue Service	USC	United States Code
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## RECORDS RETENTION SCHEDULE FOR CITIES

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

### Legal Authority Abbreviations

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## RECORDS RETENTION . SCHEDULE FOR CITIES

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

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

### Legal Authority Abbreviations

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## RECORDS RETENTION SCHEDULE FOR CITIES

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

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

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**RECORDS RETENTION . SCHEDULE FOR CITIES**

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

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

Legal Authority Abbreviations

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

Legal Authority Abbreviations

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

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

Legal Authority Abbreviations

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## RECORDS RETENTION SCHEDULE FOR CITIES

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

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

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

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**RECORDS RETENTION . SCHEDULE FOR CITIES**

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

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

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**RECORDS RETENTION . SCHEDULE FOR CITIES**

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

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

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

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

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

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

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

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

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

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

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

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

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

Legal Authority Abbreviations

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CCR	California Code of Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
CFR	Code of Federal Regulations	IRS	Internal Revenue Service	USC	United States Code
EC	Elections Code (California)	LC	Labor Code (California)		

## RECORDS RETENTION SCHEDULE FOR CITIES

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

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

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

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

Legal Authority Abbreviations

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**RECORDS RETENTION SCHEDULE FOR CITIES**

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

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

Legal Authority Abbreviations

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## RECORDS RETENTION . SCHEDULE FOR CITIES

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

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

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**RECORDS RETENTION . SCHEDULE FOR CITIES**

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

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## RECORDS RETENTION SCHEDULE FOR CITIES

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unless otherwise provided by law. (Gov. Code § 34090.)

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

### Legal Authority Abbreviations

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**RESOLUTION NO. 6435**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA AUTHORIZING THE DESTRUCTION OF OBSOLUTE CITY RECORDS**

**WHEREAS**, Resolution 5778 sets forth the City of Maywood (“City”) adopted Records Retentions Policy in conformance with Government Code Section 34090 (“Policy”);

**WHEREAS**, the Policy sets forth the retention period for records of the City and authorizes the destruction of certain records and documents by a department head, with the approval of the legislative body by resolution and the written consent of the City Attorney; and

**WHEREAS**, the City Manager and Finance Director recommend that certain obsolete records identified on Exhibit A are no longer required or necessary; and

**WHEREAS**, the City Attorney has given written consent for the destruction of the records herein set forth as Exhibit A;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:**

**Section 1.** The City Council hereby finds and determines that the records identified on Exhibit A are older than the applicable retention period set forth in the City’s Policy and are no longer needed or required to be kept by statute or law.

**Section 2.** The City Council hereby authorizes and directs the destruction of the records described on Exhibit A in accordance with the terms and conditions of the City’s Policy.

**Section 3.** This Resolution shall be effective immediately upon its passage and approval.

**Section 4.** The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

**PASSED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> day of October 2025.**

\_\_\_\_\_  
Mayra Aguiluz, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer E Vasquez, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Roxanne Diaz, City Attorney

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
CITY OF MAYWOOD

I, Jennifer E Vasquez, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6435 was adopted at a regular meeting of the City Council of the City of Maywood held on the 22<sup>nd</sup> day of October, 2025 by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
Jennifer E. Vasquez, City Clerk



Request for destruction of obsolete records  
Page 2 of 4

4/12/1994	General Municipal Election Ballots (Medium box #43)
4/12/1994	General Municipal Election Ballots (Medium box #44)
4/12/1994	General Municipal Election Ballots (Medium box #46)
4/12/1994	General Municipal Election Ballots (Medium box #50)
4/12/1994	General Municipal Election Ballots (Small box #69)
4/12/1994	General Municipal Election Ballots (Small box #81)
4/12/1994	General Municipal Election Ballots (Small box #82)
4/12/1994	General Municipal Election Ballots (Small box #83)
4/12/1994	General Municipal Election Ballots (Small box #84)
4/12/1994	General Municipal Election Absentee Ballots (Small box #88)
3/4/1997	General Municipal Election Ballots (Medium box #40)
3/4/1997	General Municipal Election Ballots (Medium box #51)
3/4/1997	General Municipal Election Ballots (Medium box #54)
3/4/1997	General Municipal Election Ballots (Medium box #55)
3/4/1997	General Municipal Election Absentee Ballots (Medium White box #56)
3/4/1997	General Municipal Election Ballots (Medium box #57)
3/4/1997	General Municipal Election Ballots (Medium box #58)
3/4/1997	General Municipal Election Absentee Ballots (Medium box #27)
3/4/1997	General Municipal Election Ballots (Small Red box #84)
3/4/1997	General Municipal Election Ballots (Small Red box #85)
3/4/1997	General Municipal Election Ballots (Small Red box #86)
3/4/1997	General Municipal Election Ballots (Small Red box #91)
3/4/1997	General Municipal Election Ballots (Small Red box #92)
3/4/1997	General Municipal Election Ballots (Small Red box #93)

Request for destruction of obsolete records  
Page 3 of 4

6/2/1998	Special Municipal Election Ballots (Large box #20)
6/2/1998	Special Municipal Election Ballots (Large box #21)
6/2/1998	Special Municipal Election Ballots (Large box #22)
6/2/1998	Special Municipal Election Ballots (Large box #23)
6/2/1998	Special Municipal Election Ballots (Large box #25)
6/2/1998	Special Municipal Election Absentee Ballots (Small Red box #60)
6/2/1998	Special Municipal Election Absentee Ballots (Medium White box #48)
6/2/1998	Special Municipal Election Ballots (Large box #24)
3/2/1999	General Municipal Election Ballots (Small Red box #61)
3/2/1999	General Municipal Election Ballots (Small Red box #62)
3/2/1999	General Municipal Election Ballots (Small Red box #63)
3/2/1999	General Municipal Election Ballots (Small Red box #64)
3/2/1999	General Municipal Election Absentee Ballots (Small Red box #65)
3/2/1999	General Municipal Election Ballots (Small Red box #66)
3/2/1999	General Municipal Election Ballots (Small Red box #67)
3/2/1999	General Municipal Election Ballots (Small Red box #68)
3/5/1999	Late Arrival & Provisionals General Municipal Election Ballots (Small box #39)
2/1/99-2/24/1999	Alpha Listing AV 1-1000 (Small box #80)
3/6/2001	General Municipal Election Ballots (Small box #70)
3/6/2001	General Municipal Election Ballots (Medium white box #41)
3/6/2001	General Municipal Election Ballots (Medium white box #45)
3/6/2001	General Municipal Election Ballots (Medium white box #47)
3/6/2001	General Municipal Election Ballots (Medium white box #52)





**REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS**


**TO:** MIGUEL LEON, DEPUTY CITY CLERK

**FROM:** RIMO HANSON, FINANCE DIRECTOR, DEPARTMENT HEAD


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

<b>Box #</b>	<b>DATE OF RECORD</b>	<b>DESCRIPTION OF RECORD</b>
1	Dec 2017-March 2018	FY-17/18 Cash Receipts & Supporting Doc - Dec 2017-March 2018
2	March 2018-June 2018	FY-17/18 Cash Receipts & Supporting Doc - Mar 2018-Jun 2018
3	July 2018 - Aug 2018	FY-18/19 Cash Receipts & Supporting Doc - Jul 2018-Aug 2018
4	July 2010 - June 2011	FY-10/11 Journal Entries & Supporting Doc - July 2010-June 2011
5	July 2017 - June 2018	FY-17/18 Journal Entries & Supporting Doc - June 2017-June 2018
6	Calendar Yr 2016-2018	2016-2018 Yard Sale Letters & Copies of Temporary Parking Permits July 2017
7	July 2016 - June 2017	FY18/19 Bank Reconciliation & Cash Flow Reports – July 2016-June 2017
8	July 2016 - June 2017	FY16/17 Bank Reconciliation - July 2016- June 2017
9	July 2018- June 2019	FY-18/19 Accounts Payable Check Copies, Invoices for Metro Transit & V&M Iron Works
10	July 2018- June 2019	FY-2018/2019 Accounts Payable "A-H"– Check Copies, Invoices
11	July 2018- June 2019	FY18/19 Accounts Payable "I-R"– Check Copies, Invoices
12	Jan 2017 – Dec 2018	Metro Bus Pass Receipts Jan 2017 – Dec 2018 (Box 12)
13	July 2018- June 2019	FY18/19 Accounts Payable "S-Z"– Check Copies, Invoices
14	Sept 2018 – April 2019	FY-18/19 Accounts Receivables & Cash Receipts Supporting Doc - Sept 2018 – April 2019
15	Sept 2018 - April 2018	FY18/19 Journal Entries & Supporting Documents - Sep 2018-April 2018
16	July 2016 - June 2017	FY16/17 Accounts Payable Utilities Vendors - Check Copies, Invoices
17	Dec 2018 – March 2019	FY18/19 Cash Receipts & Supporting Doc Dec 2018 – March 2019
18	April 2019 – June 2019	FY18/19 Cash Receipts & Supporting Documents April 2019 – June 2019
19	July 2004 - Oct 2004	FY04/05 Copies of General Ledger Reports – Revenues & Expenditures July 2004-Oct 2004
20	Nov 2004-Jan 2004	FY04/05 Copies of General Ledger Reports - Revenues & Expenditures Nov 2004-Jan 2004
21	FY 95/96- FY 99/2000	FY95/96 to FY 99/00-Copies of budget worksheets.
22	Jan 1999 – Feb 2001	Jan 1999 – Feb 2001 Copies of Checks
23	Sept 2018 – Nov 2018	FY18/19 Cash Receipts & Supporting Documents -Sept 2018 – Nov 2018
24	Jan 1998 – June 1998	FY97/98 Copies of User Utility Tax Payments -Jan 1998 – Jun 1998
25	July 2017 – June 2018	FY 17/18 Accounts Payable- Check Copies, Invoices July 2017 – June 2018 "A-Z"
26	July 2017 – June 2018	FY17/18 Accounts Payable- Check Copies, Invoices July 2017 – June 2018 "A-Z"

*(If additional space is needed, please attach additional pages)*

  
\_\_\_\_\_  
Department Head

10/16/25  
Date

  
\_\_\_\_\_  
City Attorney

10-16-2025  
Date

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

Date: October 22, 2025 Resolution No. 6435

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

- Shredding                       Burning  
 Other (specify method): \_\_\_\_\_

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

\_\_\_\_\_  
Deputy City Clerk

\_\_\_\_\_  
Date



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**DATE:** October 22, 2025

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

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** MIGUEL LEON, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

**SUBJECT:** CONSIDERATION OF THE APPROVAL OF A RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF MAYWOOD AND THE GATEWAY CITIES COUNCIL OF GOVERNMENTS FOR THE INSTALLATION, OPERATION, AND MAINTENANCE OF THE GATEWAY CITIES REGIONAL FIBER OPTIC NETWORK (GCRFON)

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**RECOMMENDATION:**

Staff recommends that the City Council:

1. Approve the Right-of-Way (ROW) Use Agreement between the City of Maywood and the Gateway Cities Council of Governments (GCCOG) for the installation, operation, and maintenance of the Gateway Cities Regional Fiber Optic Network (GCRFON), in the form negotiated, finalized and approved by the City Attorney and City Manager; and
2. Authorize the City Manager to execute the Agreement, and any other necessary documents to carry out the intent of this action, in a form approved by the City Attorney

**BACKGROUND:**

The Gateway Cities Council of Governments (GCCOG) is leading the development of the Gateway Cities Regional Fiber Optic Network (GCRFON), a regional broadband infrastructure initiative aimed at connecting public agency facilities across Southeast Los Angeles County with high-speed fiber optic communications. This initiative will provide secure and reliable regional communications that support improved municipal operations, emergency preparedness, and digital access for local communities.

The GCCOG pursued a \$46.1 million grant from the California Public Utilities Commission (CPUC) and entered into a Joint Build Agreement with the California Department of Technology (CDT) to design and construct the Gateway Cities Regional Fiber Optic Network (Network) for a total of \$103 million, for the purpose of furthering digital equity and expanding connectivity, competition, affordability, and access in the Gateway region.

Private companies have traditionally been responsible for deploying the infrastructure required to provide Internet access to communities; however, they have not consistently invested in the infrastructure to deliver high-speed broadband via a fiber network. In an effort to satisfy this unserved need, local governments have actively analyzed the benefits of investing in fiber network infrastructures to facilitate broadband service.

One of the benefits of investing in a broadband infrastructure is closing the digital divide and enhancing economic development by supplying high-speed Internet access to residents and businesses. Additionally, businesses that require extensive bandwidth for conducting business are able to capitalize on the community's

infrastructure investment.

The City of Maywood, a participating member of the GCCOG, has been identified as one of the cities included in this multi-jurisdictional project. As a part of its membership in the GCCOG, the City has engaged in the development of the Network, which is being designed to deliver high-speed broadband to the city halls of participating cities and create an opportunity for greater broadband connectivity for residents and businesses in those cities.

**DISCUSSION:**

The Network is being designed to establish 885,444 feet of new fiber optic backbone cable throughout the Gateway region and interconnect with sections of the Statewide Middle Mile Backbone Network (MMBN). Additionally, the Network is being designed to deliver quality scalable broadband to 4,254 unserved locations as determined by CPUC standards.

For Maywood, the network design in the attachment includes routes along the City's public rights-of-way, which will be accessed using underground conduit or aerial lines placed on existing poles. While the final routing within Maywood may evolve, all infrastructure will remain within previously disturbed public rights-of-way.

The design in the attachment includes 489,046 feet of underground fiber and 184,402 feet of aerial fiber, an upsizing of an existing fiber plant. It will also utilize the existing partner fiber network. The underground routes for the fiber will be placed within existing rights-of-way while all aerial routes will be attached to pre-existing poles. The fiber routes will ensure redundancy and future capacity with the construction of new and existing conduits within previously disturbed rights-of-way within a 288 strand of fiber cable.

The attached Right-of-Way Use Agreement between the City and the GCCOG will allow the City to utilize the Network by granting the GCCOG access to and encroachment of the City's rights-of-way in perpetuity for the purpose of installing, operating, and maintaining the Network. Exhibit A to the Agreement shows the current network design within the boundary of the City, and Exhibit B shows the current entire network design.

The Agreement will grant the City the right to use two (2) strands of dark fiber for municipal purposes (City Strands). The CGCOG will maintain the City Strands for the useful life of the asset. However, the City will be responsible for any required electronics, connections, improvements and equipment required to utilize the City Strands. The City will not have the right to transfer or assign the use of the City Strands.

The network design as depicted in Exhibits A and B of the Agreement may change due to factors unforeseen before and even during construction, which is common for a project of this magnitude. The GCCOG will work with City staff throughout the construction of the Network within the City's boundaries and will provide to the City as-built maps within sixty (60) days of completion of construction and final inspections.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

There is a minimal fiscal impact on the General Fund. There is a request for fees to be waived for the right-of-way encroachment permit, which will include City staff/consultant time associated with permit review and inspection.

All project costs for design, installation, maintenance, and restoration within the City will be covered by the GCCOG through its grants.

However, if the City elects to activate and utilize its allocated two (2) dark fiber strands in the future, it will be responsible for any costs related to network electronics, installation, connections, or upgrades necessary to enable and maintain municipal use. These future costs are currently undefined and would be evaluated and

budgeted separately when activation is pursued.

**ATTACHMENT(S)**

1. GCRFON - Maywood ROW Agreement

**RIGHT-OF-WAY USE AGREEMENT  
BETWEEN THE CITY OF MAYWOOD  
AND THE GATEWAY CITIES COUNCIL OF GOVERNMENTS  
FOR THE GATEWAY CITIES REGIONAL FIBER OPTIC NETWORK**

This Right-of-Way Use Agreement (“Agreement”) is made by and between the City of Maywood (“City”) and the Gateway Cities Council of Governments (“GCCOG”). City and GCCOG are each a “Party” and collectively known as the “Parties.”

**RECITALS**

A. GCCOG has entered into a Joint Build Agreement with the California Department of Technology (“CDT”) and has been awarded a grant by the California Public Utilities Commission (“CPUC”) to design and construct the Gateway Cities Regional Fiber Optic Network (“GCRFON”), for the purpose of furthering digital equity and expanding connectivity, competition, affordability, and access for its participating member cities.

B. City desires to participate in the GCRFON project and grant GCCOG the right to use certain portions of its public rights-of-way (“ROW”) for the purpose of installing, maintaining, and operating the GCRFON, as more fully set forth herein.

C. The City Council determines that participating in the GCRFON project serves the public interest, is beneficial for the broadband connectivity of City facilities, and creates an opportunity for greater broadband connectivity for its residents and businesses.

**NOW, THEREFORE**, in consideration of the mutual promises and agreements hereinafter contained, the Parties agree as follows:

**1. GCCOG AUTHORIZATION TO ENCROACH UPON CITY PUBLIC RIGHTS-OF-WAY**

**Authorization.** City hereby grants GCCOG a license to encroach under, on, and along its ROW for the purpose of the installation through securing an encroachment permit(s) , maintenance, and operation of the GCRFON upon various portions of City ROW, as more specifically depicted in Exhibit A attached hereto and incorporated herein, as may be modified or changed in the final design subject to City’s approval. GCCOG shall be exempt from permit fees for the purpose of installing, maintaining, and/or operating the GCRFON. **Term.** This license is granted in perpetuity.

**City’s Use of the GCRFON.** City shall have the right to utilize two (2) strands of dark fiber, for non-commercial purposes, along the path preliminarily identified in Exhibit B attached hereto and incorporated herein, as may be modified or changed in the final design (“City Strands”). No rent or license fee shall be payable to GCCOG from City for City’s use of the City Strands. GCCOG, at no cost to City, shall maintain the City Strands for the useful life of the asset, and City shall provide at City’s cost, all electronics, connections, and other improvements and equipment needed to utilize the City Strands. City shall not have the right to transfer or assign the use of the City Strands.

## **2. GCCOG'S RESPONSIBILITIES**

**A. Construction.** GCCOG shall communicate and coordinate with City staff regarding the design and construction of the GCRFON. GCCOG shall provide to City staff completed engineering plans, traffic control plans, dates and schedules for construction activities, and other construction details as may arise. GCCOG shall provide City with as-built maps within sixty (60) days of completion of construction and final inspections.

**B. Damage to Property.** GCCOG shall assume all responsibility for all damage to property (including the GCRFON) that may arise from or be caused by GCCOG's performance under this Agreement or by the performance of any other party which GCCOG directly or indirectly employs to perform under this Agreement. Any damage to any property or public right-of-way resulting from the installation, maintenance, and operation of the GCRFON by GCCOG shall be caused to be repaired by GCCOG at no expense to City and to the reasonable satisfaction of City.

**C. Relocation.** GCCOG shall remove or relocate, at City's cost and/or expense, the GCRFON, or any part of it, if and when made necessary by either the installation, abandonment, change of grade, alignment or width of any street, sidewalk or other public facility or the construction, maintenance or operation of any City or other public agency underground or aboveground facilities (including, by way of example and not limitation, any sewer, storm drain, conduits, gas, water, electric or other utility systems or pipes), provided that City or other public agency is acting in its governmental capacity. In the event all or any portion of any ROW occupied by GCRFON is needed by City or other public agency for a governmental purpose or in the event the existence of GCRFON or any part of it shall be considered detrimental to the public health, safety, welfare, or convenience or to governmental activities including, but not limited to, interference with City or other public agency construction projects, or is in conflict vertically and/or horizontally with any proposed City or other public agency installation, GCCOG shall remove and relocate GCCOG Fiber Network or the involved part of it, at no cost to the City to such other location or locations in the public rights-of-way as may be designated by City or other public agency. City or other public agency must provide written notice to GCCOG at least one hundred eighty (180) days in advance of the need for such removal or relocation.

**D. Dig Alerts.** GCCOG shall become a member of the Underground Service Alert of Southern California ("DigAlert") and agrees to maintain and keep current its membership in DigAlert throughout the term of this Agreement, and to comply with applicable noticing and other requirements.

## **3. CITY RESPONSIBILITIES**

To facilitate GCCOG's buildout of the GCRFON with minimal disruption to the general public, City agrees, to the best of its ability during the construction period, to cooperate with GCCOG to coordinate the design and construction of the GCRFON, including, but

not limited to, traffic management and notices to residents and businesses. City shall designate a point-of-contact for communications with GCCOG for GCRFON-related activities. The City Manager or designee shall have the authority to issue any needed approvals on behalf of City regarding the GCRFON.

#### **4. OTHER TERMS**

**A. Responsibility for Costs.** Except as specified otherwise herein, each Party will be responsible for and bear its own costs and expenses incurred at any time in connection with the performance of its responsibilities under this Agreement.

**B. Dispute Resolution.**

i. If a dispute arises between the parties relating to this Agreement, the Parties agree to use the following procedure prior to resorting to judicial relief by a court of competent jurisdiction: A meeting shall be held promptly between the Parties, attended by individuals with decision-making authority regarding the dispute, to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) days after such meeting, the Parties have not succeeded in negotiating a resolution of the dispute, they agree to submit the dispute to mediation in accordance with and pursuant to the rules of Judicial Arbitration and Mediation Services (“JAMS”), as amended or as augmented in this Agreement. Each Party shall pay their own costs of mediation. The Parties shall jointly appoint a mutually acceptable mediator, seeking assistance in such regard from the JAMS if they have been unable to agree upon such appointment within twenty (20) days from the conclusion of the negotiation period. The Parties agree to participate in good faith in the mediation and negotiations related thereto for a period of thirty (30) days.

ii. If the Parties are not successful in resolving the dispute through mediation as described above, the Parties may pursue any remedy at law or in equity by a court of competent jurisdiction.

iii. Notwithstanding the provisions of this subsection, either Party shall be entitled to seek declaratory and injunctive relief in any court of competent jurisdiction to enforce the terms of this Agreement or to enjoin the other Party from an asserted breach thereof on a showing that the moving Party would otherwise suffer irreparable harm.

**C. Indemnity and Defense.**

i. GCCOG shall defend, indemnify, and hold City, its elected officials, officers, agents, employees, and volunteers, harmless from and against any and all liability, loss, expense, including reasonable attorneys’ fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of GCCOG, its officers, agents, or employees.

ii. City shall defend, indemnify and hold GCCOG, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of City, its officers, agents, employees.

