



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

City Council

Monday, June 22, 2026, 7:00 PM

Regular Meeting
City of Rolling Hills

The meeting agenda is available on the City's website. The City Council meeting will be live-streamed on the City's website. View both the [agenda and the live-streamed video](#).

Members of the public may submit written comments by emailing the City Clerk's office at CityClerk@cityofrh.net. Your comments will become part of the official meeting record if received before 3pm on the meeting day. You must provide your full name, but please do not provide any other personal information that you do not want to be published.

View [recordings to City Council meetings](#) online.

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Presentations/Proclamations/Announcements**
- 5. Approve Order of the Agenda**

This is the appropriate time for the Mayor or Councilmembers to approve the agenda as is or reorder.

6. Blue Folder Items (Supplemental)

Blue folder (supplemental) items are additional back up materials to administrative reports, changes to the posted agenda packet, and/or public comments received after the printing and distribution of the agenda packet for receive and file.

7. Public Comment on Non-Agenda Items

This is the appropriate time for members of the public to make comments regarding items not listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.

8. Consent Calendar

Business items, except those formally noticed for public hearing, or those pulled for discussion are assigned to the Consent Calendar. The Mayor or any Councilmember may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion. The Mayor will call on anyone wishing to address the City Council on any Consent Calendar item on the agenda, which has not been pulled by Councilmembers for discussion.

8.A. Approve Affidavit of Posting for the City Council Regular Meeting of June 22, 2026

RECOMMENDATION: Approve.

8.B. Approve Motion to Read by Title Only and Waive Further Reading of All Ordinances and Resolutions Listed on the Agenda

RECOMMENDATION: Approve.

8.C. Approve the following Minutes of June 8, 2026: City Council Regular Meeting

RECOMMENDATION: Approve as presented.

8.D. Payment of Bills

RECOMMENDATION: Approve as presented.

8.E. Adopt Resolution No. 1417, Updating the City of Rolling Hills Records Retention Schedule

RECOMMENDATION: Approve as presented.

8.F. Adoption of Amendment to Legal Services Agreement with Best, Best & Krieger regarding Updated Fee Schedule for City Attorney Services and authorization for the City Manager to sign the Agreement

RECOMMENDATION: Approve Amendment to Legal Services Agreement with Best, Best & Krieger regarding Updated Fee Schedule for City Attorney Services and authorize the City Manager to sign the Agreement.

9. Excluded Consent Calendar Items

10. Commission Items

11. Public Hearings

11.A. A Hearing regarding a Nuisance Abatement at 6 Saddleback Road (Lot 18-RH), and consideration of a Resolution of the City Council of the City of Rolling Hills Declaring the condition of the property to be a Public Nuisance and Ordering the Abatement thereof

RECOMMENDATION: Open the public hearing, consider all testimony and, upon consideration of the evidence, adopt Resolution No. 1416 declaring the condition to constitute a public nuisance and ordering the abatement thereof.

12. Discussion Items

12.A. Outdoor Emergency Siren and SAFE Unit Update; Receive and File and Provide Direction Regarding Community Outreach for Potential Future Siren Locations

RECOMMENDATION: Receive and file the Outdoor Emergency Siren and SAFE Unit Update and provide direction to staff regarding community outreach and mock-up demonstrations for the proposed Saddleback Road and Portuguese Bend Road siren locations.

13. Matters From the City Council

13.A. Verbal update regarding additional handrails or guardrails at the Rolling Hills Tennis Courts

RECOMMENDATION: Receive and file. Provide direction to staff.

13.B. Consideration and possible action regarding acknowledgment of resident-submitted ideas for publicly funded amenities, including requests for plaques or other forms of recognition.

RECOMMENDATION: Receive and file. Provide direction to staff.

14. Matters From Staff

14.A. Receive an update on Phase 1 of the Portuguese Bend Road / Rolling Hills Road 8" Sewer Main Project

RECOMMENDATION: Receive and file the status update and provide direction to staff on next steps for Phase 1 of the sewer main project.

15. Recess to Closed Session

16. Reconvene to Open Session

17. Adjournment

Next regular meeting: Monday, July 13, 2026 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Public Comment is welcome on any item prior to City Council action on the item.

Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 8.A.

Meeting Date: 6/22/2026

To: City Council
From: Christian Horvath, Assistant to the City Manager / City Clerk
Thru: Karina Bañales, City Manager
Subject: Approve Affidavit of Posting for the City Council Regular Meeting of June 22, 2026

Background:

None.

Discussion:

None.

Fiscal Impact:

None.

Recommendation:

Approve.

Attachments:

1. CL_AGN_260622_CC_AffidavitofPosting



Administrative Report

8.A., File # 2026-169

Meeting Date: 6/22/2026

To: MAYOR & CITY COUNCIL

From: Christian Horvath, City Clerk

TITLE

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JUNE 22, 2026

EXECUTIVE SUMMARY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF ROLLING HILLS)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations below.

Legislative Body	City Council
Posting Type	Regular Meeting Agenda
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window City Website: https://www.rolling-hills.org/government/agendas_meetings.php https://rollinghillsca.portal.civicclerk.com/
Meeting Date & Time	JUNE 22, 2026 7:00pm Open Session

As City Clerk of the City of Rolling Hills, I declare under penalty of perjury, the document noted above was posted at the date displayed below.

Christian Horvath, City Clerk

Date: June 19, 2026



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 8.B.

Meeting Date: 6/22/2026

To: City Council

From: Christian Horvath, Assistant to the City Manager / City Clerk

Thru: Karina Bañales, City Manager

Subject: Approve Motion to Read by Title Only and Waive Further Reading of All Ordinances and Resolutions Listed on the Agenda

Background:

None.

Discussion:

None.