**D. Notices.** All notices required or provided for under this Agreement shall be in writing, delivered in person or by certified mail, return receipt requested, addressed to the parties as indicated, below. Any notice so delivered shall be effective on the date of its delivery. Any party may change its address for notice by giving ten (10) days' notice of such change in the manner provided for in this paragraph. Notices may be served as follows:

**To City:** City of Maywood  
4319 E. Slauson Ave.  
Maywood, CA 90270  
Attention: City Manager

**To GCCOG:** Gateway Cities Council of Governments  
16401 Paramount Blvd  
Paramount, CA 90723  
Attention: Executive Director

**E. Applicable Law and Venue.** This Agreement shall be governed by the laws of the State of California. Any dispute or controversy arising under or related in any way to this Agreement shall be adjudicated by a state court of competent jurisdiction located in Los Angeles County, California.

**F. Prevailing Party.** If any legal action is necessary to enforce any provision hereof or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing party reasonable costs and expenses in such amount as the court or arbitrator may adjudge to be reasonable attorney's fees and costs incurred by the prevailing Party in such action or proceeding.

**G. Assignment.** GCCOG may sell, assign, transfer or lease any interest in those portions of the GCCOG Fiber Network within the City or assign or transfer any of its rights or obligations in this Agreement with prior written notice to City.

**H. No Waiver.** A waiver by either Party of any breach of any term, covenant or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained in this agreement, whether of the same or different character.

**I. Severability.** If any part of this Agreement is held invalid, the remaining

terms and conditions shall not be affected unless their enforcement under the circumstances would be unreasonable, inequitable, or otherwise frustrate the purposes of this Agreement.

**J. Independent Contractor.** The Parties are independent entities and are not to be, and shall not be, construed as joint venturers, partners, employer/employee, or agents one of the other, and neither shall have the power to bind or obligate the other except as set forth in this Agreement.

**K. Construction.** The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the Parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

**L. Captions.** The captions herein are for convenience and references only and are not a part of this Agreement and do not in any way limit, define or amplify the terms and provisions hereof.

**M. Entire Agreement.** This Agreement, including Exhibits A and B attached hereto, constitutes the entire agreement between the Parties and supersedes any previous oral or written agreements with respect to the subject of this Agreement. No amendment or modification to the Agreement shall be valid and binding unless in writing and signed by authorized representatives of the Parties.

**N. Authority to Execute this Agreement.** Each person executing this Agreement on behalf of a Party warrants and represents that they have the authority to execute this Agreement on behalf of that Party and the authority to bind that Party to the provisions of this Agreement.

**O. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

**IN WITNESS WHEREOF,** the authorized representatives of the Parties have caused this Agreement to be executed as of the date of the last signature below.

[SIGNATURE PAGE FOLLOWS]

**CITY OF MAYWOOD**

By: \_\_\_\_\_  
Mayra Aguiluz, Mayor

Date: \_\_\_\_\_

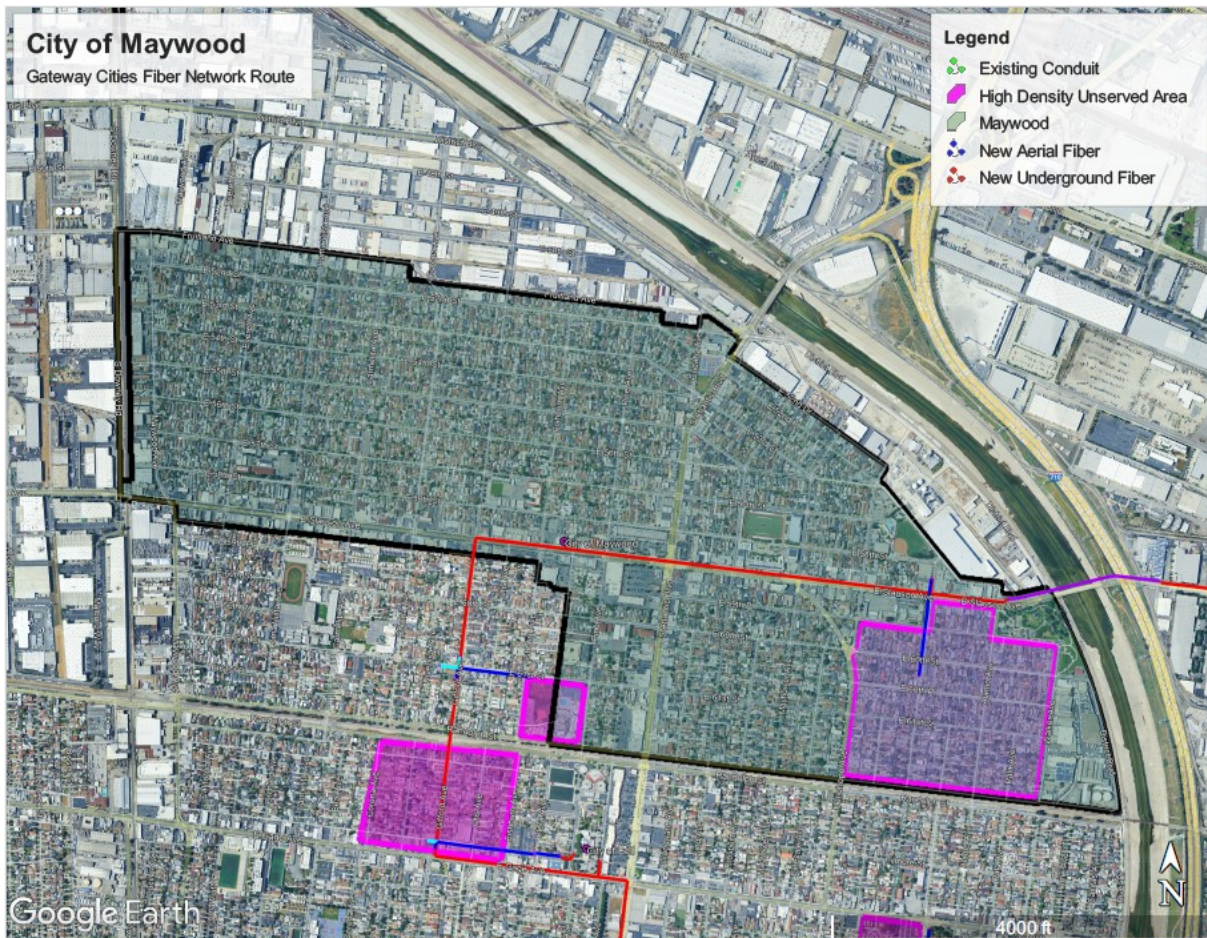
**GATEWAY CITIES COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_  
Hector De La Torre,  
Executive Director

Date: \_\_\_\_\_

## EXHIBIT A

### City Route Design



#### Route Description Based on Current Design

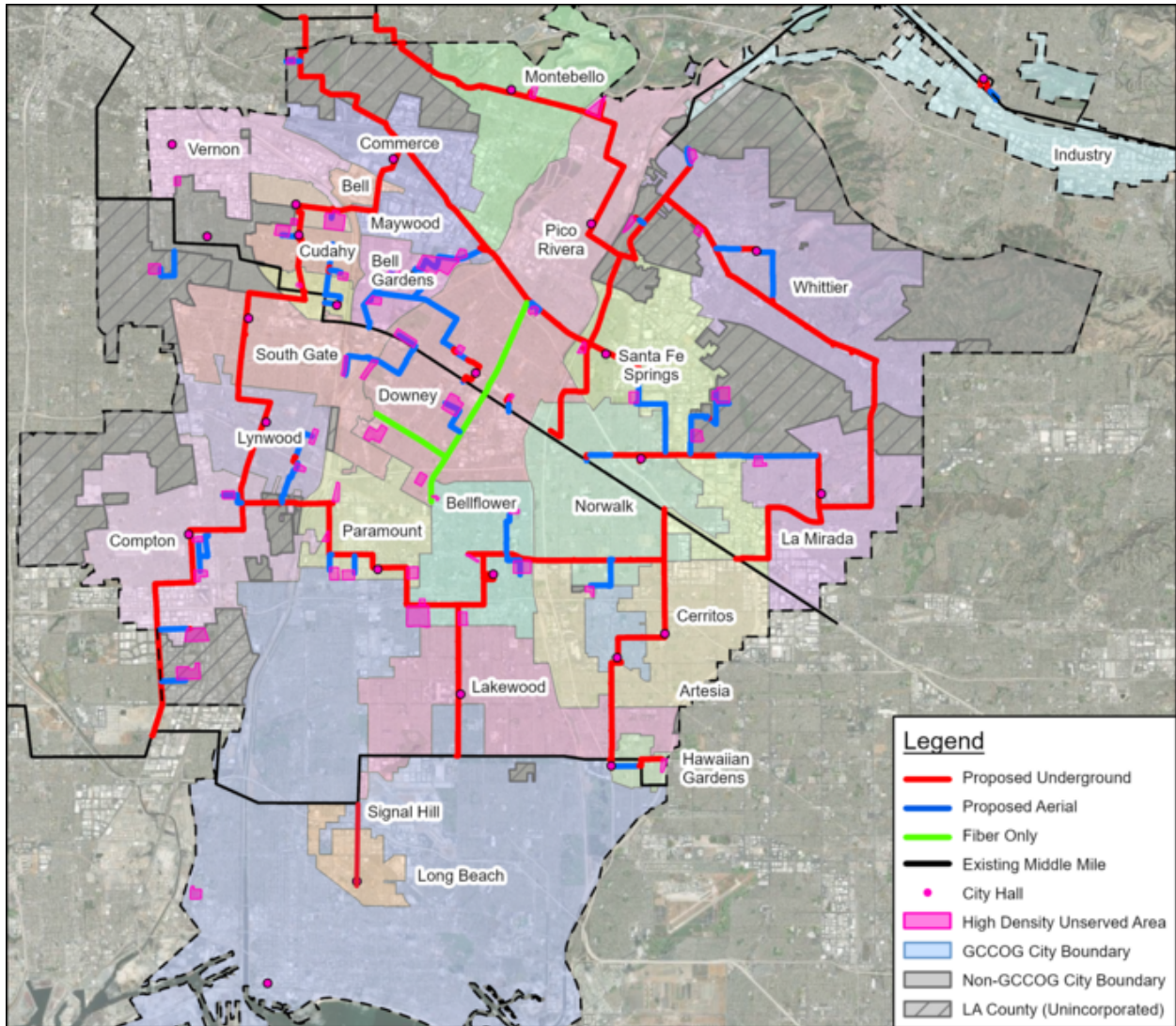
Underground starts on the West side of the Randolph Street and Woodlawn Avenue intersection, running .12 miles North until reaching E 61st Street. Aerial picks up and continues for .32 miles until reaching the end of Woodlawn Avenue. Underground picks up at the end of Woodlawn Avenue for .01 miles, then continues West along E 58th Street for .14 miles. Once reaching Heliotrope Avenue, underground runs 25 feet North along the sidewalk then crosses under Heliotrope Avenue for .01 miles. Aerial picks up on the West side of Heliotrope Avenue and runs .13 miles until ending.

Beginning on E Slauson Avenue near Riverfront Park, underground runs 1.02 miles West along E Slauson Avenue, then cuts South .04 miles along Fishburn Avenue.

At the E Slauson Avenue and Pine Avenue intersection, underground runs .01 miles North on the West side Pine Avenue. Aerial picks up, diagonally running .02 miles across Pine Avenue. Aerial continues .44 miles North, along Pine Avenue, across E 52nd Street. For .12 miles aerial continues along E 52nd Street then diagonally crosses .02 miles before stopping.

# EXHIBIT B

## Gateway Cities Regional Fiber Optic Network Design



**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 9.**

---

**DATE:** October 22, 2025

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

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** JERRY GOMEZ, PUBLIC WORKS SUPERINTENDENT

**SUBJECT:** ADOPTION OF A SIX-YEAR UPDATE TO THE CITY OF MAYWOOD'S SEWER SYSTEM MANAGEMENT PLAN

---

**RECOMMENDATION:**

It is recommended that the City Council adopt the Six-Year update for the City's Sewer System Management Plan.

**BACKGROUND:**

On December 6, 2022, the State Water Resources Control Board (SWRCB) adopted Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems, Water Quality Order No. 2022-0103-DWQ (Sanitary Sewer Systems WDR). The Sanitary Sewer Systems WDR requires public agencies that own and/or operate sanitary sewer systems to:

- Comply with Federal and State prohibitions of discharge of sewage to waters of the State, including Federal waters of the United States;
- Comply with specifications and notification, monitoring, reporting, and recordkeeping requirements;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan; and
- Monitor, track, and analyze spills for ongoing system-specific performance improvements.

The regulations were put in place to ensure that publicly owned sanitary sewer collection systems in the State of California with more than 1 mile of infrastructure are well managed, operated, and maintained to prevent or significantly minimize the occurrence of sanitary sewer overflows. Pursuant to the SWRCB' Sanitary Sewer Systems WDR, the city is required to present the SSMP to their governing board for readoption every 6 years following the date of its original approval or whenever there is a significant change in the document. The City Council's adoption of the SSMP will satisfy the SWRCB's recertification requirements.

**DISCUSSION:**

The Sewer System Management Plan (SSMP) was prepared by Los Angeles County Public Works in accordance with General Order WQ 2002-01030DWQ and customized to the specific needs of the City's sanitary sewer system. The SSMP is the City's plan of action to reduce sanitary sewer overflows and maintain a reliable system. The goals are to facilitate sewer system management, operation, and maintenance to sustain the infrastructure, protect public health, protect the environment, and achieve compliance with all regulations.

The approval of the SSMP by the City Council is exempt from the California Environmental Quality Act, pursuant to California Code Regulations, Title 14, Section 15301, because it applies to existing sanitary sewer collection systems, and its implementation will result in the repair or replacement of existing systems involving negligible or no expansion of capacity consistent with sections 15301 and 15302.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

There is no fiscal impact related to the recommended action; the cost for the plan preparation was included in the fiscal year's capital improvement plan.

The approval of the SSMP will result in regulatory compliance with Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems, WDR.

**ATTACHMENT(S)**

1. SSMP



# Sewer System Management Plan

2025 SSMP Update

Maywood / Los Angeles County Public Works

*Los Angeles, California*  
September 30, 2025



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## Acronyms

Acronym	Definition
ACO	Accumulative Capital Outlay
BMP	Best Management Practices
BSD	Building and Safety Division
CCTV	Closed Circuit Television
CAD	Computer-Aided Design and Drafting
CALOSHA	California Occupational Safety and Health Administration
CAP	Condition Assessment Program
CIP	Capital Improvement Plan
CIPP	Cured-In-Place Pipe
CIWQS	California Integrated Water Quality System
CGRG	Community and Government Relations Group
CS	Collection System
CSMD	Consolidated Sewer Maintenance District
CWEA	California Water Environment Association
EPD	Environmental Programs Division
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
GI	Grease Interceptor
GIS	Geographic Information System
GRD	Grease Removal Device
IBEW	International Brotherhood of Electrical Workers
I/I	Infiltration and Inflow
IWDP	Industrial Waste Disposal Permit
LACO	Los Angeles County Ordinance
LACPW	Los Angeles County Public Works
LACSD	Los Angeles County Sanitation Districts
LDD	Land Development Division
LRO	Legally Responsible Official
LVMWD	Las Virgenes Municipal Water District
MMS	Maintenance Management System
MSMD	Marina Sewer Maintenance Division
NASSCO	National Association of Sewer Service Companies
PACP	Pipeline Assessment and Certification Program
PM	Periodic Maintenance

Acronym	Definition
PMD III	Project Management Division III
SCADA	Supervisory Control and Data Acquisition System
SERP	Spill Emergency Response Plan
SMD	Sewer Maintenance Division
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board
WDR	Wastewater Discharge Requirements

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# 1 Goal and Introduction

## 1.1 Regulatory Context

The City of Maywood along with Los Angeles County Public Works (LACPW) has prepared this updated Sewer System Management Plan (SSMP) pursuant to the State Water Resources Control Board (SWRCB) December 6, 2022, Statewide Sanitary Sewer Systems General Order 2022- 0103-DWQ (General Order). This SSMP provides a management plan for Los Angeles County Public Works (PW), which administers the following Sewer Maintenance Districts (Districts) in Los Angeles County responsible for operating and maintaining the collection systems:

- Consolidated Sewer Maintenance District (CSMD); and
- Marina Sewer Maintenance District (MSMD).

In addition, through service agreements, PW operates and maintains the collections systems for the Cities of Irwindale, West Hollywood, and Montebello.

This SSMP provides a management plan for Maywood, which is part of the CSMD.

Table 1-1 summarizes the General Order requirements addressed by this SSMP<sup>1</sup>. These requirements are defined by General Order specifications and associated General Order attachments. All agencies that own and operate collection systems greater than one mile in length must comply with these requirements.

**Table 1-1: Summary of General Order Requirements**

Specification	Description	Linkage to SSMP
<b>5.2 SSMP Development and Implementation</b>	Requires development and implementation of a SSMP	Entire SSMP
<b>5.3 Certification of SSMP and Plan Updates</b>	Requires City to certify and upload the SSMP to CIWQS	Entire SSMP
<b>5.5 Six-Year SSMP Update</b>	Requires update of the SSMP every 6 years, at a minimum. Requires governing board approval of SSMP. Requires City to certify and upload SSMP to CIWQS.	Entire SSMP
<b>5.6 System Resilience</b>	Requires LACPW to include and implement system-specific procedures to proactively prioritize operations and maintenance, condition assessments and repair and rehabilitation to address system resilience	D.4 Operations and Maintenance D.8 System Evaluation, Capacity Assurance and Capital Planning
<b>5.10 System Capacity</b>	Requires City to maintain system capacity to convey dry weather and forecasted wet weather flows	D.8 System Evaluation, Capacity Assurance and Capital Planning

<sup>1</sup> Summarized from the SWRCB Order No. 2022-0103-DWQ Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems

**Table 1-1: Summary of General Order Requirements**

Specification	Description	Linkage to SSMP
<b>5.19 Operation and Maintenance</b>	Requires City and LACPW to maintain in good working order and operate as design any facilities, treatment or control systems design to contain and convey sewer.	D.4 Operations and Maintenance D.8 System Evaluation, Capacity Assurance and Capital Planning

This document serves as the 2025 update to the SSMP approved and adopted by the City Council at a public meeting. Appendix A1 includes documentation of approval by the Board. Appendix A2 includes the General Order.

The sewer-related services that the Districts provide vary from city to city depending on the service agreements. Table 1-2 summarizes the CSMD cities and the sewer-related services currently provided by the LACPW to each of the cities. LACPW applied for coverage under the reissued General Order for facilities it owns, and the CSMD member cities applied for coverage under the reissued General Order for facilities they own. LACPW and the member cities own the sewer mainlines and the point of connection to the sewer mainlines, but do not own any portion of the sewer lateral beyond the sewer connection.

LACPW, as operator of the CSMD and MSMD, prepares and updates the SSMP for activities LACPW performs for managing, operating, and maintaining sewer systems including the Districts. The cities, as well as the other County departments serviced by CSMD, as owners of their respective systems, are responsible for preparing and updating an SSMP specific to the collection system owned by those entities. Some cities within the CSMD have either adopted the Los Angeles County Code or have established local ordinances or resolutions governing the performance of items stipulated in the General Order. Cities are responsible for implementing the legal authorities required by the General Order. Cities also are responsible for conducting capacity studies of their collection system when necessary and correcting identified hydraulic deficiencies. The CSMD performs functions required by the General Order related to the operation and maintenance of sanitary sewer systems.

A pdf copy of this SSMP is available on the internet at:

LACPW: <https://dpw.lacounty.gov/sewer/ssmp.pdf>

Maywood: <https://cityofmaywood.com/DocumentCenter/View/365/Sanitary-Sewer-Management-Plan-SSMP-PDF>

**Table 1-2: LACDPW Sewer-Related Services to the 38 CSMD Cities<sup>1</sup>**

City	CSMD	ACO Program	Sewer Maintenance Agreement	Building and Safety	Industrial Waste	City Engineers
Agoura Hills	X	X			X	
Artesia	X	X		X	X	
Baldwin Park	X	X				
Bellflower	X	X			X	
Bell Gardens	X	X			X	
Bradbury	X	X				
Calabasas	X	X			X	
Carson	X	X			X	
Commerce	X	X			X	
Cudahy	X	X			X	
Diamond Bar	X	X			X	
Duarte	X	X			X	
Glendora	X	X				
Hawaiian Gardens	X	X			X	
Hidden Hills	X	X				
Industry	X	X		X		
Irwindale			X	X	X	
La Cañada Flintridge	X	X		X	X	
La Habra Heights	X	X				
Lakewood	X	X		X	X	
La Mirada	X	X		X	X	
Lawndale	X	X		X	X	
Lomita	X	X		X	X	
Maywood	X	X				
Montebello			X			
Palos Verdes Estates	X	X				
Paramount	X	X			X	
Pico Rivera	X	X			X	
Rancho Palos Verdes City/Central	X	X			X	
Rolling Hills	X	X		X		

**Table 1-2: LACDPW Sewer-Related Services to the 38 CSMD Cities<sup>1</sup>**

City	CSMD	ACO Program	Sewer Maintenance Agreement	Building and Safety	Industrial Waste	City Engineers
Rolling Hills Estates	X	X			X	
Rosemead	X	X			X	
San Dimas	X	X			X	
Santa Clarita	X	X			X	
Santa Fe Springs	X	X		X		
South El Monte	X	X				
Temple City	X	X		X	X	
Walnut	X	X			X	
Westlake Village	X	X		X	X	
West Hollywood			X		X	
<b>TOTALS</b>						

<sup>1</sup>Through the General Services Agreement, a city can request LACPW resources upon specific request. LACDPW currently provides at least some degree of service to all 88 cities in the County of Los Angeles.

## 1.2 SSMP Goal and System Management Objectives

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the collection system. This will help reduce and prevent spills, as well as mitigate any spills that do occur. The City and LACPW has adopted and is dedicated to achieving the following collection system management objectives:

- Proper operation, maintenance, and management of the Districts’ sanitary sewer collection system facilities to reduce the frequency and severity of sewer spills and their potential impacts on public health, safety, and the environment.
- Prompt action when sewer spills occur to identify, contain, and remove the cause, promptly report the event to appropriate regulatory authorities, and ensure the public is adequately and timely notified.
- Document all sewer spills and system deficiencies and the remedial actions taken.
- Adequately train and equip the Districts’ sewer system operators, employees, contractors, responders, or other agents to address a sewer spill event.
- Maintain and repair the Districts’ sewer system to provide adequate capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws, and generally accepted practices relative to sanitary sewer system operations and maintenance.

This SSMP documents how the City and LACPWs collection system practices are integrated toward the achievement of the City’s and LACPWs objectives. The City’s and LACPW have identified the following actions to be taken under this SSMP to ensure the accomplishment of these goals:

- Conduct a planned and scheduled maintenance program that will minimize the risk and occurrence of sewer spills, in support of the SSMP goals.
- When sewer spills do occur, respond to the reported site in a timely manner and undertake feasible remedial actions to contain the spill to minimize impacts, including stopping the flow from reaching the storm drain, if possible.
- Stop the spill as soon as possible and limit public access to the spill area to prevent public contact with any wastewater contamination.
- Recover the spill to the extent feasible and return it to the sewer system and then clean up the contaminated area.
- Gather and compile all pertinent information regarding the spill event, investigate as necessary to determine probable cause, document findings, report to the appropriate regulatory agencies in a timely manner, and file the completed report.

### 1.3 SSMP Update Schedule

Pursuant to the General Order, CSMD conducts program monitoring and triennial audits of its SSMP, prepares SSMP updates, and implements planned activities to achieve Maywood and LACPW’s collection system program objectives. Maywood’s SSMP update was prepared upon completion of the most recent SSMP Program Audit, dated March 3, 2025, and LACPW’s SSMP update.

The schedule for auditing and updating this SSMP is provided in Table 1-3. Element 10 of the SSMP includes a longer-term schedule for SSMP audits and updates.

<b>Table 1-3: SSMP Audit and Update Schedule</b>			
<b>Activity</b>	<b>Collection System Name</b>	<b>SSMP Audit Due Date</b>	<b>SSMP Update Due Date</b>
<b>CSMD – City</b>	Agoura Hills City	2/2/2025	8/2/2025
<b>CSMD – City</b>	Artesia City	2/2/2025	8/2/2025
<b>CSMD – City</b>	Baldwin Park City	2/2/2025	8/2/2025
<b>CSMD – City</b>	Bell Gardens City	2/2/2025	8/2/2025
<b>CSMD – City</b>	Bellflower City	2/2/2025	8/2/2025
<b>CSMD – City</b>	Bradbury City	2/2/2026	8/2/2026
<b>CSMD – City</b>	Calabasas City	2/2/2025	8/2/2025
<b>CSMD – City</b>	Carson City	2/2/2025	8/2/2025
<b>CSMD – City</b>	City of Industry	2/2/2026	8/2/2026

**Table 1-3: SSMP Audit and Update Schedule**

Activity	Collection System Name	SSMP Audit Due Date	SSMP Update Due Date
CSMD – City	Commerce City	2/2/2025	8/2/2025
CSMD – City	Cudahy City	2/2/2025	8/2/2025
CSMD – City	Diamond Bar City	2/2/2025	8/2/2025
CSMD – City	Duarte City	2/2/2025	8/2/2025
CSMD – City	Glendora City	2/2/2025	8/2/2025
CSMD – City	Hawaiian Gardens City	2/2/2025	8/2/2025
CSMD – City	Hidden Hills City	2/2/2026	8/2/2026
CSMD – City	La Cañada Flintridge City	2/2/2025	8/2/2025
CSMD – City	La Habra Heights City	11/2/2025	5/2/2026
CSMD – City	La Mirada City	2/2/2025	8/2/2025
CSMD – City	Lakewood City	2/2/2025	8/2/2025
CSMD – City	Lawndale City	2/2/2025	8/2/2025
CSMD – City	Lomita City	2/2/2025	8/2/2025
CSMD – City	Maywood City	2/2/2025	8/2/2025
CSMD – City	Palos Verdes Estates City	2/2/2025	8/2/2025
CSMD – City	Paramount City	2/2/2025	8/2/2025
CSMD – City	Pico Rivera City	2/2/2025	8/2/2025
CSMD – City	Rancho Palos Verdes City	2/2/2025	8/2/2025
CSMD – City	Rancho Palos Verdes City	2/2/2026	8/2/2026
CSMD – City	Rolling Hills Estates City	11/2/2025	5/2/2026
CSMD – City	Rosemead City	2/2/2025	8/2/2025
CSMD – City	San Dimas City	2/2/2025	8/2/2025
CSMD – City	Santa Clarita City	11/2/2024	5/2/2025
CSMD – City	Santa Fe Springs City	2/2/2025	8/2/2025
CSMD – City	South El Monte City	2/2/2025	8/2/2025
CSMD – City	Temple City	2/2/2025	8/2/2025
CSMD – City	Walnut City	2/2/2025	8/2/2025
CSMD – City	Westlake Village City	11/2/2025	5/2/2026
CSMD – County Zone	Malibu Mesa Zone of the CSMD CS	11/2/2025	5/2/2026
CSMD – County Zone	Trancas Zone of the CSMD CS	2/2/2026	8/2/2026
CSMD – County Zone	Unincorporated County Area CSMD South/County Sanitation District CS	11/2/2024	5/2/2025

**Table 1-3: SSMP Audit and Update Schedule**

Activity	Collection System Name	SSMP Audit Due Date	SSMP Update Due Date
<b>CSMD – County Zone</b>	Unincorporated County Area CSMD North/County Sanitation District CS	11/2/2025	5/2/2026
<b>CSMD – County Zone</b>	Unincorporated County Area CSMD/Las Virgenes Tapia CS	11/2/2025	5/2/2026
<b>CSMD – County Zone</b>	Unincorporated County Area CSMD-NW/County Sanitation District CS	2/2/2025	8/2/2025
<b>CSMD – County Zone</b>	Unincorporated County Area Lake Hughes Zone of the CSMD CS	2/2/2026	8/2/2026
<b>CSMD – County Zone</b>	Unincorporated County Area Marina/Aneta Zone of the CSMD/City Hyperion CS	2/2/2026	8/2/2026
<b>SMA</b>	Montebello CS	2/2/2025	8/2/2025
<b>SMA</b>	Irwindale City CS	2/2/2026	8/2/2026
<b>SMA</b>	West Hollywood CS	2/2/2025	8/2/2025

LACPW plans to complete implementation of several significant initiatives addressing the prevention of sewer spills. Table 1-4 provides a schedule for incorporation of these activities into the Districts’ SSMP program implementation.

**Table 1-4: Planned SSMP Implementation Milestones Addressing Prevention of Sewer Spills**

Element	Milestone	Milestone Due Date	Relevance to Spill Prevention
4 – Operations and Maintenance Program	Implementation of Cityworks asset management system	June 2026 <sup>1</sup>	Improve tracking of system issues and planning and scheduling of maintenance activities
4 – Operations and Maintenance Program	Implementation of GraniteNet cloud-based CCTV software <sup>2</sup>	November 2027	Improve sharing of condition assessment data for streamline decision-making and communication
Specification 5.7 – Allocation of Resources	Approval of sewer fee increase	July 2025	Collect revenue needed to sustain operations and maintenance service delivery
8 – System Evaluation	Initiate Condition Assessment Program for remaining pump stations <sup>3</sup>	November 2027	Collect information to identify system condition deficiencies
8 – System Evaluation	Initiate next cycle of Condition Assessment Program for sewer pipelines	July 2025 <sup>4</sup>	Collect information to identify system condition deficiencies

<sup>1</sup>Currently anticipated, subject to change

<sup>2</sup>Software development began in May 2025 for the implementation of the GraniteNet Cloud-based CCTV Software

<sup>3</sup>Began with the Condition Assessment for pump stations for the City of Diamond Bar. Report was completed in June 2019

<sup>4</sup>New CCTV contract to begin in July 2025 and continue the 2nd phase of the Condition Assessment project

## 1.4 Sewer System Asset Overview

Maywood's Public Works Department manages the sanitary sewer collection system, which serves a population of approximately 23,824 residents and consists of 22.81 miles of sewer lines. The city's local sewers discharge into the Sanitation Districts of Los Angeles County facilities for conveyance, treatment, and disposal.

The City has one budgeted management position directly involved in sewer system responsibilities. The field operation and maintenance services are fulfilled by utilizing the services provided by LACPW.

These personnel, in collaboration with LACPW personnel, administer the City's sewer collection system operation, provide engineering evaluation of proposed and existing sewer facilities, administer preventive maintenance and sewer construction programs, and oversee the maintenance of sewer collection system facilities and related records and plans. Appendix A3 provides a summary of assets for all collection systems.

Other relevant information regarding the City's collection systems and management program includes:

- **Location:** Collection systems are located in Los Angeles County.
- **Service Area Boundary:**
- 
- 
-

- a and 1-1b shows the geographic service area boundary in the City and Districts.
- **Community Served:** Maywood covers 1.18 square miles including both residential and commercial areas.
- **Data Management Systems:** Districts use the following data management systems.
  - **Maximo:** LACPW legacy Maintenance Management System (MMS) used for managing maintenance activities. Field crew activities are recorded in various forms such as service requests, cleaning reports, sewer maintenance daily reports, manhole adjustments, overflow report forms, etc., and are stored in the MMS. The LACPW is in the process of implementing Cityworks Maintenance Management System to schedule and track maintenance activities.
  - **Cityworks:** LACPW is implementing Cityworks Maintenance Management System to schedule and track maintenance activities. The condition assessment schedule and eventually CCTV are planned to be added to Cityworks. Cityworks will be used to record what sections have been inspected, the schedule of activities, and whether work has been

completed or not. It will also be used to schedule and track FOG source control inspections of industrial and commercial establishments.

- **HMS:** LACPW utilizes the HMS database to maintain records of all sites and their locations under the FOG program. Inspectors document their findings and enter data into the HMS database, which automates the inspection process and is used to track and manage permit inspection and source control data.
- **PowerBI:** PowerBI is utilized to display spill trends and analysis, as well as city profiles, which include detailed information on manholes, pipes, pump stations, and properties. Additionally, Power BI is used to display productivity reports, detailing maintenance activities for each City.
- **CCTV Database:** Wincan and GraniteNet are used to document inspection events, inspection observations and associated videos. These systems serve as the repository for historical CCTV inspection data. LACPW is in the process of linking GraniteNet with Cityworks to maintain CCTV records.
- **CADD:** As-built plans of the Districts' facilities are maintained by LACPW for unincorporated Los Angeles County areas and by each city within the CSMD for their own jurisdiction, with LACPW maintaining a copy for maintenance operations. Data gathered from the plans, such as system locations and alignment, pipe material, size, etc., are stored in the SMD's Computer-Aided Design and Drafting (CADD) System and Geographical Information System (GIS).
- **GIS:** LACPW utilizes GIS to generate a mapping system that includes sewer features and map base layers such as aerial images, streets, parcels, and storm drain systems also available from other Divisions within LACPW, County Departments and other governmental agencies.
- **SCADA:** Supervisory Control and Data Acquisition system used to collect and store pump station alarm and instrumentation data.
- **Microsoft Office:** Various collection system programs are managed using Microsoft Office applications as an electronic database. Currently, Office is used to store the schedule for FOG program activities, but this will eventually be performed using Cityworks.
- **Lateral Ownership and Operational Responsibilities:** LACPW and city do not own any portion of the service lateral. Private service laterals are the responsibility of the property owner and must be maintained by the property owner. Operation and maintenance of the local main sewer lines are the responsibility of LACPW. Regional trunk sewer lines are the responsibility of the publicly owned treatment works, such as the Los Angeles County Sanitation Districts (LACSD), for operation and maintenance.
- **Breakdown of Service Connections:** Maywood's breakdown of services connections is roughly 88 percent residential, 8 percent commercial, 3 percent industrial and 1 percent are institutional, agricultural, recreational and miscellaneous use.

- **Unique Service Boundary Conditions and Challenges:** The service area faces issues with conflicts involving local lines and jurisdictional determinations between agencies like the LACSD and the City of Los Angeles, impacting operations and maintenance.

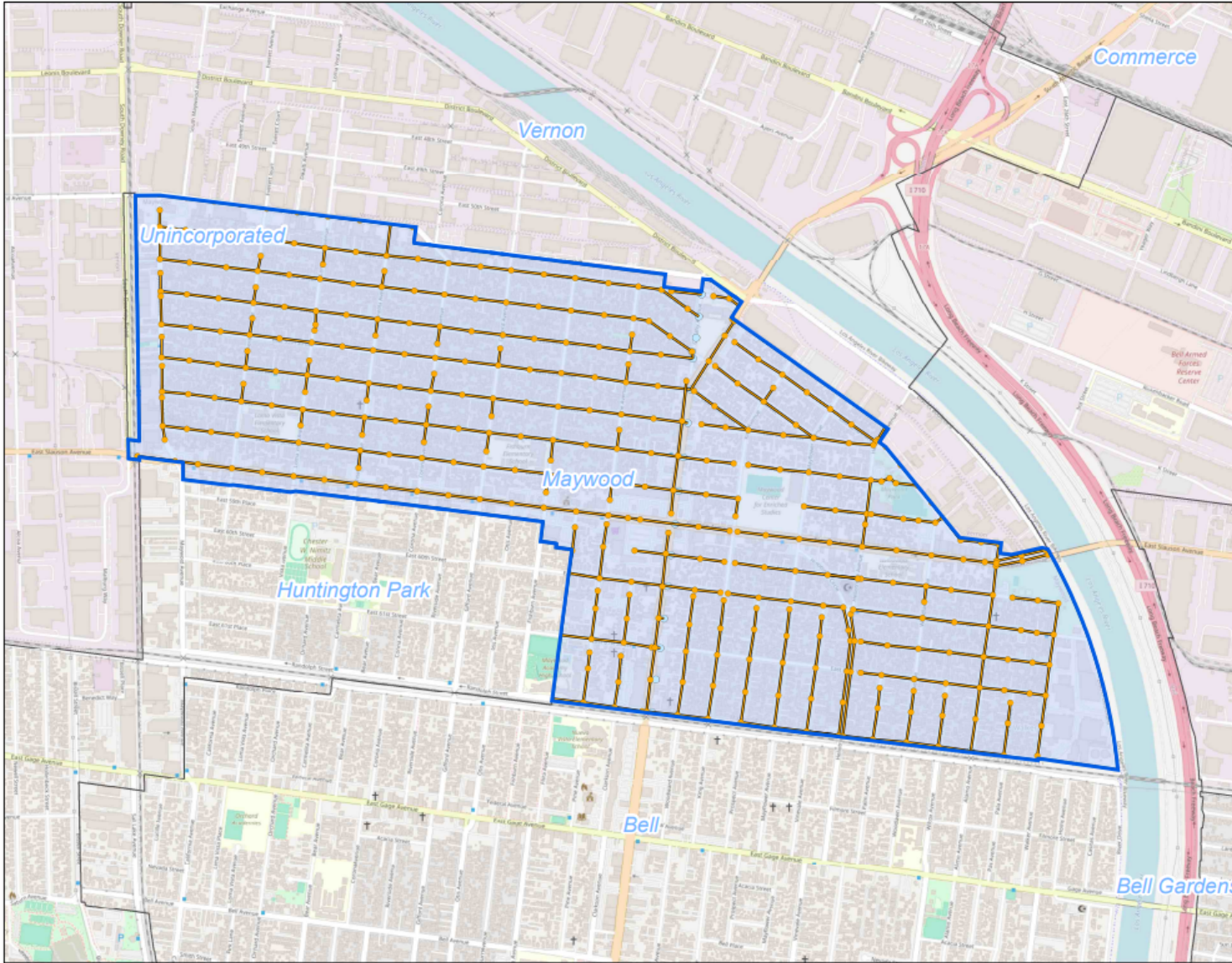
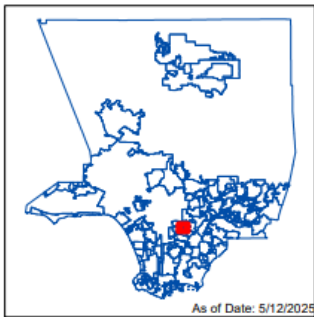
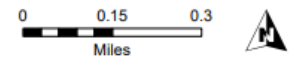


### Sewer Facilities in the City of Maywood

#### Legend

- SMD Manhole
- No SMD Mainted Manhole
- Trunk Sewer MHS
- Gravity
- - - Non SMD Sanitary Sewers
- Sewer Maint Dist Boundary
- City of Maywood

Manholes: 419  
 Sewer footage: 22.81 mi  
 Pump Stations: 0



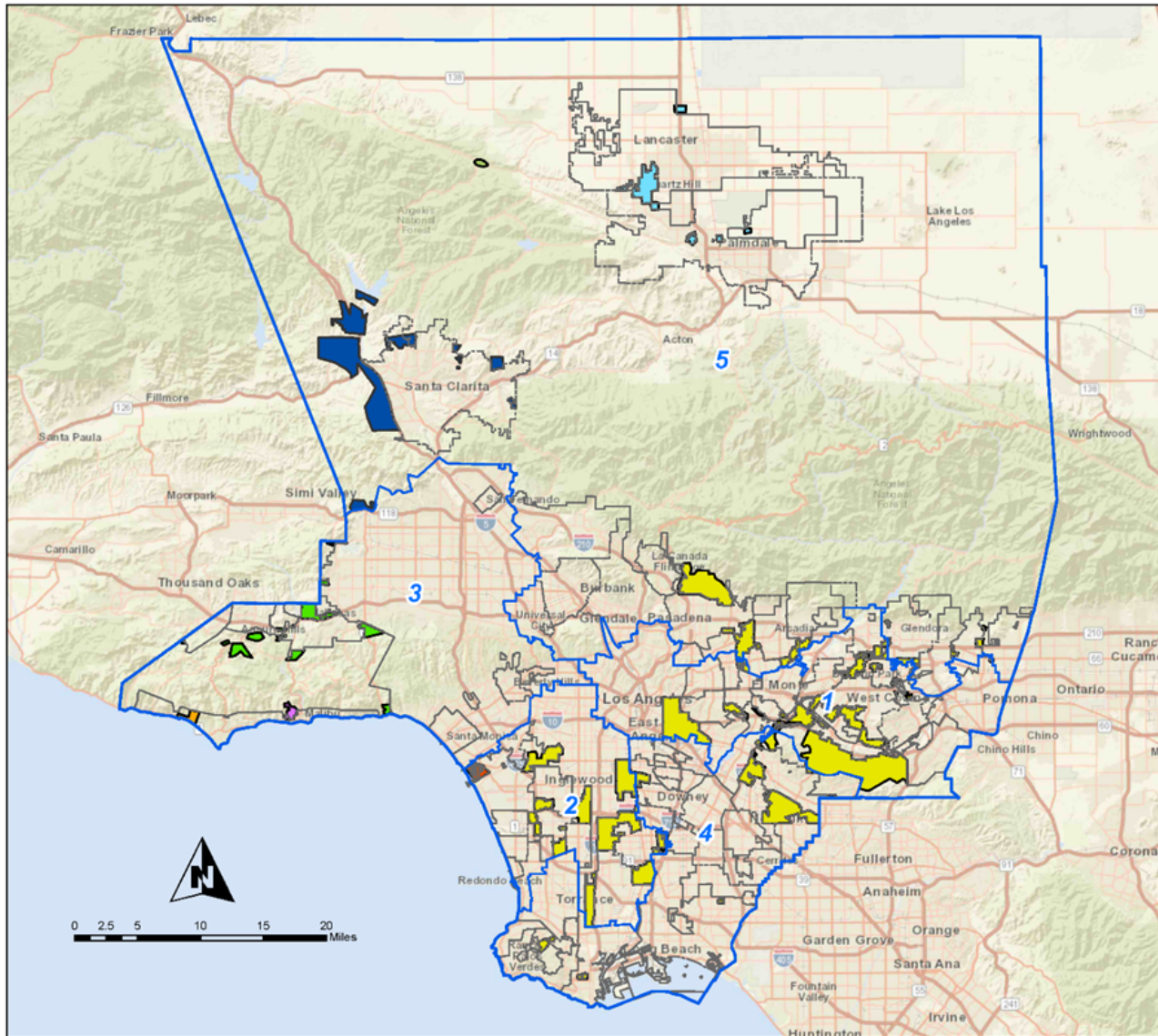
Document Name: SewerFacilities\_Mapbook

Figure 1-1a: Maywood’s Service Area Map



Los Angeles County  
 Public Works  
 Sewer Maintenance Districts

Service Areas  
 - SSMP Applications



Legend

- Uninc. County Area CSMD South/County Sanitation District
- Uninc. County Area CSMD North/County Sanitation District
- Uninc. County Area Aneta Zone of the CSMD/City Hyperion
- Uninc. County Area Lake Hughes Zone of the CSMD
- Trancas Zone of the CSMD
- Malibu Mesa Zone of the CSMD
- Malibu Zone of the CSMD
- Uninc. County Area CSMD/ Las Virgenes Tapia
- Uninc. County Area CSMD-NW/County Sanitation District
- City
- Supervisorial District

S:\san\districts\Unincorporated Services Area\_2025

Figure 1-3b: CSMD Service Area Map

## 1.4.1 Access to Up-to-Date Mapping

LACPW provides public access to up-to-date sewer mapping through their website.

LA County Sanitary Sewer Network GIS Map:

- <https://pw.lacounty.gov/smd/sewernetwork/>

Operation Maps:

- [https://dpw.lacounty.gov/sewer/Page\\_15](https://dpw.lacounty.gov/sewer/Page_15)

## 1.5 SSMP Overview

This SSMP complies with the General Order and meets the following General Order objectives:

- a) Properly fund, manage, operate and maintain, with adequately trained staff and/or contractors possessing adequate knowledge, skills, and abilities as demonstrated through a validated certification program at all times, all parts of the collection system owned and/or operated by the discharger.
- b) Provide adequate capacity to convey base flows and peak flows, including flows during wet weather events, to the minimum design criteria as defined in the discharger's System Evaluation and Capacity Assurance Plan (a required component of the SSMP), for all parts of the collection system owned and/or operated by the discharger.
- c) Take all feasible steps to stop and mitigate the impact of spills in the collection system owned and/or operated by the discharger.

The City together with LACPW achieves these objectives by implementing a comprehensive sewer infrastructure asset management program that is documented in the following 11 SSMP elements:

1. Goal and Introduction
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan
7. Sewer Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvements
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

When appropriate, the SSMP references other program documentation for greater detail.

## 2 Organization

### 2.1 Overview

LACPW are governed by the Board of Supervisors, who establish laws and approve all LACPWs contracts and agreements. LACPW is led by the Director, who sets policies and oversees their implementation. Supporting the Director are the Chief Deputy Director, Assistant Director, Deputy Director, and Assistant Deputy Director, who help manage daily operations and special projects.

The Sewer Maintenance Division has 213 budgeted positions. The distribution of the SMD personnel is depicted in the organizational chart presented in Section 2.3.2 of this chapter. These personnel provide engineering evaluations of proposed and existing sewer facilities, administer LACPWs sewer service charge ordinance, carry out annexation proceedings for new territories, form and dissolve service zones, maintain facility record plans, and administer preventive maintenance and sewer construction programs.

Key roles include the Principal Engineer and the Senior Civil Engineers, who manage engineering and field staff. There is a Senior Civil Engineer designated for office engineering and budget, field operations team for pump stations, and field operations team for the gravity system. The gravity system unit includes the Regional Sewer Maintenance Superintendent and Sewer Maintenance Supervisor, who assists the Senior Civil Engineer and oversee sewer maintenance activities, with field crews performing the actual maintenance work. For the pump station unit, the Electro-Mechanic Supervisors and their teams handle pump station operations. Office Administrative and Clerical Assistants are part of all units and assist in the preparation of the SMD budget, Board letters, and other correspondence, and are responsible for the sewer service charge direct assessments.

Other divisions within the LACPW are currently and will continue to be responsible for carrying out some of the compliance actions called for by the WDRs for the LACPW. The key support divisions and their responsibilities are described below:

- **Workforce Support Division:** Responsible for procuring equipment, materials, and supplies needed for day-to-day operations and maintenance activities; printing and mailing public education outreach program materials.
- **Business Relations and Contracts Division:** Responsible for procuring contract services for engineering, emergency sewer repair projects, and closed-circuit televising of sewer lines.
- **Building and Safety Division (BSD):** Responsible for issuing permits for sewer connections. May also enforce Plumbing Codes involving proper connections, maintenance of sewer house laterals, and preventing illegal discharges into public sewers upon City contract.

- **Sewer Maintenance Division (SMD):** Responsible for administering the Districts including operation and maintenance of the sewer systems, repairs and rehabilitation, and providing regulatory compliance.
- **Environmental Programs Division (EPD):** Responsible for enforcing the Districts' Fats, Oils, and Grease (FOG) program, including point source control, inspection of industrial waste and grease-generating facilities, investigation of illicit discharges of chemicals, debris, etc., into the public sewer, and conducting water quality monitoring for spills of 50,000 gallons or more to surface water.
- **Stormwater Maintenance Division:** Assists the Districts' crew in tracing, containing, and cleaning up spills that reach a storm drain system.
- **Emergency Management Group:** Responsible for operating the Emergency Operation Center for the entire Department, including handling service calls, spills, and pump station malfunction calls for the Districts.
- **Human Resources Division:** Responsible for staffing the Districts and training personnel.
- **Design Division:** Responsible for developing design standards and criteria for capital improvements.
- **Project Management Division III (PMD III):** Responsible for providing project management services for the construction of capital improvements.
- **Land Development Division (LDD):** Responsible for subdivision plan checks to ensure compliance with County standards for the construction of new sewer collection systems. Reviews sewer capacity studies for proposed lines and sets requirements to ensure adequate capacity in existing systems.
- **Survey/Mapping and Property Management Division:** Responsible for processing access easement documents and procuring easements for public sewer facilities located on private properties. Also responsible for investigating spill-related claims and litigations against the SMD.

Maywood is governed by the City Council, who establishes policies, reviews, and accepts formal plans, sets overall city direction, authorizes funds for projects/plans/programs, general overview of upper management (City Manager and City Attorney), conducts public meetings and hearings, approves SSMP. The City's attorney develops and approves legal documents, provides legal advice, conducts litigation, and attends public meetings. The City Manager is responsible for the day-to-day management and operation of the city under the direction of the City Council. Specifically, the City Manager establishes procedures, plans strategy, leads staff, allocates resources defined in the City budget, delegates responsibility, authorizes outside contractors to perform services, and serves as an overall public information officer. Supporting them are Director of Building and Planning, City Engineer, Public Works Superintendent, Maintenance Worker, and Office Assistant.

Their responsibilities include:

- Director of Building and Planning – Reports to the City Manager and is responsible for Building and Planning for the city. Also supervises the Public Works contract, Code Enforcement and Office Administrative Staff.
- City Engineer – Responsible for the development and implementation of city design and construction standards. Quite often responsible for 3<sup>rd</sup> party plan check as well as construction and public works inspection. Provides engineering drawings, plans, and specifications for projects for the city. Also is responsible for developing or overseeing engineering studies such as hydraulic modeling, master planning, and CIP program development.
- Public Works Superintendent – Responsible for the management and operation of the City's Public Works. Maintenance workers are contracted. Also responsible for the operation and maintenance activities of the sanitary sewer system, including direct supervision and scheduling of all maintenance crews, and regularly scheduling maintenance activities. Coordinates field operations and prepare and implements overflow emergency response plan, leads emergency response, investigates and reports SSOs and trains maintenance workers and field crews. Currently contracted out.
- Maintenance Worker – Staff preventative maintenance activities, report condition of City assets, mobilize and respond to notification of stoppages and SSOs, and mobilize sewer-cleaning equipment and bypass pumping equipment. Currently contracted out.
- Office Assistant – Responsible for receiving maintenance calls and complaints and dispatching maintenance workers to perform emergency operations. Also responsible for initiating records within the agencies' tracking system for SSOs and other related events.

The distribution of the City personnel is depicted in the organizational chart presented in Section 2.3.2 of this chapter.

## 2.2 Authorized Representatives

The Superintendent of Public Works for Maywood and the Assistant Deputy Director for SMD is responsible for the execution of the compliance actions required under the WDRs. This includes, but is not limited to, signing and certification of all reports and correspondence as required under this order. The Principal Engineer and Senior Civil Engineers in the SMD may also perform these duties on behalf of the SMD's Assistant Deputy Director or Superintendent of Public Works for Maywood.

The Sewer Maintenance Districts has following staff authorized to serve as Onsite Managers for the collection systems managed by LACPW:

- Andrew Ngumba, Assistant Deputy Director (**Primary LRO for LACPW**)
- Alex Villarama, Principal Civil Engineer (**Secondary LRO for LACPW**)
- Jeffrey Bouse, Senior Civil Engineer
- Voltaire Llana, Senior Civil Engineer

- May Hong, Civil Engineer
- Eric Liu, Civil Engineer

Each of these staff members are authorized to act on behalf of each of LACPWs collection system to serve as Legally Responsible Officials for each of the collection systems listed in Table 2-1. District LROs coordinate to ensure one of the designated LROs is available for required reporting certification in CIWQS. In addition, each collection system in the County owned by a city also has at least one Legally Responsible Official from that City's staff.

**Maywood Legally Responsible Official:**

Jerry Gomez, Superintendent of Public Works

**Table 2-1: Collection Systems Operated, Maintained and Managed by Los Angeles County Public Works**

WDID Type <sup>2</sup>	CIWQS WDID	CIWQS Collection System Name
CSMD – City	4SSO11366	Agoura Hills City
CSMD – City	4SSO10364	Artesia City
CSMD – City	4SSO10366	Baldwin Park City
CSMD – City	4SSO10368	Bell Gardens City
CSMD – City	4SSO10369	Bellflower City
CSMD – City	4SSO10371	Bradbury City
CSMD – City	4SSO11447	Calabasas City
CSMD – City	4SSO10374	Carson City
CSMD – City	4SSO10394	City of Industry
CSMD – City	4SSO10377	Commerce City
CSMD – City	4SSO10380	Cudahy City
CSMD – City	4SSO10382	Diamond Bar City
CSMD – City	4SSO10384	Duarte City
CSMD – City	4SSO10389	Glendora City
CSMD – City	4SSO10390	Hawaiian Gardens City
CSMD – City	4SSO11439	Hidden Hills City
CSMD – City	4SSO10397	La Cañada Flintridge City

<sup>2</sup> CSMD – Consolidated Sewer Maintenance District  
 MSMD – Marina Sewer Maintenance District  
 SMA – Sewer Maintenance Agreement

**Table 2-1: Collection Systems Operated, Maintained and Managed by Los Angeles County Public Works**

WDID Type <sup>2</sup>	CIWQS WDID	CIWQS Collection System Name
CSMD – City	4SSO10398	La Habra Heights City
CSMD – City	4SSO10399	La Mirada City
CSMD – City	4SSO10402	Lakewood City
CSMD – City	4SSO10403	Lawndale City
CSMD – City	4SSO10404	Lomita City
CSMD – City	4SSO10409	Maywood City
CSMD – City	4SSO10414	Palos Verdes Estates City
CSMD – City	4SSO10415	Paramount City
CSMD – City	4SSO10417	Pico Rivera City
CSMD – City	4SSO10420	Rancho Palos Verdes City
CSMD – City	4SSO18098	Rancho Palos Verdes City
CSMD – City	4SSO10423	Rolling Hills Estates City
CSMD – City	4SSO10424	Rosemead City
CSMD – City	4SSO10425	San Dimas City
CSMD – City	4SSO10429	Santa Clarita City
CSMD – City	4SSO10430	Santa Fe Springs City
CSMD – City	4SSO10434	South El Monte City
CSMD – City	4SSO10437	Temple City
CSMD – City	4SSO10441	Walnut City
CSMD – City	4SSO11407	Westlake Village City
CSMD – County Zone	4SSO10465	Malibu Mesa Zone of the CSMD CS
CSMD – County Zone	4SSO10496	Trancas Zone of the CSMD CS
CSMD – County Zone	4SSO11365	Unincorporated County Area CSMD South/County Sanitation District CS
CSMD – County Zone	4SSO11370	Unincorporated County Area CSMD North/County Sanitation District CS
CSMD – County Zone	4SSO11372	Unincorporated County Area CSMD/Las Virgenes Tapia CS

**Table 2-1: Collection Systems Operated, Maintained and Managed by Los Angeles County Public Works**

WDID Type <sup>2</sup>	CIWQS WDID	CIWQS Collection System Name
CSMD – County Zone	4SSO11374	Unincorporated County Area CSMD-NW/County Sanitation District CS
CSMD – County Zone	6SSO10459	Unincorporated County Area Lake Hughes Zone of the CSMD CS
CSMD – County Zone	4SSO11373	Unincorporated County Area Marina/Aneta Zone of the CSMD/City Hyperion CS
SMA	4SSO10411	Montebello CS
SMA	4SSO10396	Irwindale City CS
SMA	4SSO11368	West Hollywood CS

## 2.3 Positions Responsible for Implementing Specific SSMP Elements

### 2.3.1 Positions Responsible

A list of positions responsible for implementing specific SSMP elements is provided in Table 2-2. Additionally, Appendix B1 contains a list of staff responsible for implementing specific SSMP elements, including position, telephone number and email address.

**Table 2-2: Positions Responsible for SSMP**

SSMP Element	Responsible Org. Unit	Responsible Position
1. Introduction and Goal	Sewer Maintenance Division/ Public Works	Division Manager and City's Superintendent
2. Organization	Sewer Maintenance Division/ Public Works	Division Manager and City's Superintendent
3. Legal Authorities	Sewer Maintenance Division/ Public Works	Division Manager and City's Superintendent
4. Operation and Maintenance Program - Pipelines	Sewer Maintenance Division	Principal Civil Engineer, Pipelines
4. Operation and Maintenance Program – Pump Stations	Sewer Maintenance Division	Senior Civil Engineer, Treatment Plants and Pump Stations
5. Design and Performance Provisions - Design	Maywood: Public Works	City's Superintendent
5. Design and Performance Provisions – Design - Construction	Maywood: Public Works	City's Superintendent
6. Spill Emergency Response Plan	Sewer Maintenance Division	Principal Civil Engineer, Pipelines

**Table 2-2: Positions Responsible for SSMP**

SSMP Element	Responsible Org. Unit	Responsible Position
7. Sewer Pipe Blockage Control Program	Environmental Programs Division	Division Manager
8. System Evaluation, Capacity Assurance and Capital Improvements – Condition Assessment and Prioritization of Corrective Actions	Sewer Maintenance Division	Senior Civil Engineer, Technical Services
8. System Evaluation, Capacity Assurance and Capital Improvements – Capacity Assurance	Maywood: Public Works	City's Superintendent
8. System Evaluation, Capacity Assurance and Capital Improvements – Capital Improvement Plan	Maywood: Public Works	City's Superintendent
9. Monitoring, Measurement and Program Modifications	Sewer Maintenance Division/ Public Works	Division Manager and City's Superintendent
10. Internal Audit	Sewer Maintenance Division/ Public Works	Division Manager and City's Superintendent
11. Communication Program	Sewer Maintenance Division/ Public Works	Division Manager and City's Superintendent

### 2.3.2 Lines of Authority

Figure 2-1, Figure 2-2a, and Figure 2-2b includes an SSMP Program Implementation organization chart showing the lines of authority for the positions responsible for the management of the collection system and implementation of the SSMP. The contact information for the Sewer Maintenance Division staff and the City's staff listed in Figure 2-2 can be found in Appendix B2.

Figure 2-1a: LACPW Organizational Chart

## LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS SSMP PROGRAM ORGANIZATION CHART EXECUTIVE MANAGEMENT & GOVERNING BOARD

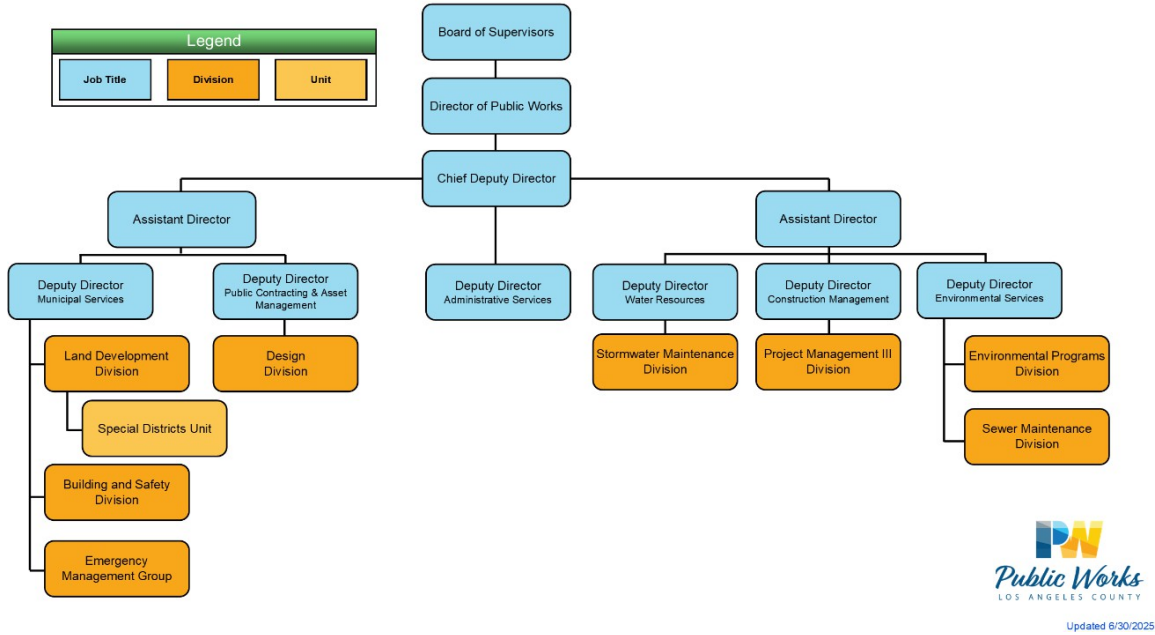


Figure 2-2a: SMD Organizational Chart

## LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS SSMP PROGRAM ORGANIZATION CHART Sewer Maintenance Districts

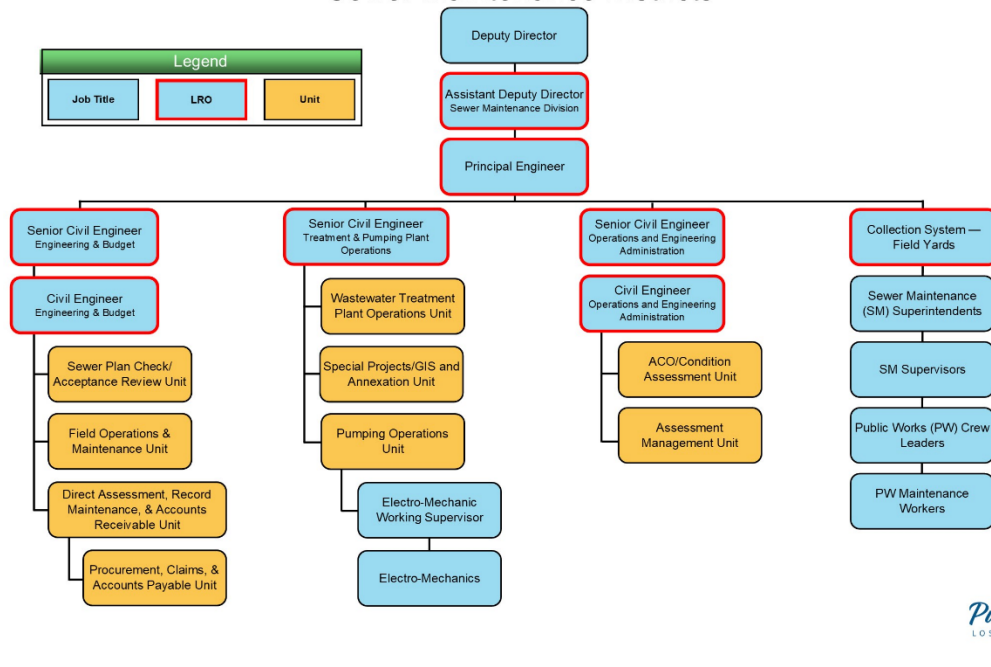
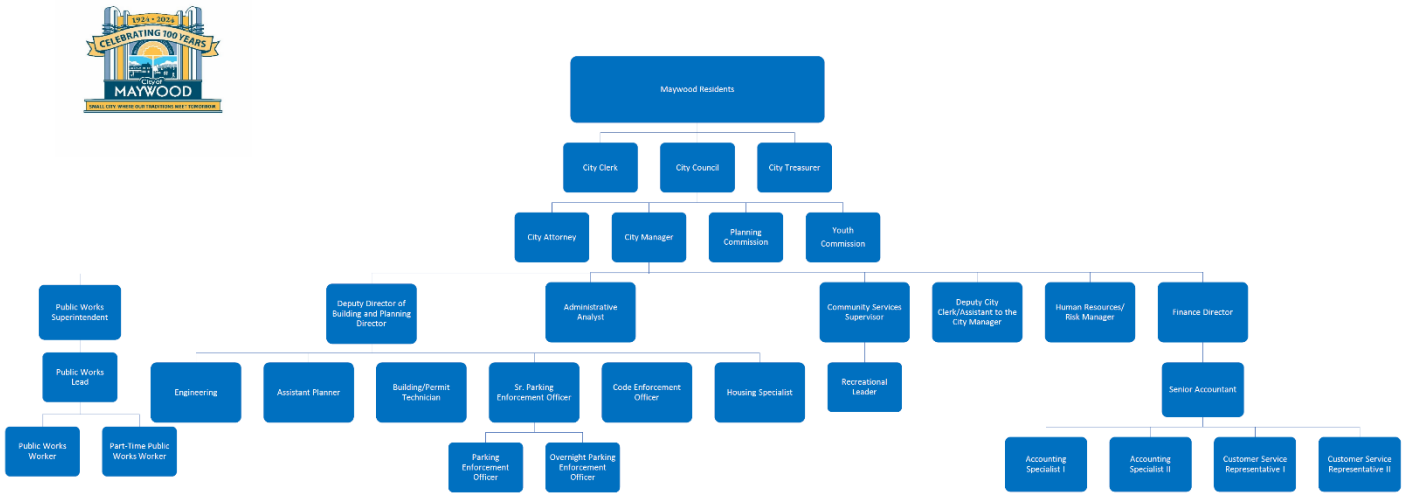


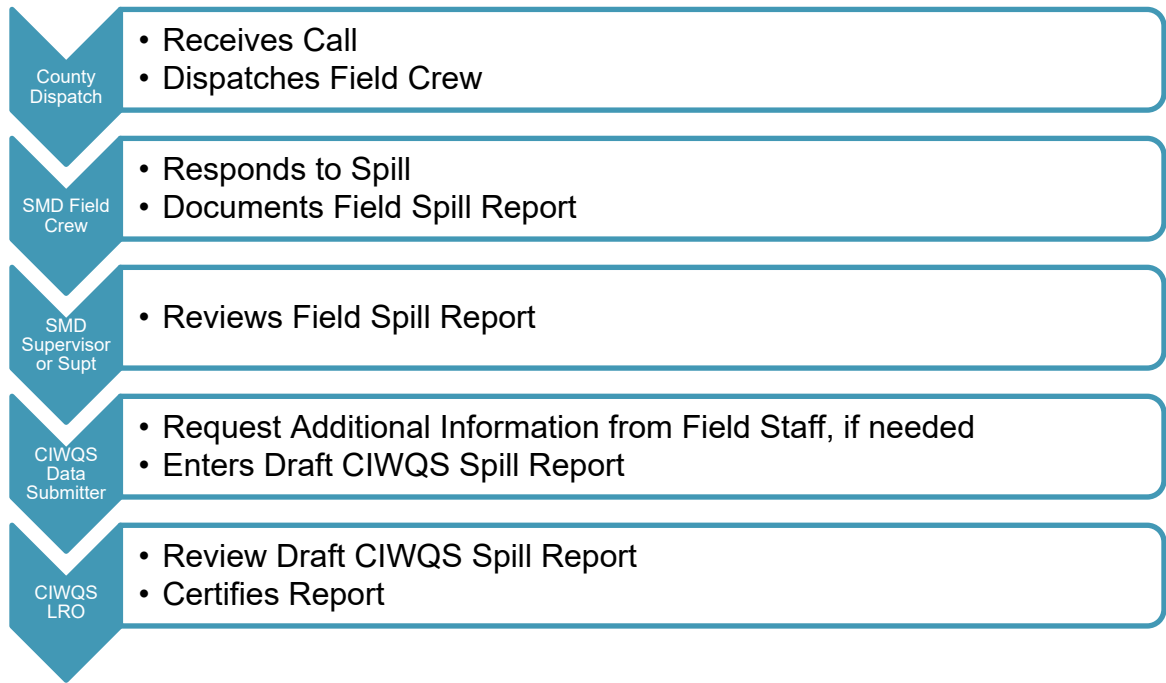
Figure 2-2b: City Organizational Chart



## 2.4 Spill Reporting Chain of Communication

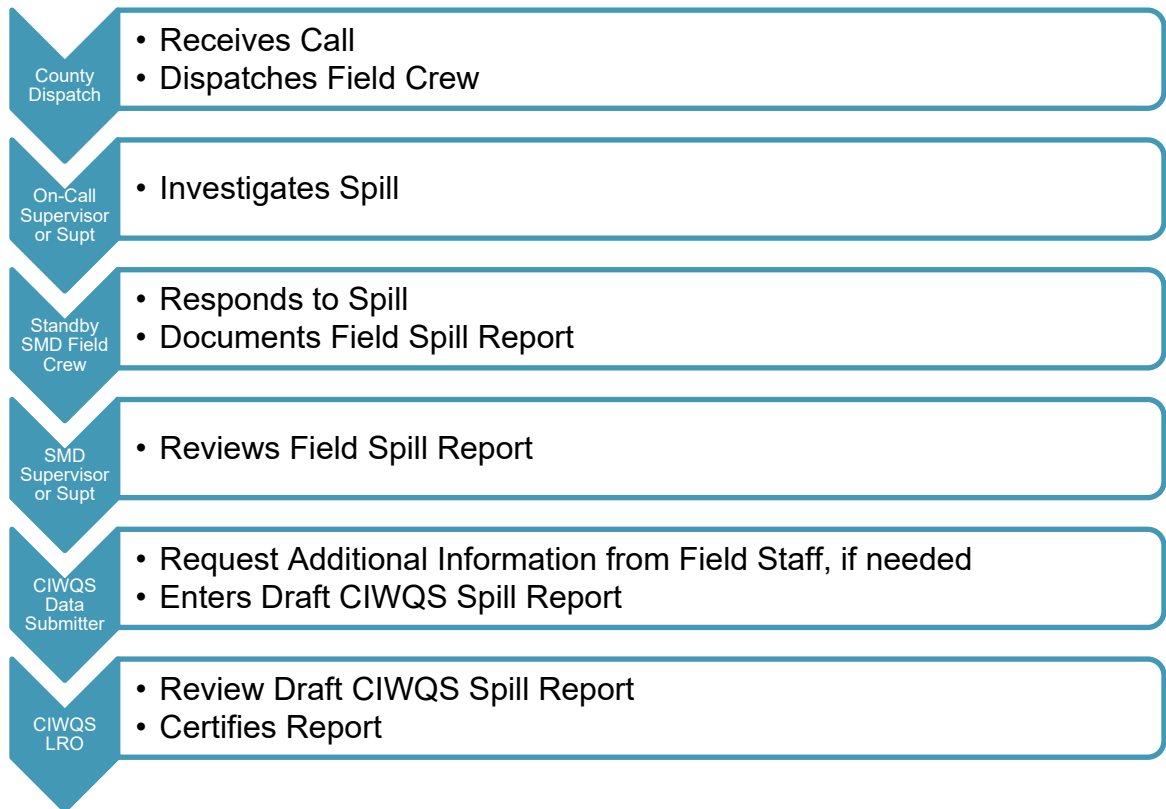
LACPWs Spill Emergency Response Plan, described in Element 6 and included in Appendix F1, includes procedures for effective communication and reporting of spills from receipt of complaint, including the person responsible for reporting spills into the State Water Board’s CIWQS database. The Spill Emergency Response Plan includes a flowchart and notification table providing clear step-by-step procedures for communication and reporting. Figure 2-3 summarizes the spill reporting chain of communication during normal business hours. Normal Business hours are Monday through Friday from 6:30 a.m. to 5:00 p.m. Figure 2-4 summarizes the spill reporting chain of communication during afterhours.

**Figure 2-3: Spill Reporting Chain of Communication – Normal Business Hours**



\*Normal Business hours are Monday through Friday from 6:30 a.m. to 5 p.m.

**Figure 2-4: Spill Reporting Chain of Communication – After Hours**



\*After Hours are any hours that are not Normal Business Hours.

## 3 Legal Authority

### 3.1 Overview

The City's legal authority to own and operate a sanitary sewer system is derived from its incorporation as a City. The City on August 23, 2023, granted the LACPW the consent and jurisdiction to annex portions of the City's sewer system into the CSMD. By that action, the City has entrusted the management, operation, and maintenance of its local sanitary sewer system to the CSMD. The City, however, still maintains ownership of the sewer system.

The legal authorities for the specific areas stipulated in the General Order are covered in various sections of the City Municipal Codes (CMCs). The City has adopted the 2022 California Plumbing Code.

- Maywood Municipal Code - [https://library.municode.com/CA/Maywood/CODES/Municipal\\_Code?nodeId=MA YWOOD\\_CALIFORNIAMUCO](https://library.municode.com/CA/Maywood/CODES/Municipal_Code?nodeId=MA YWOOD_CALIFORNIAMUCO)
- Plumbing Code Chapter 6 - [https://library.municode.com/ca/maywood/codes/municipal\\_code?nodeId=TIT8 BURE\\_CH6PLCO](https://library.municode.com/ca/maywood/codes/municipal_code?nodeId=TIT8 BURE_CH6PLCO)
- Sewer System Protection Regulation Chapter 12 - [Chapter 12 - SEWER SYSTEM PROTECTION REGULATION | Municipal Code | Maywood, CA | Municode Library](https://library.municode.com/ca/maywood/codes/municipal_code?nodeId=TIT6 SAHE_CH13FAOIGRPR)
- Fats, Oils, and Grease Program Chapter 13 - [https://library.municode.com/ca/maywood/codes/municipal\\_code?nodeId=TIT6 SAHE\\_CH13FAOIGRPR](https://library.municode.com/ca/maywood/codes/municipal_code?nodeId=TIT6 SAHE_CH13FAOIGRPR)

The Districts were formed pursuant to Chapter 4 of the State of California Health and Safety Code (Section H4870 – 8), with the County of Los Angeles Board of Supervisors acting as their governing body. By law, the Board of Supervisors may make and enforce all rules and regulations necessary for the administration of the Districts and for the cleaning, repair, construction, rehabilitation, renewal, replacement, operation, and maintenance of collection sewers within the Districts. Consistent with the law, several ordinances have been established by the Board of Supervisors to govern all aspects of the Districts' operations. The legal authorities for the specific areas stipulated in the WDRs are covered in various sections of the Los Angeles County Plumbing Code (LACO Plumbing Code) and Chapters 20.20, 20.24, 20.26, 20.32, 20.34, 20.36, and 20.40 of the Los Angeles County Code (LACO Code) Title 20 – Utilities, some of which are discussed below. Table 3-1 and Table 3-2 summarizes these authorities and relate them to elements of the SSMP that are impacted or utilize these authorities. Specific legal authorities are described in more detail in the elements that follow.

For the contracted cities that have service agreements with the Districts, the provision of services is dependent on the specific terms of the agreement. It is assumed that the legal authorities are extended to the Districts to provide services to these Cities.

The LACO Code, LACO Plumbing Codes, standard plans, specifications, and other materials cited in this Section are filed at the office of the Director of Public Works and can be found online in the links below:

- Los Angeles County Code  
 ([https://library.municode.com/ca/los\\_angeles\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances))
- Los Angeles County Plumbing Code  
 ([https://library.municode.com/ca/los\\_angeles\\_county/codes/code\\_of\\_ordinances?nodeId=TIT28PLCO](https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT28PLCO))

**Table 3-1: Summary of Legal Authorities Relating Legal Authority Element of General Order**

Requirement	Reference
Prevent illicit discharges into the wastewater collection system	LACO 20.24.020 – Applicability of Division 2 provisions LACO 20.24.200 – Notification of uncontrolled discharges required LACO 20.32.080 – Excessive discharge of sewage – Conditional permit requirements LACO 20.32.650 – Dumping of effluent - Conditions LACO 20.36.010 – Discharge of offensive or damaging substances prohibited LACO 20.36.400 – Deposit of certain substances prohibited CPC 714.1 – Unlawful Practices CPC 714.2 – Prohibited Water Discharge
Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure	The City is part of the Consolidated Sewer Maintenance District, which is managed by LACPW. All City spills will flow to the City storm drainage system and then to the County flood control system. CSMD and the Flood Control District are both part of Los Angeles County Public Works and staff have direct contact with one another to coordinate and access additional resources and support, if needed
Require that sewers and connection be properly designed and constructed	LACO 20.32.010 – Sewer construction permit required when – Period of validity LACO 20.32.330 – New main sewer lines LACO 20.32.340 – Water pollution control and sewage pumping plants LACO 20.32.350 – New house laterals LACO 20.32.390 – Dedication of sewers LACO 20.32.580 – Materials and construction – Conformity with standard specifications LACO 20.30.590 – Inspection by county engineer
Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned or maintained by the Agency	LACO 20.20.130 – House lateral LACO 20.24.080 – Maintenance of sewer and laterals  The City does not own or maintain any portion of the house lateral. The house lateral is the part of the sewer piping within the street or right-of-way extending from the property or sewer right-of-way line to point of connection with the main-line sewer
Enforce any violations of its sewer ordinances, service agreements, and/or other legally binding procedures	LACO 20.24.100 – Enforcement—County engineer powers LACO 20.24.110 – Delegation of powers LACO 20.24.160 – Violation – Penalty LACO 20.24.170 – Continued violations
Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	LACO 20.32.240 – Sewer easement processing fees LACO 20.32.430 – Sewer easement requirements

**Table 3-1: Summary of Legal Authorities Relating Legal Authority Element of General Order**

Requirement	Reference
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**Table 3-2: Summary of Legal Authorities Relating Sewer Pipe Blockage Control Program Element of General Order**

Requirement	Reference
Requirements to install grease removal devices (such as traps or interceptors)	LACO 20.36.560 – Installation – Required when
Design standards for the grease removal devices	LACO 20.36.570 – Pretreatment – Standards and criteria
Maintenance requirements, BMP requirements, record keeping and reporting requirements for grease removal devices	LACO 20.36.610 – Operation and maintenance Industrial Waste Permits – Authorities enable the inclusion of additional specific maintenance requirements on Industrial Waste Permits provided to food service establishments.
Authority to inspect grease producing facilities	LACO 20.24.090 – Inspection to ascertain compliance—Access required—Acceptance of permit conditions LACO 20.24.150 – Interference with inspectors prohibited when LACO 20.36.620 – Inspection and testing LACO 20.36.630 – Right of entry for inspection authorized when

## 3.2 Authority to Prevent Illicit Industrial Waste Discharges into the Collection System

The LACO Plumbing Code Title 28 (Sections 306.2, 714.2, and 1101.2) prohibits the unauthorized discharge of rain, surface, or subsurface water into the collection system. The illegal dumping of offensive or damaging substances such as chemicals and debris, which are considered inflows, is prohibited by LACO Code, Section 20.36.010.

### 3.2.1 Prevention of Illicit Discharge of FOG

Section 20.36.400 of the LACO Code prohibits the discharge of Fats, Oils, and Grease and other substances that may, among other things, clog, obstruct, fill, or necessitate frequent repairs, cleaning out, or flushing of sewer facilities in the sewer system.

### 3.2.2 Prevention of Illicit Discharge of Infiltration/Inflow

LACPW have an Inflow/Infiltration (I/I) control program as part of their ongoing sewer line cleaning and maintenance program, which includes closed-circuit television and other mechanisms to detect I/I. By ordinance, the Board of Supervisors has established a financial plan to ensure capital replacement or rehabilitation of sewer lines prone to I/I within the Consolidated Sewer Maintenance District (LACO Code, Section 20.40.045). The Marina Sewer Maintenance District provides adequate funding to eliminate I/I sources in the mainline sewers and manholes.

The LACO Code, Section 20.24.080, requires property owners to maintain their house laterals, including the elimination of cracks, tree roots, and other debris. A similar requirement is found in Section 101.3.2 of the LACO Plumbing Code Title 28.

### 3.3 Authority to Collaborate with Storm Sewer Agencies

Spills from the City collection systems flow into City storm drainage systems and Los Angeles County Flood Control drainage systems. When spills occur from collection systems in unincorporated areas, flow either goes directly into the County storm drain system or enters a local cities storm drain system, eventually discharging into the LA County Flood Control's storm drain system. Los Angeles County Public Health requires all cities in the Districts to report sewer spills that reach a drainage system within 15 minutes of knowledge of the event. As a result, Los Angeles County Flood Control is notified and can provide support to provide information and access to County drainage system facilities, if needed. The Sewer Maintenance Division, being a sister division to Stormwater Maintenance Divisions that manages the Flood Control System, allows for direct collaboration, allowing for efficient management and resolution of spills and drainage issues.

With regards to preventing cross connections of sanitary sewer infrastructure to storm sewer infrastructure, cities are responsible for connections and either have their own permitting services or are under the services of the LACPWs Building and Safety Division (BSD). Unincorporated areas work directly with the BSD for permitting.

### 3.4 Authority to Require Proper Design and Construction of Sewers

The LACO Code Sections 20.32.330 and 20.32.340 require that the design of new mainline sewers and pumping plants, respectively, be in conformity with requirements of Part 3 of Chapter 20.32 of the LACO Code. Similarly, Section 20.32.350 of the LACO Code requires that the design of new house laterals conform to the requirements of Part 3, Chapter 20.32 of the LACO Code unless otherwise covered by the LACO Plumbing Code, Title 28. The construction of a collection sewer system, by law (LACO Code 20.32.580), is required to conform to all the requirements prescribed by Division 2 of the LACO Code, by the Standard Specifications for Public Works Construction (Green Book) and by the Special Provisions and Standard Plans, all on file in the office of the Director of Public Works (County Engineer). The inspection and construction of mainline sewers and pumping plants to ensure proper construction is covered under Section 20.32.590 of the LACO Code. The construction of house laterals is covered under the LACO Plumbing Code.

### 3.5 Authority to Ensure Access to Publicly Owned Portion of Lateral

The City and County do not own or maintain private lateral sewer lines. Property owners are responsible for proper installation, operation, and maintenance laterals (the pipe that connects from the building to the main) and clean-outs (which provide access to clean and

repair the pipe from the building to the main). This includes laterals on the County-owned easement.

### 3.6 Limit the Authority to Discharge of FOG and other Debris

The Director of Public Works under the LACO Plumbing Code, Title 28, has the legal authority to require the installation of grease interceptors at restaurants and other food establishments that generate grease. Section 20.36.560 of LACO Code also gives the Director of Public Works the authority to require the installation of treatment facilities, including grease interceptors, at any facility that generates FOG in the amount that will damage or increase the maintenance costs of the sewer collection system.

The LACO Code Section 20.24.090 gives the Director of Public Works the legal authority to inspect mainline sewers, sewage pumping plants, interceptors, etc., as often as he deems necessary, to ascertain whether such facilities are maintained and operated in accordance with the provisions of Division 2 of the LACO Code. Authority to Enforce Violations of Sewer Ordinances

Under Section 20.24.100 of the LACO Code, the Director of Public Works is empowered to enforce all of the requirements prescribed in Division 2 – Sanitary Sewers and Industrial Waste of the Code and in accordance with Section 20.24.110 may delegate this authority. LACO Code Section 20.24.160 allows criminal penalties for any violations of the Sewer and Industrial Waste Ordinances.

### 3.7 Authority to Obtain Easement Accessibility Agreements When Applicable

Title 20, Division 2 of the LACO Code gives the LACPW the legal right to set requirements that allow unrestricted maintenance access to the public sewer infrastructure. This access is secured through the LACPW unwavering enforcement of the requirement for sewer easements around all public sewer appurtenances located in private properties. These easements are detailed by the designer on the sewer construction plans and are reviewed through the iterative plan check process. Plan checkers take special care to ensure that maintenance crews will have room for access and equipment usage for both routine maintenance and replacement or repair construction as necessary. Title 20 requires easements to be free of obstruction, and this is reiterated on all sewer plans that contain easements. The potential for conflict or restriction of access is reviewed exhaustively during plan check.

## 4 Operation and Maintenance Program

### 4.1 Up-to-Date Map of the Collection System

LACPW gathers as-built plans and compiles into a central Document Management System, CADD System, and GIS system maintained by the Districts. For unincorporated areas, LACPW maintains the as-builts. For CSMD Cities, each City is responsible for maintaining as-built maps and the LACPW collects a copy for maintenance operations. Data gathered from the plans, such as system locations and alignment, pipe material, size, etc., are stored in LACPWs Computer-Aided Design and Drafting System and Geographical Information System.

#### 4.1.1 Procedures for Maintaining and Providing Access to Water Boards Staff

LACPW provides access to up-to-date maps of the sewer system via:

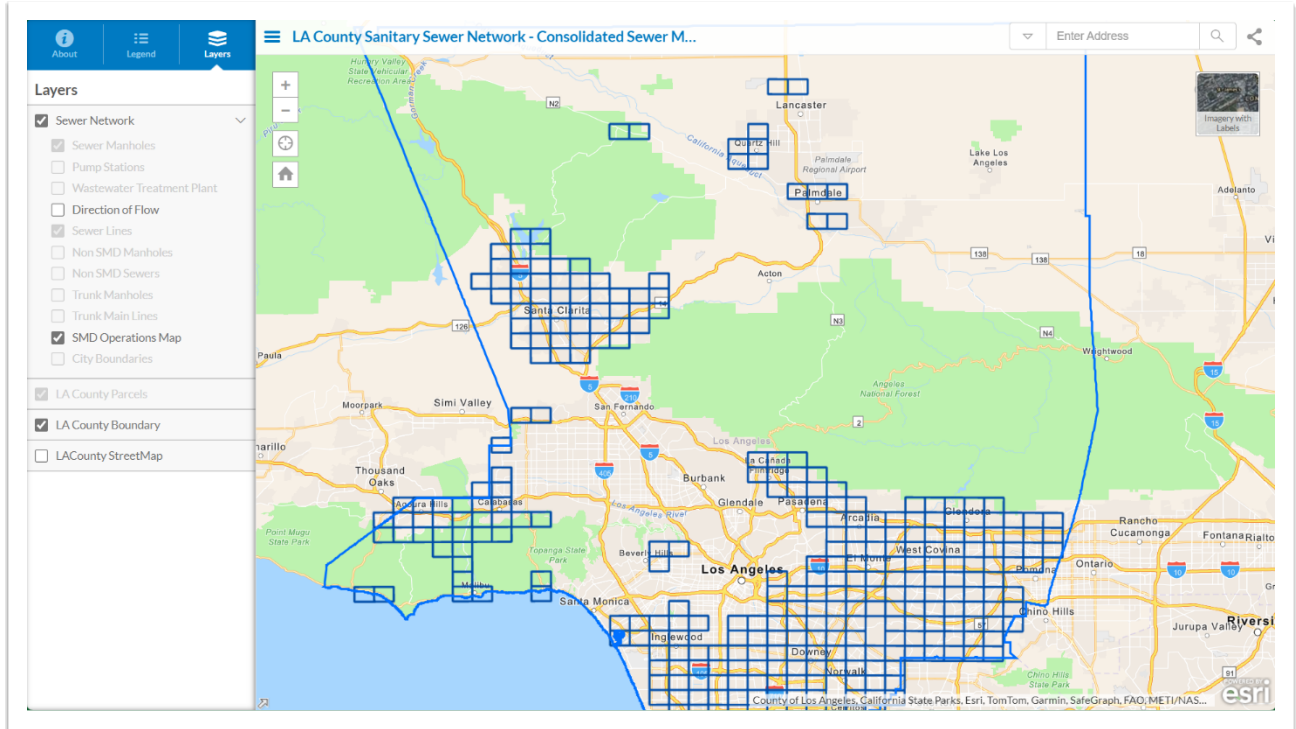
- Interactive GIS-maps
- Electronically available as-builts
- Printed and electronically available Map Books

##### **GIS Maps**

The interactive GIS-based map of the sewer system is available online on the LACPWs website:

- <https://dpw.lacounty.gov/smd/sewernetwork/>

Within GIS, the Districts maintains a mapping system as seen in Figure 4-1 that includes sewer features such as pipe or manhole location, diameter, material, flow direction, etc. The system includes map base layers such as aerial images, streets, parcels, and storm drain systems also available from other Divisions within LACPW and other governmental agencies. The maps are regularly updated to reflect any changes in the system. Once Cityworks is implemented, valves will be included into the system map.



**Figure 4-1: CSMD Sewer Network Map**

### **Sewer As-Builts**

Sewer as-builts can be obtained from the City and/or LACPW. To retrieve the as-builts, LACPW has provided detailed instructions on how to locate the as-builts for a desired sewer line on the SMD webpage. Using the sewer network map to obtain the overlay operation map book, the map book lists the as-built sewer plan number that can be searched on LACPWs Land Record Site, see Figure 4-2.

The sewer as-builts are located on LACPWs Land Record site:

- <https://pw.lacounty.gov/smpm/landrecords/SewerPlans.aspx>

**Sewer Plans**

The sewer plans below are available at this webpage and assistance may be obtained from the contacts below. View the **Sewer Operations Maps here** to get the sheet that covers your area. Open the overlay sheet for that page and locate the sewer number. Sewers are listed by the number given PC, CI, etc. If you do not find the sewer plan you are looking for, you may need to contact the city that the sewer and property is located within. County contract cities are Artesia, Carson, Commerce, La Mirada, Lakewood, Lomita, and Temple City.

PC	CI	ACOP	AI	JN	Spec	CC
Book		Book PC03000		Book PC06500		Book PC09500
Book PC00001		Book PC03500		Book PC07000		Book PC10000
Book PC00500		Book PC04000		Book PC07500		Book PC10500
Book PC01000	LACA Maps	Book PC04500		Book PC08000		Book PC11000
Book PC01500		Book PC05000		Book PC08500		Book PC11500
Book PC02000		Book PC05500		Book PC09000		Book PC12000
Book PC02500		Book PC06000				

For issues, questions, or comments about this application, email the **administrator**.

Figure 4-2: Sewer Plans Webpage

### Map Books

Printed system maps are stored in the Mapping and Annexation Unit of the SMD located at 1000 South Fremont Avenue, Alhambra, California. These maps are also distributed to the SMD’s field crew, for work scheduling and responding to emergencies, and to cities and other agencies. Individual map books can be found using the operation maps overview map as seen in Figure 4-3.

These map book pages are electronically available on the LACPWs website:

- [https://dpw.lacounty.gov/sewer/Page\\_15](https://dpw.lacounty.gov/sewer/Page_15)



## 4.2 Preventive Maintenance Program

LACPWs maintenance services are provided from six maintenance yards strategically located within the County of Los Angeles for efficient management of maintenance activities including Spills and other emergencies. A map showing locations of the field maintenance yards and pump stations in Appendix D.

The cornerstone of LACPWs maintenance operation is the preventive maintenance program as described in LACPWs training guide maintained in each of the field maintenance yards. This program consists of regular inspection of the sewer system including manholes, pipes, siphons, pump stations, treatment plants, regular cleaning, repair, and related activities. This program is designed and carried out to detect and correct potential problems before they develop into major problems. The preventative maintenance program is implemented through the following key activities:

- CCTV Inspection
- Sewer Line and Manhole Visual Inspection
- Gas Trap Manholes and Siphons
- Drop Manholes
- Sewer Line Cleaning
- Root Foaming
- Periodic Maintenance
- Vermin and Odor Control
- Sewage Pump Stations

The Preventive Maintenance program utilizes LACPWs Sewer Maintenance Division Maintenance and Operations Manual, which describes these activities in detail. This manual is available on the SMD's webpage:

- <https://dpw.lacounty.gov/sewer/maintenanceandoperationmanual.pdf>

For each activity, the tasks and their frequency are determined periodically, while others are determined based on inspection findings and yard determinations. The descriptions of inspection and maintenance activities and the frequencies for each activity are detailed below.

### 4.2.1 CCTV Inspection

Closed-circuit television (CCTV) inspections of sewer pipes are conducted to investigate and diagnose issues. Factors such as maintenance history, past overflow records, sewer line locations, and age are used to determine which pipes will be televised.

Additionally, LACPW implements CCTV inspections at a programmatic level through the Condition Assessment Program. This program aims to perform CCTV inspections and structurally rate approximately 500 miles of sewer infrastructure each year. Inspections are prioritized based on the number of spills per 100 miles for each jurisdiction.

## 4.2.2 Sewer Line and Manhole Visual Inspection

The interior and exterior of manholes are inspected twice a year for any structural defects, sewage flow condition, presence of vermin or rodents, deleterious industrial waste, odors, and any signs of unusual settlement around or evidence of debris within the manholes and along sewer alignments.

## 4.2.3 Gas Trap Manholes and Siphons

In the south area, gas traps are inspected and cleared of any stoppages or flow restrictions every 6 months. In other parts of the County, they are inspected and cleared of any blockages on a monthly basis. Siphons may differ in timeframe depending on the type of lines but are generally performed monthly.

## 4.2.4 Drop Manholes

These facilities are inspected and cleared of stoppages and flow restrictions on a variable frequency and are dependent on prior inspection. The inspection cycle of the drop manholes aligns with the manhole inspection cycle in Section 4.2.2.

## 4.2.5 Sewer Line Cleaning

Sewer lines are cleaned by hydro jet or rodding. Frequency of cleaning is based on inspection records. Sewer lines known to accumulate grease, garbage grinds, or sand are put on monthly, quarterly, or semi-annual cleaning schedule and those prone to root growth are periodically rodded or chemically treated.

## 4.2.6 Root Foaming

Root foaming is performed on main sewer lines based on root intrusion and need, usually associated with overflowing. The frequency of root foaming is initially 1 year, then increases to an 18-to-24-month frequency.

## 4.2.7 Periodic Maintenance

Periodic Maintenance (PMs) are sites that require higher-frequency cleanings due to maintenance issues. These "hot spots" are identified in the field during maintenance and inspections of sewer facilities and are often caused by debris, root intrusion, or other factors. Segments that experience spills are also added under periodic maintenance.

## 4.2.8 Vermin and Odor Control

When evidence of infestations is observed during an inspection or a service request or complaint is received, sewers and structures are dusted or baited. Sewers infested by insects are chemically treated.

## 4.2.9 Treatment Plants and Pumping Stations

The majority of the LACPWs pump stations are equipped with SCADA/alarm systems and are inspected at least once a week. Pumps and motors are lubricated, control mechanisms and valves are checked and adjusted as necessary, and equipment is repaired or modified as required.

Treatment Plants are inspected daily to comply with permit-required sampling and testing and perform routine maintenance. The equipment is cleaned and calibrated, and mechanical components and process units are checked.

## 4.3 Scheduling and Data Collection

Historically, LACPW generated and tracked work orders using the Maximo maintenance management system. The LACPW is in the process of implementing Cityworks maintenance management system to schedule and track maintenance activities. The activities the field crew performs are recorded in various forms such as service requests, cleaning reports, sewer maintenance daily reports, manhole adjustments, overflow report forms, etc., and are stored in the maintenance management system. All the asset inventory documenting maintenance activities and data collected are transferred over to the Cityworks maintenance management system to aid in the electronic filing and tracking.

## 4.4 Training

LACPWs staff responsible for the operation and maintenance of the sewer collection system attend formalized training classes or seminars provided by agencies such as California Occupational Safety and Health Administration (CALOSHA), California Water Environment Association (CWEA), and International Brotherhood of Electrical Workers (IBEW). Through this training, staff are well-versed in the latest industry, the best practices for safely and efficiently performing their tasks. Training is required for new staff and when new procedures are introduced.

LACPW also utilizes informal training approaches, including tailgate meetings, monthly safety meetings, and apprenticeship training programs led by higher-level staff. New Legally Responsible Officials and staff responsible for submitting data are informally instructed by an internal reporting expert. Additionally, only companies with well-trained and experienced staff are considered for either emergency spill mitigation or sewer construction and rehabilitation work.

The Sewer Operations Superintendents manage field operations and maintenance activities and are responsible for making sure all collection system field employees receive training in emergency response, spill investigation, and spill reporting duties. LACPW maintains records for all SERP-related training. The date, content, trainers, and attendees are recorded for all scheduled training courses.

With regards to spill response training and spill volume estimation training, the field crews operate a large system with enough spill events to provide opportunities for senior crew members to provide live-drill training for new and less experienced staff. When these events occur, new crew members are invited to observe until they can perform activities on their own. This on-the-job training involves shadowing experienced crew members and learning directly on site, rather than through drills.

To estimate spill volume, the LACPW uses three methods most regularly: eyeball, measure volume, duration and flowrate. The District Staff preparing the estimate employ the method most appropriate to the sewer spill in question and use the best information available.

**Table 4-1: Summary of Training Program**

Training Type	Description	Recurrence
General Order Requirements	Review of General Order Requirements performed throughout the year in morning briefings at each yard.	Monthly – One element discussed each month.
Spill Emergency Response and Drills and Spill Volume Estimation	Staff are trained in the field during live spill events. Staff being trained observe trained crew members perform activities to learn and then perform the activities under supervision to check the training was received.	Performed as needed or at least once annually.
CIWQS Reporting	New Data Submitters are trained by experienced in-house Data Submitters. Staff also attend industry provided training by CWEA and CASA and utilize training videos from the State Water Board website.	Performed as needed or at least once annually.

## 4.5 Equipment Inventory

The maintenance crews are equipped with standard industry technologies including radio equipped trucks for easy communication, cellular phones, heavy and light construction equipment, vacuum trucks, pumps, generators, trucks equipped with closed-circuit television units for interior inspection of sewer lines, and various types of safety equipment. Equipment is regularly checked, adjusted, repaired, or replaced as necessary. However, major fixed assets are replaced when they meet or exceed LACPW established fixed assets replacement criteria based on the age of the equipment, mileage, hours of use, repair history, etc.

Equipment categorized as Class 9 (less than ¼ ton) or lower is automatically replaced by the Fleet Management Group when it meets the replacement criteria. The request to replace equipment higher than Class 9 is made as part of LACPW annual budget. In addition to the above replacement criteria, an analysis and recommendation by trained staff of LACPW and approval by LACPWs administration is required to replace equipment higher than Class 9.

**Table 4-2: List of Major Equipment**

Equipment Type	Count
Inspection	22
Rodder	12
Vacuum	7
Compressor	2
Jetter	10
Pickup	25
Utility	4
Pump	6
Masonry	4
Dump	4
Construction	2
Sedan	1
Van/Passenger	2
Crane	2
2Axle	3
Stake	5
Tractor	2
<b>TOTAL</b>	<b>113</b>

These criteria, notwithstanding, a piece of equipment can also be replaced if its reliability or safety of operation becomes questionable. New and additional equipment is also acquired when fully justified based on increased workload, new activity, additional personnel, technological improvements, time and cost savings, employee or public safety requirements, etc. Each Collection System Yard maintains the spare equipment and parts needed by that yard to maintain the sewer pipelines and pump stations within the yard's service area and each is responsible for ordering replacements.

## 5 Design and Performance Provisions

### 5.1 Design and Construction Standards and Specifications

The City requires that all sewers be designed in accordance with LACPWs standards. The LACPW has standard plans and specifications for the construction of sanitary sewers and appurtenances to ensure that sewer lines and connections are properly designed and constructed. The LACPW specifications by reference incorporate the:

- Standard Plans for Public Works Construction;
- Standard Specifications for Public Works Construction (“Green Book”);
- Standard Plans Public Works 2000 Edition;
- Special Provisions; and
- Standard Drawings.

In addition, LACPW has other publications such as the Private Contract Sanitary Sewer Procedural Manual, Guidelines for the Design of Pump Stations, etc., to maintain consistency in the design of collection systems within the unincorporated County areas and CSMD member cities.

The City requires that these publications also be followed in the design of sewer systems within the City. To further ensure that sewer facilities are properly designed, the City requires construction drawings to be prepared by licensed engineers. The construction drawings are thoroughly reviewed by the City and SMDs engineers prior to approval for construction and inspection of the actual construction work. SMD review plans to ensure that appropriate maintenance standards are integrated into the design from a maintenance standpoint only.

### 5.2 Procedures and Standards for Inspecting and Testing System Improvements

To further assure that sewer facilities are properly designed and constructed, the LACPW requires that sanitary sewer plans are designed by licensed engineers and provides thorough review of plans prior to approval for and conducting inspection of construction work. Each city within the CSMD has its own design and construction standards and requirements. Prior to accepting newly completed sewer system for maintenance, each city is responsible for assuring sewers are designed and constructed to standard. The following procedures are used to ensure compliance with LACPW standards for portions of the system designed and constructed in unincorporated areas:

The following procedures are used to ensure compliance with LACPW standards for portions of the system designed and constructed within the City:

- The City provides inspection by outsourcing to qualified consultants for the inspection of new sewer construction projects. The City requires that as-built plans of the completed projects be submitted prior to final approval for acceptance of sewer facilities for public use.

- Within the City new sewers, as well as sewer lines rehabilitated by lining, be televised and the video reviewed by SMD's personnel prior to the acceptance of the completed project.
- In compliance with LACPWs policy, the City requires that all new or rehabilitated pumping stations be inspected by experienced SMD Electro-Mechanics prior to acceptance for maintenance by the SMD.
- LACPWs inspectors are well trained in pipeline and pump station construction. They attend training classes and educational seminars to stay familiar with advancements in the industry. The inspectors are also provided with adequate materials to perform their jobs, including the Standard Specification for Public Works Construction Inspection Manual, the Green Book, etc.

## 6 Spill Emergency Response Plan

The LACPWs Spill Emergency Response Plan (SERP), included in Appendix F provides guidelines for LACPWs maintenance crew to follow in responding to, cleaning up, and reporting sewer spills that may occur within the Districts' service area. The purpose of the SERP is to support an orderly and effective response to sewer spills that ensure all regulatory requirements are met. The LACPWs SERP comprehensively addresses notification, response, assessment, and recordkeeping requirements of the SWCRB General Order as summarized in Table 6-1.

**Table 6-1: Spill Emergency Response Plan General Order Compliance**

Order Requirement	SERP Section
Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;	2, 3.4
Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;	2, 3.4, 3.7
Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;	4
Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;	6
Address emergency system operations, traffic control and other necessary response activities;	3
Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;	3.4
Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;	3.4, 3.6
Remove sewage from the drainage conveyance system;	3.6
Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;	3.6
Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;	3.6
Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;	-
Conduct post-spill assessments of spill response activities;	3.8, 4.5
Document and report spill events as required in this General Order; and	4
Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.	6.1

### 6.1.1 Pre-Planned Coordination with Other Agencies or Departments

Member cities hold periodic meetings to review roles and responsibilities. For example, the role of the City is to support securing the site and initial containment before SMD field

crews arrive. When appropriate, LACPW invites LACSD staff to discuss any jurisdictional inquiries or investigations of spills.

# 7 Sewer Pipe Blockage Control Program

## 7.1 Program Overview

Analysis of sewer overflows over the last 3 years indicates an average of 88 percent of spills within the Districts collection system are linked to roots, debris, grease, pipe structural failure, and pump station failure either as a primary or secondary cause factor. Between 2021 and 2024, an average of 30 percent of spills were linked to grease accumulation and 18 percent linked to debris accumulation. To prevent the build-up of Fats, Oils and Grease (FOG) that can cause blockages and restrictions in flow, the County has implemented a FOG program to prevent sewage overflows into the environment, as well as to reduce the discharge of FOG to the sewer system.

Maywood experienced 2 sewer overflows between 2021 through 2024, 1 spill caused by FOG and 1 spill caused by damage from others.

To prevent the build-up of FOG that can cause blockages and restrictions in flow, LACPW has implemented a FOG program to prevent sewage overflows into the environment, as well as to reduce the discharge of FOG to the sewer system.

The Environmental Programs Division (EPD) is responsible for performing Fats, Oils, and Grease source control inspections of food service establishments (FSEs). The EPD regulates industrial waste disposal for 36 cities by contract and all unincorporated areas. The number of FSEs per City and within the unincorporated areas are listed in Table 7-1.

**Table 7-1a: Number of FSEs per City/Area**

City/Area	Number of Food Service Establishments
Unincorporated Area	1025
Lakewood	181
Artesia	118
Cerritos	144
Paramount	52
Bellflower	51
La Mirada	74
Hawaiian Gardens	21
Carson	169
Culver City	188
Rolling Hills Estate	20
Lawndale	46
Cudahy	12
Lomita	58
Rosemead	114
Duarte	53
Irwindale	39
Temple City	55
Commerce	102
Bell Gardens	91
La Cañada Flintridge	49
Beverly Hills	135
San Fernando	52
Westlake Village	50
Agoura Hills	65
West Hollywood	255
Calabasas	53
San Dimas	80
Walnut	52
Diamond Bar	75
Santa Clarita	376
<b>Total</b>	<b>1324</b>

A list of cities that EPD supports with industrial waste disposal, including FOG source control inspections, can also be found on the Los Angeles County official website:

- <https://cleanla.lacounty.gov/industrial-waste/#Jurisdictions>

For the other Cities that are not on this list, the City handles all their own FOG-related source control activities.

Maywood is responsible for performing Fats, Oils, and Grease source control inspections of food service establishments (FSEs) with the City’s boundary.

**Table 7-2b: Number of FSEs per City/Area**

City/Area	Number of Food Service Establishments
Maywood	61

The EPD’s FOG program guidelines and procedures can be found on the Industrial Waste page on the LACPWs website:

- <https://cleanla.lacounty.gov/industrial-waste/#Obtaining-Clearance>

The website provides FOG guidelines, standard drawings for grease pretreatment devices, permit forms, and details on EPD’s FOG program.

## 7.2 Implementation Plan and Schedule for Public Outreach

### 7.2.1 Summary of Outreach Activities

The LACPW conducts public outreach through various channels to educate the community about Fats, Oils, and Grease management:

- **Community Events:** LACPW participates in resource fairs, park events, and Earth Day- themed events, where staff distribute FOG brochures and answer questions from the community.
- **Website Resources:** The FOG page on LACPWs website provides a comprehensive list of FOG dos and don’ts:  
<https://pw.lacounty.gov/SMD/grease/Index.cfm>  
[https://www.cityofmaywood.com/DocumentCenter/View/807/Residential-FOG-Brochure\\_English?bidId=](https://www.cityofmaywood.com/DocumentCenter/View/807/Residential-FOG-Brochure_English?bidId=)
- **Inspections:** During inspections of FSEs, FOG inspectors provide educational materials on best management practices (BMPs) for grease traps and interceptors. Newly permitted FSEs also receive BMP materials.

By engaging with the community and FSEs through these activities, LACPW aims to promote effective FOG management practices and prevent blockages in the sewer system.

To complement LACPW efforts, the City will initiate its own Public Education Outreach Program. This will consist of including SSO- and FOG-related articles from the LACPW and other sources, such as the City's newsletters and webpage (<https://cityofmaywood.com/>), and by maintaining continuous communication with the LACPW, City residents, and other stakeholders on these and other issues. City personnel also disseminate information to residents during meetings or while conducting right-of-way lateral work inspections.

## 7.2.2 Plan and Schedule of Events

The schedule of outreach activities is based on opportunities for public engagement and the frequency of FSE inspections. When an opportunity arises for SMD to participate in a public event, the Community and Government Relations Group (CGRG) notifies them. Many of these events occur annually and SMD tries to be involved if notified by the CGRG in time to coordinate. CGRG keeps track of all the events the LACPW participates in annually, providing a summary of events at the end of the year.

FSE Outreach is timed around FSE inspections. FSE owners are provided with educational material when FOG inspectors visit to inspect grease traps and interceptors and check for any violations.

## 7.3 Plan and Schedule for Disposal of FOG

For the disposal of grease and other pipe-blocking substances, FSE's must obtain an Industrial Waste Disposal Permit from EPD that requires a schedule of frequent maintenance and documentation of maintenance and disposal of waste. Under the permit, grease traps are required to be maintained/pumped daily while grease traps/interceptors that can handle 750 gallons or greater require quarterly maintenance. FOG haulers have multiple options for grease disposal, including Baker Commodity in Vernon and designated disposal locations in Los Angeles and the County Sanitation Districts of Los Angeles County. These disposal sites are regulated and require a fee.

The solidified fats found in the City and LACPW collection system during cleaning operations are trapped, collected, and taken to the maintenance yard dump bins. Once the bins are full, these and other debris collected from the system are taken to the County Sanitation Districts of Los Angeles County facilities.

Maywood's FOG program contributes to the reduction of SSOs through implementing the following FOG program requirements:

- All grease producing food service establishments (FSEs) are required to be inspected at least once annually
- Inspectors review FSE site conditions and practices to ensure the following best management practices (BMPs) are implemented:
  - Food waste and grease must be disposed of properly, never dumped down a drain
  - All sinks and floor drains must have a screen mechanism to prevent the entry of solids into pipes
  - All employees must be properly trained to prevent food/grease entry into the sanitary sewer system

- If the facility has a grease barrel on site, the barrel must be properly stored under cover and on secondary containment to prevent exposure to precipitation and possible discharge of grease
- Spill kits should be available on site, if grease is ever spilled, it must be contained to prevent entry to any nearby drains
- If the facility uses a grease control device (grease trap or grease interceptor), they must ensure the device is serviced (pumping by grease hauler company to remove grease) at an adequate frequency (the device must contain less than 25% fats, oils, grease (FOG), and solids)
  - Inspector will check servicing records and condition of the grease device, ensuring interior baffles and structures are intact
  - If a device contains more than 25% FOG and solids, facility must have the device serviced as soon as possible and consider a more frequency servicing frequency

## 7.4 Authority to Prohibit FOG Discharges and Identify Measures to Prevent FOG Spills

### 7.4.1 Authority

The City and LACPW legal authority to prevent illicit discharges into the sanitary sewer system and to limit the discharge of FOG and other debris that may cause blockages in the sewer lines is discussed in Chapter 3.

### 7.4.2 Preventative Measures

The LACPW utilize semiannual manhole inspection of all manholes and the scheduled and unscheduled sewer line cleaning and television inspection of the interior of sewer pipes to identify pipe segments experiencing heavy grease accumulation and in mitigating the problem. These legal mandates and maintenance practices are complemented by the LACPWs Public Education and Outreach Program discussed in Section 7.1 to minimize Spills and blockages caused by FOG.

## 7.5 FOG Program Requirements and Design Standards

A pretreatment system/device is required for any new and existing food service establishment or similar facility where FOG from food preparation is discharged into the sewer system in quantities that may cause blockages or interfere with sewage treatment or disposal. All pretreatment facilities, whether required by EPD or Maywood or installed voluntarily, shall be maintained and operated under a valid Industrial Waste Disposal Permit (IWDP) for the operating life of the facility.

FOG program requirements are outlined in the IDWP Conditions and Limitations (Appendix G1) and are supported by the Pretreatment Guidelines For Restaurants And Food Service Operations.

## 7.5.1 Requirements to Install Grease Removal Devices

The LACPWs legal authorities to enforce the requirements stipulated in this section are discussed in Chapter 3. The Director of Public Works has enforcement authority for industrial waste permitting per Section 20.36.040 of the LACO Code and charged the EPD with permitting and inspecting more than 1,300 food service establishments that discharge into the sanitary sewer system in the unincorporated areas and 36 contract cities within the CSMD. New or remodeled FSEs and those under new ownership must also secure a permit from the Building and Safety Division (BSD). If there is a FOG-related problem associated with an industrial waste permit, LACPW will take enforcement action against the permittee, or where applicable, refer the problem to the contract city for enforcement action. The EPD requires that industrial waste generating facilities and any FSE with the potential to produce grease install a grease control device (GRD).

The LACPW does not issue permits or inspect domestic sewage disposal to the sanitary sewer system. However, the LACO Code prohibits the discharge of “any material, which may create a public nuisance, or menace to the public health or safety, or which may pollute underground or surface waters, or which may cause damage to any storm drain channel or public or private property” (Section 20.36.010). If during inspection of the sanitary sewer system LACPWs personnel determine that a FOG-related problem exists and is traceable to a domestic sewage source of such character that is not satisfactory, under the LACO Code (section 20.20.100), pretreatment could be required or the discharge required to be eliminated. Domestic waste containing FOG can lead to spills, which are public nuisances and is a violation of California Health and Safety Code Division 5, Part 3, Chapter 6, Article 2, which can also be used to impose appropriate domestic sewage discharge requirements.

Maywood’s City Engineer has enforcement authority for industrial waste permitting per section 6-12.260 of City Municipal Code.

Maywood ordinance 6-12.260 requires a grease removal device for every commercial or industrial generator of grease. The city also requires that the business clean out the grease removal device. The log should be available for inspection every six months, at a minimum. The owner is responsible as delineated below:

- The owner of every newly constructed, remodeled, or converted commercial or industrial facility with one or more grease generating activities including food service facilities with new or replacement kitchens, for which a building permit is issued, shall install or cause to be installed a grease interceptor for each grease generating activity, of a size equal to or greater than the minimum size meeting the definition of ‘grease removal device’ as set for in the Los Angeles Plumbing Code.
- The owner of every commercial or industrial generator of grease, including food service facilities, serviced by a sewer collection line found to have a grease blockage, a history of grease blockage, or accelerated line maintenance resulting from grease disposal shall or cause a grease removal device to be installed.

- The owner of every commercial or industrial generator of grease, including food service facilities for which the installation of grease removal devices is not required, shall install or cause a grease removal device to be installed for each grease generating activity.
- All grease removal device(s) shall be installed on the premises where grease is used or generated and shall be sized in conformance with the Los Angeles County Plumbing Code. The contents of grease removal devices shall be removed periodically as necessary to prevent violations of this chapter. At a minimum, the contents shall be removed every six months. All grease removal devices shall be kept in good repair and shall be maintained in continuous operation. A record of all grease removal activities shall be maintained at the facility showing the date of removed content. The log shall be retained for a period of three years and shall be available for inspection by city inspectors upon request.

## 7.5.2 Design Standards for Grease Removal Devices

FSEs are required to size, design and construct grease traps and interceptors according to the LACO Plumbing Code. Additionally, they are required to be approved, installed, and operated in a manner to control discharges of FOG into the sanitary sewer system and to ensure that the facilities do not create nuisances, menaces to the public peace, health or safety hazards, or adverse impacts to the public sewer system, soil, underground, and/or surface waters.

The Industrial Waste online page on the County's website provides standard drawings for grease pretreatment devices: <https://cleanla.lacounty.gov/industrial-waste/#Obtaining-Clearance>

## 7.5.3 Maintenance Requirements

The IWDP Conditions and Limitations have a minimum maintenance frequency condition and a requirement to maintain the GRD in proper working order. During inspections, inspectors physically examine the GRD. If a grease interceptor (GI) is used, FSEs are required to open and inspect it. If issues are identified, they are documented, and a job order is created. The FSE signs off on the order and receives a receipt. If cleaning records are not provided, or if the GI cannot be accessed, the FSE must clean it.

Permit conditions require:

- GIs to be cleaned at least once every three months
- FSEs with grease traps are required to perform daily maintenance

The City of Maywood in accordance with the Municipal NPDES Permit, all food service establishments are inspected annually. Commercial and industrial sites must be inspected once each inspection round (once within a 2-year period). The inspections will be performed by NV5 who have been contracted by the City.

## 7.5.4 Best Management Practices Requirements

"Best management practices (BMPs)" means activities, practices, facilities, and/or procedures that when implemented to their maximum efficiency will prevent or reduce pollutants in discharges. The implementation of good housekeeping practices requires BMP for all commercial and industrial facilities.

Owners and occupants of property within the City shall comply with the following requirements:

**Septic waste.** No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste to precipitation in an area where discharge to City streets or storm drains system may or does occur.

**Use of Water.** Runoff of water used for irrigation purposes shall be minimized to the maximum extent practicable. The runoff of water from the permitted washing down of paved areas shall be minimized to the maximum extent practicable.

**Storage of materials, machinery, and equipment.** Machinery or equipment that is to be repaired or maintained in areas susceptible to or exposed to storm water, shall be placed in a manner so that leaks, spills and other maintenance-related pollutants are not discharged to the Municipal Separate Storm Water System.

**Removal and disposal of debris from industrial or commercial motor vehicle parking lots.** Industrial/commercial motor vehicle parking lots with more than twenty-five (25) parking spaces that are located in areas potentially exposed to storm water shall be swept regularly or other equally effective measures shall be utilized to remove debris from such parking lots.

**Food wastes.** Food waste generated by non-residential food service and food distribution sources shall be properly disposed of and in a manner, so such waste is not discharged to the Municipal Separate Storm Water System.

**Best management practices.** Best management practices shall be used in areas exposed to storm water for the removal and lawful disposal of all fuels, chemicals, fuel and chemical wastes, animal wastes, garbage, batteries, or other materials which have potential adverse impacts on water quality.

## 7.5.5 The Pretreatment Guidelines for Restaurants and Food Service Operations provide guidelines and best management practices for selecting and installing pretreatment devices. These guidelines outline the installation requirements for grease interceptors and offer a list of alternative pretreatment devices that can be used in lieu of a grease interceptor.

During inspections, inspectors verify whether best management practices are being followed, such as maintaining proper documentation, using adequate devices, and employing appropriate disposal methods. In incorporated areas, inspectors distribute

flyers outlining the dos and don'ts of fog management and request that these flyers be displayed at workstations for workers to see.

The City of Maywood will ensure proper Best Management Practices (BMPs) are in place to prevent spills or other types of potential pollutant runoff from entering the public right-of-way and storm drain inlets.

Fats, Oils, and Grease (FOG) Inspection for Food Service Establishments only, includes:

- Review kitchen sinks and floor drains are equipped with screens to prevent entry of solids.
- Spills kits are stocked and available
- All outdoor trash receptacles and dumpsters are closed when not in active use and the surrounding areas are free of trash, debris, and spills.
- Parking lots are free of excessive oil staining, trash, and debris.
- Landscaped areas are free of trash and visible overspray from irrigation systems.
- The last 12 months of employee training records are available for review.
- The last 12 months of grease service records are available for review. This includes grease pick-up and/or cleaning of all grease control devices.
- Testing the FOG levels of grease removal equipment (GRE) as needed – must be less than 25% to pass inspection.
- Area surrounding grease control device is free of FOG, leaks and/or spills.
- Inspecting the GRE accessibility, condition, effectiveness and cleaning frequency adequacy.
- All outdoor grease barrels are stored under cover, on secondary containment

The purpose of these inspections is to ensure and prevent kitchen FOG from entering the sanitary sewer system by using grease removal equipment (grease traps and grease interceptors) and implementing kitchen BMPs.

Because FOG is recognized as one of the primary contributors to sanitary sewer system clogs, backups, and overflows, annual inspections are conducted to help prevent potential issues within the City's sanitary sewer system.

Fats, Oils, and Grease Program and Grease Traps/Interceptor Requirements:  
<https://www.cityofmaywood.com/DocumentCenter/View/89/Fats-Oils-and-Grease-FOG-Program-Brochure-English-PDF?bidId=>

Inspection authority is provided under City of Maywood Municipal Codes:

Title 6, Chapter 13: Fats, Oils, and Grease Program

Title 6, Chapter 9: Storm Water and Urban Runoff Pollution

All violations and non-compliance items found during inspections are required to be mitigated prior to passing inspection. Compliance is mandatory.

## 7.5.6 Record Keeping and Reporting Requirements

As a condition of the Industrial Waste Permit, FSEs must record the maintenance of grease trap/interceptors on a maintenance log report. The log records date of the service performed, types of services performed, and person/company providing service. Additionally, for any liquid or solid industrial wastes transported from the site, FSEs must obtain and keep copies of receipts for grease trap/interceptor maintenance and pumping for at least 180 days.

The city of Maywood requires FSEs to provide 12 months of records requested and checked during the inspection. If unavailable, missing records will be cited as a corrective action in the inspection report and will be requested during follow up correspondence/inspection of facility.

The maintenance log report and receipts shall be made available to LACPW and the City (if applicable) upon request.

## 7.5.7 Procedures

The LACPW implements the following procedure to identify and manage sections of the system impacted by FOG blockages:

- **Identification:** Sections impacted by FOG blockages are identified through regular inspections conducted by cleaning crews, CCTV inspections, and reports of spills.
- **Investigation:** Once identified, these sections are thoroughly investigated to assess the extent of the blockages and determine the appropriate actions needed to address them.
- **Maintenance:** Based on the investigation findings, a periodic cleaning schedule is defined and implemented for each affected section to ensure ongoing maintenance and prevent future blockages.

## 7.6 Inspection and Enforcement Program

### 7.6.1 Authority to Inspect Grease Producing Facilities

As discussed in Chapter 3 of this document, Section 20.36.400 of the LACO Code provides legal authority to inspect FOG-producing facilities, prohibiting the discharge of substances that may obstruct or require frequent maintenance of the sewer system.

The source control inspection process follows standard workflow, including researching plans, preparing for the inspection, reviewing operations, and requesting GRD maintenance documentation. Inspectors may ask questions about waste oil management, changes in operations that affect the permit, and maintenance frequency. They also check for compliance with Best Management Practices such as ensuring BMP posters are visible in the kitchen. Inspectors document their findings and enter data into the HMS database.

When SMD encounters FOG issues in the collection system, whether from spills CCTV inspections, or sewer cleaning, the source of the problem is evaluated as either residential,

commercial, or both. For residential spills, SMD may notify residents door-to-door, providing information on proper grease disposal practices. For recurring issues, the affected area is placed on a preventive maintenance schedule.

In the case of commercial spills, the incident is referred to EPD for investigation. EPD checks GRD maintenance and requires corrective actions when needed. If an FSE without a GRD is responsible for a spill, EPD mandates the installation of a GRD. If a GRD-equipped FSE causes a spill, more frequent maintenance may be required. All investigations are documented in the HMS database, and results are communicated to SMD as relevant.

For commercial spills in the City of Maywood, if the facility is not in compliance during the time of inspection, the deficiency will be noted as a 'corrective action item' within the inspection report and will include a compliance deadline for the facility to correct the deficiency. Corrective action items are expected to be completed prior to follow up inspections. NV5 does not issue IWD permits, authority to revoke a permit belongs to LACPW.

## 7.6.2 Authority to Enforce

The enforcement process for violations varies based on location. In unincorporated areas, inspectors issue a Notice of Violation or Order to Comply with a set deadline. Follow-up inspections verify compliance, and unresolved issues may be escalated to supervisors. In rare instances, compliance issues are referred to headquarters, possibly resulting in legal action with the District Attorney. In CSMD cities, violations are handled similarly, but escalation may involve the City's Code Enforcement and, if necessary, the City Attorney.

LACPW has sufficient inspection and enforcement staffing to achieve an annual FSE inspection cycle and follow up on requirements and violations identified. LACPWs current funding allows for increases in permit and other services charges if necessary to hire additional staff.

To support its annual inspection cycle for FSEs, the City of Maywood contracts with a consulting firm NV5 for inspection and enforcement services. NV5 conducts follow-up on identified requirements and violations to ensure compliance.

## 7.7 Maintenance Program to Address FOG Issues

As described in Section 4, FOG prone sections of LACPWs collection system, referred to as "hot spots," are identified during routine maintenance operations and investigation of stoppages and spills. These portions of the system found to have persistent FOG problems are put on monthly, quarterly, or semi-annual periodic cleaning schedule, depending on the magnitude of the problem. Furthermore, segments of the collection system with persistent FOG problems are referred to the EPD or City for additional investigation and enforcement actions.

## 7.8 Implementation of Source Control Measures to Address FOG Issues

### 7.8.1 Summary of Source Control Measures

Pretreatment devices are used to remove grease from sewage to prevent the accumulation of FOG that can lead to blockages. The LACPW provides pretreatment guidelines to FSEs, offering guidance on how to adequately select, size, and install a pretreatment device based on the amount of grease produced. The maintenance of these devices is outlined in the IWDP to ensure proper operation and functionality. Under the IWDP, LACPW or City may require upgrades to grease interceptors if maintenance is inadequate or if the interceptor is too small to handle the waste stream.

### 7.8.2 Summary of Source Control Program Enforcement

The EPD or City conducts routine inspections of FSEs and inspects new establishments. Investigations are also performed when spills occur. When SMD receives complaints and determines that FOG may have caused a spill or has the potential to cause a spill (e.g., grease accumulation), they reach out to the EPD or City for further investigation. Upon investigation, the EPD or City may make adjustments to the permit and treatment requirements to prevent such incidents and/or place the impacted area under periodic maintenance as described in Section 4.2.7. Under the Industrial Waste Discharge Permit (IWDP), LACPW or City may modify the permit and its conditions and limitations as necessary to ensure proper waste disposal.

## 8 System Evaluation, Capacity Assurance and Capital Improvements

The LACPW has implemented procedures for system evaluation, capacity assurance, investment prioritization, and capital improvement planning. This section documents the procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- Capital improvement planning.

### 8.1 System Evaluation and Condition Assessment

#### 8.1.1 Best Practices and New Technology

LACPW uses CCTV as the primary tool for condition assessment of pipelines which is in accordance with industry standards for small diameter pipelines. Use of CCTV is the best practice for sewer pipeline condition assessment given the pipe size range (8-inch to 36-inch) the County owns and operates.

#### 8.1.2 Amount of System Condition Assessment

Under the Condition Assessment Program (CAP), SMD plans to perform CCTV inspections at a rate of approximately 500 miles of sewer infrastructure each year starting in 2025. The complete cycle is scheduled to last a total of approximately 10 years, with the period between inspections dependent upon age and results from the last inspection. Newer pipe segments found to be in good condition in the prior inspection will have a low priority in the next inspection cycle. SMD inspects all manholes twice a year.

#### 8.1.3 Inspection and Condition Assessment Prioritization

Historically, LACPWs CAP prioritized condition assessment projects based on jurisdiction/cities with ordering based on spill rate. The assessment prioritized sewer lines with the most potential for repair needs based on maintenance history, past overflow records, sewer line locations, and age. Based on the reissued General Order LACPW will incorporate additional factors into condition assessment prioritization. These include areas that:

- Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
- Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
- Are within the vicinity of receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;

The LACPW plans to develop and implement an approach to incorporate these factors into condition assessment prioritization by May 2027.

## 8.1.4 Inspection Methods

The LACPW uses CCTV inspection as the primary means for collecting visual observations of system conditions. This CCTV inspection program digitally records the condition of the pipe interior from manhole to manhole using a robotic camera tethered to a camera van.

While the video is being captured, a National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) certified crew member views and logs events such as defects and observations using the standardized NASSCO PACP observation codes. With GraniteNet, the digital video inspections files are transferred via cloud enabling access to anyone with credentials and password access using a laptop or mobile device.

In addition to CCTV inspection, visual inspection is conducted on sewer facilities during sewer system maintenance activities. In the past, a field crew would document visual observations and system issues on a form to trigger follow up inspections and repair actions. With the implementation of Cityworks, field crews now provide these observations electronically using mobile devices for immediate communication to SMD Superintendents and Supervisors to trigger follow-on actions to address issues.

## 8.1.5 Utilizing Observations for Condition Assessment

The LACPW utilizes the NASSCO rating system to identify defects and observations using PACP observation codes. The City plans to continue using the NASSCO PACP condition rating for sewer pipelines and is planning to incorporate the MACP for manhole condition assessments. The LACPW prioritizes repairs of critical structural defects. These include NASSCO PACP Structural Grade 5 defects with potential for soil migration and undermining of pipe bedding leading to pipe movement and having potential for accelerated deterioration (i.e., pipe collapse, broken void visible, broken soil visible, hole void visible, hole soil visible, missing wall, and severe offsets impeding flow). These types of defects also have potential for leakage. Other less severe NASSCO PACP Structural Grade 5 and NASSCO PACP Structural Grade 4 defects are not prone to leakage due to collimation and sealing of the defects with sedimentation and biological growth.

Throughout Los Angeles County, historical rivers and creeks have been concrete-lined or replaced with storm drainage piping. The LACPW is not aware of any locations in the CSMD service area where there is potential for subsurface leakage reaching a water of the State.

The LACPW also performs visual inspections weekly at pump stations to verify the pumps are performing well, are properly maintained, and are in compliance with standards. If issues are identified, they are addressed via a corrective maintenance work order or elevated to be included in a project.

## 8.1.6 Inspection and Assessment Recordkeeping

LACPW documents and recordkeeping of system evaluation and condition assessment inspections and activities have historically been maintained using WinCan software with videos stored on LACPW servers. LACPW recently transitioned to using GraniteNet, a cloud-based CCTV software, which will enable access to CCTV data and videos to anyone with password access and credentials from mobile devices or laptops connected to the internet.

In the past, when field crews conduct visual inspections during maintenance activities, system deficiencies requiring action were recorded as footnotes on forms for replacements, repairs, and issue identification. Once the Cityworks is implemented, field crews can use mobile devices to document these issues in the Cityworks Maintenance Management System to better manage and keep record of findings and address issues.

### Assessing Assets Vulnerable to Climate Change

The District's service area has sections of the system that are susceptible to climate change impacts from flooding, landslides, wildfires, and power disruptions that may cause service disruptions. LACPW plans to develop and implement procedures to identify and address system assets vulnerable to direct and indirect impacts of climate change by November 2027, including but not limited to:

- Sea level rise
- Flooding and/or erosion due to increased storm volumes, frequency, and/or intensity
- Wildfires
- Increased power disruptions

LACPW has an overarching Emergency Response Plan for addressing large-scale emergency events. These procedures provide comprehensive guidelines for personnel to effectively respond to various emergency situations including communication directives, preparatory assignments, and specific actions for different types of emergencies.

Specific Emergency Procedures related to climate change include:

- Earthquake Response Procedures
- Fire Response Procedures
- Storm Response Procedures
- Electrical Power and Telecommunication Outage
- Tsunami (Large Wave) and High Tide Procedures
- Sewage Leakage and Overflows
- Air Pollution Emergency Response Procedures
- Land Movement and Rockslide Response

## 8.2 Capacity Assessment and Design Criteria

### 8.2.1 Gravity Facilities

The City is responsible for confirming that newly constructed pipelines are constructed with adequate hydraulic capacity. A study is required for each development to analyze the capacity of the existing system and will set forth mitigation requirements for developers to ensure adequate capacity sizing of proposed sewer lines to accommodate the current design and future base, peak, and wet weather flows.

CSMD member cities are responsible for capacity assurance within their jurisdictional boundaries.

A preliminary assessment determines whether a sewer area study is required, based on zoning and acreage to estimate the load. If the estimated load exceeds thresholds, a sewer area study is triggered. Sewer load calculations are lot-based, determined using parcel size and zoning type. A standard measure, such as cubic feet per second (cfs) per acre, is used, with flow rates varying by zoning type. This methodology results in sewer lines are designed to handle the specific load for each parcel. Increased densification due to new zoning or development to full capacity may necessitate resizing existing sewer pipes.

For all new projects impacting the capacity of the public sewer system, the LACPW requires the submission of a sewer area study. The capacity assessment assumes an ideal system with no illegal connections and uses a design criterion of ½-full pipe capacity as adequate for lines smaller than 15-inch in diameter, and ¾-full pipe for lines 15-inch and greater. Reports are submitted and reviewed through a plan check process.

The sewer area study procedure and support materials for the unincorporated areas of Los Angeles County can be found on the Land Development Division website:

- <https://pw.lacounty.gov/idd/iddservices/sewerAreaStudy/sewerAreaStudy.shtml>

The City is responsible for ensuring that the public sewer infrastructure is correctly designed, adequately sized, and easily maintained. LACPW provides a supporting role in reviewing all proposed sewer plans for new developments in the City to ensure that they conform to LACPWs design standards and to ensure that requirements for acceptability for maintenance are met.

The Director of Public Works/City Engineer or hired qualified private company provides thorough review of all sewer plans for proposed development projects in the City to ensure that (1) they are properly designed with sufficient capacity for current and future base, peak, and wet-weather flow demands; and (2) any impact of proposed project on existing sewer system is mitigated prior to being approved by the Director of Public Works/City Engineer. During construction, the projects are continuously inspected by the Director of Public Works/City Engineer or hired construction inspectors to ensure that sewer facilities are constructed in accordance with the approved plans and specifications.

## 8.2.2 Pressure Facilities

Pump stations within the City and LACPW are designed for full buildout and include redundancy in controls and pumping systems. If developers seek to connect additional tracts, they must hire an engineer to evaluate the pump station's capacity needs. Flow studies are conducted on a case-by-case basis through the permitting process. Sewer line flow measurements are performed to assess the capacity of lines suspected of being surcharged. These measurements are straightforward for established sewer systems, though more remote systems require additional permissions for access.

## 8.2.3 Infiltration and Inflow

The assessment of increased infiltration and inflow (I/I) is conducted in collaboration with LACSD. LACSD performs studies to identify sources of I/I into their system, which may include LACPWs collection systems, potentially triggering an assessment of LACPWs system. Mitigation strategies include sealing manholes and sewer lining, LACPW with LACSD providing the sealant and lining materials. Additionally, LACSD and LACPW develop a list of manholes affected by I/I. LACSD typically requests that manholes be sealed and peepholes corked. Sampling and analysis are performed as needed.

## 8.2.4 Erosive Forces in Canyons and Streams

The LACPW mitigates erosive forces for pipelines crossing or near rivers and streams by requiring these pipelines to be concrete encased. The methods of encasement are defined in LACPWs Design Standards Manual.

## 8.2.5 Design Flow and Weather Events

The system is designed according to LACPWs Design Standards to accommodate dry weather peak flow conditions and design storm and wet weather events. Approximately 91 percent of pipelines in CSMD system are 8-inch vitrified clay pipes and approximately 8 percent are 10-inch to 15-inch diameter. The City has approximately 85 percent of pipes that are 8-inch vitrified clay pipes and approximately 15 percent are 10-inch to 18-inch diameter. These pipelines collect flows from small sewer catchment areas and convey the flows to the nearest LACSD trunk sewers for conveyance to an LACSD treatment plant for treatment and disposal.

## 8.2.6 Capacity Assessment Data

When performing sewer capacity studies within the City's boundary, developers can obtain reference data for the development of sewer studies and capacity assessments directly from the City. LACPWs Land Development Division (LDD) can assist upon request from the City.

When performing sewer capacity studies within the unincorporated areas of Los Angeles County, developers can obtain reference data for the development of sewer studies and capacity assessments on LDD's website. The website provides guidance on the approval process, links to information such as as-builts and sewer locators, and examples of

required documents. If contractors need additional information, they may reach out to LDD directly to request any additional materials.

The LDD collects, maintains, and archives all sewer studies and flow data performed, and can provide this information upon request. Additionally, LDD has access to and can provide information as needed from sewer pipeline condition assessments, system inspections, spill history, and other available data used to assess system deficiencies and identify necessary system repairs and rehabilitation.

There are no pump stations located within Maywood.

## 8.2.7 Capacity Enhancement Plan

The Sewer Collection System Capacity Enhancement Program is a combined effort between the City and LACPW. LACPWs Capacity Enhancement Plan focuses on managing infiltration and inflow (I/I) by requiring proper system design through plan checks, careful inspection during construction, and the use of appropriate pipe materials.

After installation, multiple strategies are employed to identify and eliminate I/I sources where feasible. Detection strategies include visual inspections, CCTV, and smoke and dye testing.

- If the sources are due to illicit connections such as sump pumps, roof drainage, surface water diversion into a manhole, etc., applicable laws are enforced to eliminate them.
- Significant structural issues like collapses, breaks, holes, or severe offsets are corrected through repair, replacement, or lining.
- Maintenance issues such as grease accumulation and debris are addressed through regular sewer line cleaning, and flow measurements are used to assess the capacity of sewer lines suspected of surcharging.

## 8.3 Prioritization of Corrective Actions

LACPW prioritizes corrective action based on:

- Likelihood of failure which is determined from findings of condition assessment (e.g., prioritizing NASSCO PACP rating, 4 and 5) and;
- Consequence of failure (e.g., proximity to water body, railroad, road type, and easement)
- Areas with multiple priority segments to factor in areas to be repaired at a time

Based on the condition grading and observed defects, LACPW prioritizes sewer segments for remediation. NASSCO PACP Structural Grade 5 defects are significant structural deficiencies. Pipe segments with these defects are placed on a repair list with the highest priority focused on pipes with NASSCO PACP Structural Grade 5 defects prone to accelerated deterioration. Sewer repairs are also prioritized based on maintenance history, past overflow records, sewer line locations, and age as they contribute to the likelihood and severity of spills.

## 8.4 Capital Improvement Plan

Responsibility for capital improvements varies based on the type of improvement required. For new sewer installations, collection systems owned by the Cities receive funding from the City. New connections and capacity-related improvements in unincorporated areas are funded and constructed by the developers, including construction contracting (refer to Section 8.2). The County provides oversight throughout the design and construction of the capacity related improvements, including review and acceptance during permitting, design reviews, and construction. The Design Division is responsible for developing the design criteria for CIP projects, and Project Management Division III manages the development, design and construction. The Land Development Division manages the County Improvement Projects in unincorporated areas, including tracking budget, scope, and schedule.

The City manages their own CIP schedule, tracking budget, scope, design, and construction of new connections and capacity-related improvements within their boundary.

For rehabilitation and repair, the Districts manage and funds projects for both City systems and unincorporated areas. The Districts focuses on lining and emergency point repairs for damaged pipes to maintain operations and reduce the risk of sewer spills.

Most repairs are delivered through on-call contracts, including work on gravity mains, force mains, pump stations, and treatment plants. The Accumulative Capital Outlay Program (ACO) and special zones fund the repair and maintenance of SMD facilities.

### 8.4.1 Accumulative Capital Outlay Program

The Accumulative Capital Outlay (ACO) Program fund was established in 1987 as a mechanism to pay for sewer pipe replacements, relief sewer construction, and maintenance improvements to sewage pumping stations. The objectives of the fund are to establish a charge to be collected from each parcel of real property in the CSMD and utilize these monies for sewer line repair and rehabilitation projects (emergency or scheduled).

Additionally, some deteriorated lines are discovered during preventive maintenance of our sewer lines. These lines are either immediately repaired by force account, using emergency contractors, or added to the list of future ACO projects. Table 8-1 lists the contracts under the ACO program as of May 5, 2025.

All sewer pipe segments within the District's service areas found to have significant structural deficiencies will continue to be repaired or rehabilitated under the ACO program.

**Table 8-1: ACO Program Contract List**

Projects Name	Amount	Start Date	End Date
Fountain Springs Pump Station	1,214,199	Sept, 2026	Sept, 2028
San Dimas Pump Station	1,214,199	January, 2026	April, 2027

On-Call As-Needed Contract

62,202,057

Est. July 2025

Est. July 2030

## 8.4.2 Joint Coordination and Interagency Coordination

The majority of collection system improvements are managed by Sewer Maintenance Division staff using resources from on-call contracts for planning, design, and construction. In some cases, projects are managed by PMD III. In either case, coordination between operation and maintenance staff, County engineering staff, consultants and contractors occurs throughout the planning, design and construction phases of project delivery. Project delivery incorporates coordination meetings and milestone deliverable reviews by all stakeholders.

Early in the project delivery process, impacted agencies and entities are identified to initiate communication and permitting to streamline project delivery. This includes communication and coordination with CSMD Cities if the work is being performed on their collection system. Another primary impacted agency is LACSD, since there are numerous connections between LACPWs collection systems and LACSD trunk sewers. LACPW also coordinate with the City of Los Angeles and Las Virgenes when necessary, when working in areas where their systems connect to LACPWs systems. Other impacted entities can include Army Corps of Engineers, Department of Fish and Wildlife, railroads, schools, neighboring cities, or CSMD member cities. Collaboration helps align project planning, and resource allocation for engineering, design, and construction. Regular communication, data sharing, and joint meetings support the coordination of timelines, permitting, and infrastructure improvements while reducing conflicts across jurisdictions. All coordination of stakeholders and community engagement is managed by LDD staff.

# 9 Monitoring, Measurement and Program Modifications

## 9.1 Maintenance of Information to Prioritize SSMP Activities

Relevant information for prioritization of SSMP activities is collected in an array of information systems, databases, and spreadsheets.

- WinCan and GraniteNet are used to video and log events from CCTV inspection. WinCan is the legacy repository. LACPW recently implemented GraniteNet and will be using GraniteNet for all future inspections.
- Historically, LACPW documented maintenance activities in the field using paper forms and work orders, and later entered into Maximo. LACPW is transitioning from Maximo to Cityworks for management of maintenance activities. The implementation of Cityworks will streamline data collection and improve asset management efficiency.
- FOG inspection activities are recorded on paper and stored in the HMS database.

- Spill data is stored in the State Water Resources Control Board’s CIWQS database and SMD internal PowerBI database. Productivity reports documenting and summarizing the work performed per City can be generated by PowerBI.
- Previous audits findings are documented in an Audit Progress Tracker updated by SMD staff.

**Table 9-1: Information Systems Relevant to SSMP Implementation and Monitoring**

System	Description of Primary Functions	Related SSMP Activities
Maximo	Maintenance management system for managing maintenance activities. Field crew activities are recorded in various forms and stored in the MMS. LACPW is transitioning to Cityworks	<ul style="list-style-type: none"> <li>• Managing and recording work orders and maintenance activities</li> </ul>
Cityworks	Maintenance management system to schedule and track maintenance, condition assessment and FOG activities	<ul style="list-style-type: none"> <li>• Used to plan, schedule, and track work orders and activities for maintenance</li> <li>• Recording CCTV videos and condition assessment findings</li> <li>• Managing FOG source control inspections</li> </ul>
GIS Database	Asset database of record, including asset attribute information such as material type, diameter. Represents asset physical location spatially	<ul style="list-style-type: none"> <li>• Creating and maintaining maps of sewer features and related infrastructure</li> </ul>
CADD Database	Database of as-built plans of the city’s facilities	<ul style="list-style-type: none"> <li>• Storing and managing as-built plans and system data</li> </ul>
Productivity Report (Power BI)	Maintains record of all spills that occur in the system. Display spill trends and analysis	<ul style="list-style-type: none"> <li>• Generating spill analysis reports and figures</li> <li>• Analyzing and displaying spill trends</li> <li>• Documenting and summarizing the work performed per City</li> </ul>
CCTV Log (database)	Videos and log CCTV events, serving as the repository for historical CCTV inspection data	<ul style="list-style-type: none"> <li>• Recording and maintaining CCTV inspection data</li> </ul>
Community Profiles (Power BI)	city profiles with detailed information on population, manholes, pipes, pump stations, and properties	<ul style="list-style-type: none"> <li>• Records detailed city profiles that summarize the infrastructure within each city</li> <li>• Generating service area overview and breakdown</li> </ul>
Supervisory Control and Data Acquisition (SCADA) system	Tracks pumping plants operating, alarm, and instrumentation data	<ul style="list-style-type: none"> <li>• Monitoring real-time performance of pumping plants to trigger maintenance action</li> <li>• Collecting and storing pump station data</li> </ul>
HMS Database	Maintain records of all sites and locations under the FOG program. Tracks permit, inspection, investigations, and records source control data	<ul style="list-style-type: none"> <li>• Documenting past inspections and investigations</li> <li>• Records permit, and investigation and inspection findings</li> <li>• Creates notices for FSEs and inspections schedules</li> </ul>

**Table 9-1: Information Systems Relevant to SSMP Implementation and Monitoring**

System	Description of Primary Functions	Related SSMP Activities
Microsoft Office	Used to manage various collection system programs as an electronic database. Currently stores the schedule for FOG program activities, transitioning to Cityworks.	<ul style="list-style-type: none"> <li>Managing schedules and data for FOG program activities</li> </ul>
Audit Progress Tracker	Spreadsheet listing past audit findings used to document corrective actions, task leads, deadlines, and progress.	<ul style="list-style-type: none"> <li>Document audit findings and corrective actions</li> <li>Tracking implementation to address audit findings</li> </ul>

## 9.2 Monitoring of Implementation and Effectiveness of the SSMP

The City and LACPW monitor the implementation and effectiveness of the SSMP through coordination of SMD staff and collection supervisors. The effectiveness of the program is primarily monitored and tracked by overall sewer overflow performance such as amount of sewer spills, spill response time, and reduction of repeated spills.

Monthly meetings between SMD Superintendents and Supervisors focus on discussing safety procedures, operational and personnel issues, and the status of spills. Additionally, productivity reports on Power BI are reviewed to track progress in meeting inspection and maintenance targets, which are set and monitored by the superintendents.

Collection supervisors meet bi-weekly to go over status and tracking of maintenance activities. These meetings serve as a forum to facilitate communication between SMD Management and SMD Superintendents and Supervisors.

## 9.3 Program Audits

Every three years, LACPW performs an internal audit of the SSMP and the SSMP program implementation. Every three years, the City will perform their own internal audit of the SSMP and the SSMP program implementation. The various LACPW and City’s divisions and positions responsible for SSMP implementation, as identified in Table 2-2a and 2-2b, are involved in the audit. Each element of the SSMP is reviewed for effectiveness towards reducing the frequency and/or mitigating the impacts of spills and for compliance with the General Order requirements. Corrective actions to address identified deficiencies are prioritized, scheduled and incorporated into division plans.

## 9.4 Assessment of Preventative Maintenance Program

LACPW assesses the success of its Preventative Maintenance Programs by monitoring spill trends and spill events to identify improvements in their operation. By keeping track of sewer blockages and overflow, LACPW can respond with the appropriate corrective measure and program adjustments.

## 9.5 Identification and Illustration of Spill trends

Data acquisition, analysis, and management of sewer spills is supported by a dynamic information management system. Spill data is visualized in SMD's PowerBI database which allows for the identification and tracking of spill trends. PowerBI can generate spill analysis reports and figures, illustrating these trends and providing the metrics needed to identify spill trends and evaluate the overall success of the SSMP program.

This system enables LACPW to review spill performance based on frequency (seasonal variations, year-over-year comparisons), location (known problem areas, system characteristics such as pipe material and installation timeline), and volume (totals reaching surface waters, average volumes, and changes over time, which can indicate the effectiveness of response times).

## 9.6 Approach to Program Modifications and Plan Updates

The City and LACPW update the SSMP every six years. The update consists of:

- Reviewing the existing SSMP language and updating any outdated information. This includes updates to staff positions, names and organizational lines of authority that have changed, changes to system characteristics such as basin areas, etc.
- Incorporation of the adopted and implemented recommendations from previous SSMP program audits.

Upon completion of the six-year SSMP update, the SSMP is provided to the Board of Supervisors by LACPW and to the City Council by City with a request for approval. Upon acceptance by the Board for LACPW SSMP update and City Council for the City's SSMP update, the SSMP is uploaded to the State Water Board CIWQS database and certified. SMD also posts the SSMP on the LACPW webpage and City also posts their SSMP on City's webpage.

## 10 SSMP Program Audits

LACPW and City audits the SSMP and program implementation to identify actions for improving how it manages, operates, and maintains the collection system. This process identifies the tasks and actions that are required to meet SSMP goals and defines and prioritizes them. Cities are responsible for either performing their own SSMP development and audits on their collection systems or requesting support from CSMD to complete their audit through a City Service Request.

### 10.1 Schedule of Program Audits and Updates

LACPW and City perform an internal audit of its SSMP every three years in accordance with General Order requirements. Every six years, LACPW and City updates and recertifies the SSMP. Table 10-1 shows the anticipated schedule for SSMP audits and updates for the next six years.

While the various unincorporated areas have different audit and update cycles, LACPW completes one SSMP audit report covering all collection systems in unincorporated County areas according to the Group 1 schedule. The audit and SSMP update prepared for Group 1 is utilized for all other collection systems in unincorporated County areas.

LACPW provide operation and maintenance services for the City’s sewer facilities; therefore, some components of the City’s audit and SSMP may be similar to LACPWs audit and SSMP update prepared in group 1.

**Table 10-1: SSMP Audit and Update Schedule**

Collection System	Group	Audit Due	Audit Due	Update Due
Unincorporated County Area CSMD South/County Sanitation District CS	1	11/2/2027	11/2/2030	5/2/2031
Unincorporated County Area CSMD-NW/County Sanitation District CS	2	2/2/2028	2/2/2031	8/2/2031
Malibu Mesa Zone of the CSMD CS	3	11/2/2028	11/2/2031	5/2/2032
Unincorporated County Area CSMD North/County Sanitation District CS	3	11/2/2028	11/2/2031	5/2/2032
Unincorporated County Area CSMD/Las Virgenes Tapia CS	3	11/2/2028	11/2/2031	5/2/2032
Unincorporated County Area Marina/Aneta Zone of the CSMD/City Hyperion CS	3	11/2/2028	11/2/2031	5/2/2032
Trancas Zone of the CSMD CS	3	11/2/2028	11/2/2031	5/2/2032
Unincorporated County Area Lake Hughes Zone of the CSMD CS	4	2/2/2029	2/2/2032	8/2/2032
Unincorporated County Area CSMD South/County Sanitation District CS	4	2/2/2029	2/2/2032	8/2/2032

Collection System	Group	Audit Due	Audit Due	Update Due
MAYWOOD, 4SSO10409	2	2/2/2028	2/2/2031	8/2/2031

## 10.2 SSMP Audit Process

The City’s Director of Public Works and SMD Division Manager assembles division staff and field crew personnel to perform an internal audit in accordance with the General Order requirements for Sewer System Management Plan Audits. Over the course of approximately three months, the audit team, including representatives from the divisions responsible for each SSMP section, conducts a series of in-person meetings to evaluate the effectiveness of each SSMP Part and Sub-part, identify any deficiencies, and make recommendations for improvements and updates. This process involves reviewing the program documentation in the Sewer System Management Plan, assessing current procedures and practices employed by staff, and discussing potential program modifications to enhance program effectiveness.

## 10.3 SSMP Audit Report

The findings from the SSMP audit are documented in an audit report. The audit report includes the following elements:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators’ input on the audit findings has been considered; and
- A proposed schedule to address identified deficiencies

Once the audit report is complete, a quality check review of the audit report is performed, with a focus on consistency and completeness. The final audit report is reviewed by the CSMD and City’s LRO before final acceptance. Audit reports and related materials are maintained in a hard copy and an electronic document tracking and management system.

Copies of the SSMP will be maintained in the SMD’s Alhambra Headquarters Office and all SMD Maintenance Yards and posted in the LACPWs internet site A copy of the city’s SSMP will be maintained by the city’s Superintendent of Public Works at 4319 E Slauson Avenue in the city of Maywood and posted on City’s webpage. The document shall also be made readily available to State Water Resources Control Board or Regional Water Quality Control Board representatives upon request, to all CMSD Cities, and to the operators of any collection system or treatment facility downstream of the LACPWs system.

## 10.4 Audit Implementation and Tracking of Results

The SSMP program audit recommended corrective actions are incorporated into the CIP development and budgeting process to provide the necessary resources to implement audit corrective actions and recommendations. Through that process, implementation progress is measured and reported on an ongoing basis to ensure timely completion of corrective actions. Deficiencies in meeting the schedule are identified or anticipated and mitigation measures developed and implemented to manage completion of the corrective

actions from the audit. Each subsequent audit update begins with a review of the previous audit to determine if the corrective action remains relevant and, if so, to reiterate the program deficiency and recommended corrective action in the current SSMP audit report.

# 11 Communication Program

LACPW employs a variety of means for communicating with the public and contract agencies on the development, implementation and update of the SSMP. The following sections describe LACPWs procedures for:

- Communicating with the public for spills and discharges resulting in closures of public areas, or that enter a source of drinking water.
- Communicating with the public on the development, implementation, and update of its SSMP, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including tributary systems, for system operation, maintenance, and capital improvement-related activities.

## 11.1 Procedures to Communicate with Public for Spills and Discharges

LACPWs procedures for communication with the public for spills and discharges are included in the *Spill Emergency Response Plan* in Appendix F. Chapter 3 of these procedures provides instructions for communicating with the public when spills result in closure of public areas or enter a source of drinking water.

Within 15 minutes of receiving confirmation that a spill with the potential to reach a storm drain or public waterway has occurred, LACPWs Field Crew must contact Los Angeles County Department of Public Health through LACPWs Operator. The Department of Public Health will post and remove signage for waterways and beach closures as required and will not remove the signs until the effects of the spill have been mitigated. A public press release will be made of temporary closure due to a spill.

## 11.2 Procedures for General Communication with Public on SSMP

LACPW provides operation and maintenance services for the City's collection system. The City also benefits from the educational and informational materials that LACPW provide to their service areas. The City provides the following information to the public on their webpage: <https://cityofmaywood.com/486/Public-Works>

<https://cityofmaywood.com/DocumentCenter/View/365/Sanitary-Sewer-Management-Plan-SSMP-PDF>

- Current SSMP
- LACPW website
- LACPW Help line for sewer related issues
- Director of Public Works phone number and email address for inquiries

LACPW provides the public and residents in its service areas with educational and informational materials related to the sewer collection system and the sewer maintenance services the County provides. LACPW relies heavily on SMD's webpage on the LACPWs webpage to provide the public with ample information regarding the SSMP and SSMP program implementation: <https://dpw.lacounty.gov/smd/smd/index.cfm>

The following information is publicly accessible on the LACPWs webpage:

- Current SSMP
- SSMP Audit Report
- Interactive sewer mapping provides the public with a means to find the sewer map and sewer pipeline servicing their property
- Annual performance reports
- Condition assessment reports
- FOG best management practices
- Homeowner responsibilities
- Outreach Brochures (in multiple languages)
- Answers to frequently asked questions (in multiple languages)
- LACPWs webpage provides a "Contact Us" link providing the public with a phone number for inquiries, an 800 number for emergencies and a mailing address for written inquiries.
- To report urgent problems, LACPWs webpage provides an emergency contact link:
  - <https://pw.lacounty.gov/Contact/#emergencyInfo>

The public can provide feedback on the SSMP and the performance of the Districts using the online survey located on the LACPWs Webpage:

- <https://ladpw.org/general/survey/index.cfm?pid=ISBQICAK>

## 11.3 Procedures to Communicate with Connecting Systems and Contract Agencies

LACPW is in constant communication with entities that are connected to the system for operations, maintenance, and spill response related activities including the City of Los Angeles, LACSD, and member cities. For all agencies, SMD communicates with the agency when capital improvement-related activities will impact each other's system. Email broadcasts are sent to member cities to provide updates and communicate deadlines such as audit due dates. The City of Los Angeles also exchange emails with LACPW monthly for billing and flow metering. LACPW maintains constant communication with LACSD, ensuring that at least one of the Districts' staff serves as the main point of contact. Additionally, SMD staff also will communicate directly with District staff when necessary for coordination.

# Appendix A1 - Governing Board Approval

# Appendix A2 – State Water Resources Control Board - General Order for Sanitary Sewer Systems

# Appendix A3 – Asset Summary Per Collection System

## Appendix B1 – List of Staff Responsible for Implementing Specific Elements of the SSMP

# Appendix B2 – City and Sewer Maintenance Division Staff Contact Sheet

## Appendix C – Not Used

*Reserved for future attachments associated with SSMP Element 3 – Legal Authorities.*

# Appendix D – Field Operations Yard and Pump Station Map

## Appendix E – Not Used

*Reserved for future attachments associated with SSMP Element 5 – Design and Performance Provisions.*

# Appendix F – Spill Emergency Response Plan

# Appendix G – IDWP Conditions and Limitations

## Appendix H – Not Used

*Reserved for future attachments associated with SSMP Element 8 – System Evaluation, Capacity Assurance and Capital Improvements.*

# Appendix I – Not Used

*Reserved for future attachments associated with SSMP Element 9 – Monitoring, Measurement and Program Modifications.*

## Appendix J – Not Used

*Reserved for future attachments associated with SSMP Element 10 – Internal Audits.*

## Appendix K – Not Used

*Reserved for future attachments associated with SSMP Element 11 – Communication Program.*

**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 10.**

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**DATE:** October 22, 2025

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

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** JOHN THORNTON, COMMUNITY SERVICES SUPERVISOR

**SUBJECT:** CONSIDERATION OF A MAYWOOD COMMUNITY FIRST SPONSORSHIP PROGRAM, AND THE ASSOCIATED POLICIES AND GUIDELINES

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**RECOMMENDATION:**

Staff recommend that the City Council review and provide direction to staff regarding a Maywood Community First Sponsorship Program and its accompanying policies and guidelines.

**BACKGROUND:**

In an effort to increase community engagement and generate additional revenue to support citywide events and recreation programs, staff developed an Event Sponsorship Program that would allow businesses and organizations to become more involved with the City. As part of that outreach, several businesses expressed interest in not only sponsoring events but also in having a physical presence through signage or banners at City facilities. Based on this interest, staff created a separate Maywood Community First Sponsorship Program designed to encourage greater participation from businesses and organizations.

**DISCUSSION:**

To implement this initiative in a consistent and transparent manner, staff prepared the Maywood Community First Sponsorship Program Policies and Guidelines. This program provides an affordable marketing opportunity for local businesses while supporting City programming and beautifying our recreational spaces.

Marketing Opportunities:

1) Banners can be installed and displayed at Dodger Dreamfield at Maywood Park during the City's active baseball season, from March through September. This location is heavily trafficked by families, residents, and visitors, making it an ideal venue for local business visibility.

Banner Options and Pricing: 4 ft x 6 ft banner – \$350 or 5 ft x 7 ft banner – \$450

2) The Maywood Today Newsletter is mailed out to more than 6,400 households in the community. Businesses will have the chance to include their information in the newsletter by choosing one of two options:

Newsletter Options and Pricing:

Quarter Page Ad (4.25" x 5.5") – Quarterly \$200/Annually \$700

Half Page Ad (4.25" × 11") – Quarterly \$350/Annually \$1,200

Sponsors will have two design options:

- Provide their own completed banner and/or Ad design (subject to City approval) or
- Select from pre-approved banner and/or Ad templates provided by the City

#### General Guidelines

Banners and/or Ads will be printed only after full payment is received. The City retains a portion of each sponsorship as net revenue to support programming.

These funds will be used to support community programming, including Recreation on the Go, Events, and other recreational activities.

All Maywood Community First Sponsorships are subject to the City's content approval to ensure they reflect the values and goals of the Maywood community. Banners and/or Ads may not include political, religious, or inappropriate content, as outlined in the sponsorship guidelines.

Staff will oversee the installation, maintenance, and removal of banners at the end of the sponsorship period. Businesses will have the opportunity to renew their sponsorship annually.

#### **LEGAL REVIEW:**

The City Attorney has reviewed this report.

#### **FISCAL IMPACT:**

The costs for the printing, installation, and design coordination will be funded from account 6323 City Sponsored Program. This account will be reviewed during the mid-year budget process, taking place from January-February 2026.

#### **ATTACHMENT(S)**