Fiscal Impact:

None.

Recommendation:

Approve.

Attachments:

None



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 8.C.

Meeting Date: 6/22/2026

To: City Council
From: Christian Horvath, Assistant to the City Manager / City Clerk
Thru: Karina Bañales, City Manager
Subject: Approve the following Minutes of June 8, 2026: City Council Regular Meeting

Background:

None.

Discussion:

None.

Fiscal Impact:

None.

Recommendation:

Approve as presented.

Attachments:

1. CL_MIN_260608_CC_F



1. Call To Order

The City Council of the City of Rolling Hills met in person on the above date at 7:00 p.m. Mayor Dieringer presiding.

2. Roll Call

Councilmembers Present:

Pieper, Mirsch, Wilson, Black, Mayor Dieringer

Councilmembers Absent:

Staff Present:

Karina Bañales, City Manager

Christian Horvath, Assistant to the City Manager / City Clerk

Samantha Crew, Management Analyst

Nicolas Papajohn, City Attorney

Robert Samario, Finance Operations Lead Consultant

3. Pledge Of Allegiance – Mayor Pro Tem Black

4. Presentations / Proclamations / Announcements - None

5. Approve Order of the Agenda

Motion by Councilmember Wilson, seconded by Councilmember Pieper to approve the order of the agenda. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer

NOES: None

ABSENT: None

6. Blue Folder Items (Supplemental) - None

7. Public Comment on Non-Agenda Items

Public Comment: Judith Haenel

8. Consent Calendar

8.A. Approve Affidavit of Posting for the City Council Regular Meeting of June 8, 2026

8.B. Approve Motion to Read by Title Only and Waive Further Reading of All Ordinances and Resolutions Listed on the Agenda

8.C. Approve the following Minutes of May 26, 2026: City Council Regular Meeting

8.D. Payment of Bills

8.E. Republic Services Recycling Tonnage and Complaint Reports for April 2026

8.F. Adopt Resolution No. 1415 supporting participation in the Institute for Local Government's Beacon Program

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Black to approve the Consent Calendar. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer
NOES: None
ABSENT: None

9. Excluded Consent Calendar Items - None

10. Commission Items - None

11. Public Hearings

11.A. A Public Hearing for consideration of adopting Resolution No. 1414 and increasing the maximum Refuse Services Rate in the City of Rolling Hills for Fiscal Year 2026/27

Presentation by Finance Operations Lead Consultant Samario.

Public Comment: Rumel Itchon, Judith Haenel, Melissa McNabb, Greg Willis

Prior to the close of the public hearing Rumel Itchon submitted a protest form bringing the total number of protest forms submitted to nine.

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to adopt Resolution No. 1414 for one year. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer
NOES: None
ABSENT: None

11.B. Consideration of Resolution No. 1412 of the City Council of the City of Rolling Hills adopting the Fiscal Year 2026-2027 City of Rolling Hills budget including the General Fund; Municipal Self-Insurance Fund; Refuse Collection Fund; Transit Fund - Measure R; Transit Fund - Measure M; Transit Fund - Proposition A; Transit Fund - Proposition C; Cops Fund; Utility Fund; Capital Projects Fund; Measure W Fund; and Grants Capital Projects Fund; and Resolution No. 1413 establishing the annual Fiscal Year 2026-2027 appropriations GANN Limit for the City of Rolling Hills

Presentation by Finance Operations Lead Consultant Samario.

Motion by Councilmember Pieper, seconded by Councilmember Wilson to adopt Resolution No. 1412 as presented. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer
NOES: None
ABSENT: None

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Black to adopt Resolution No. 1413 as presented. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer
NOES: None
ABSENT: None

12. Discussion Items

12.A. Authorization to Participate in the DisasterLAN (DLAN) Emergency Management Platform

Presentation by Management Analyst Crew.

Public Comment: Melissa McNabb

Motion by Mayor Pro Tem Black, seconded by Councilmember Pieper to authorize participation utilizing the DLAN platform until October 2028; and update the City Council on the software's efficacy after one-year. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer
NOES: None
ABSENT: None

13. Matters From the City Council

Councilmember Pieper requested adding an item to the next agenda regarding Judith Haenel's request for recognition on the Little Free Library.

Councilmember Wilson requested a future agenda item on current pension funding and unfunded liabilities.

Mayor Pro Tem Black requested a future agenda item regarding recent United States Postal Service mail thefts.

14. Matters From Staff

14.A. Authorize City Manager or designee to execute and send Doty Bros. Equipment Company a Notice of Termination for Failure of Funding Contingency regarding the City of Rolling Hills, 2QQ Rule 20B Install UG Statler 16KV SUB. Project No. 2025-02

Presentation by Assistant to the City Manager / City Clerk Horvath.

Public Comment: Judith Haenel

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Black authorizing the City Manager or her designee to send the Notice of Termination at the latest reasonable date in order to meet the 10-day notification period. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer
NOES: None
ABSENT: None

14.B. Accept the Emergency City Hall Water Main Re-Routing Repairs #2026-01 as complete, file notice of completion, and release retention after a 30-day lien period to Pearce Concrete & Masonry, Inc.

Presentation by Assistant to the City Manager / City Clerk Horvath.

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Black to accept the project as complete, file notice of completion, and release retention. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer
NOES: None
ABSENT: None

14.C. Review and approve the recruitment and appointment schedule for the remainder of Planning Commission terms that expired on January 1, 2026

Presentation by Assistant to the City Manager / City Clerk Horvath.

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to approve the appointment schedule. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer
NOES: None
ABSENT: None

15. Recess To Closed Session – 8:04 P.M.

15.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b) Title: City Attorney

16. Reconvene To Open Session – 8:56 P.M.

17. Adjournment: 8:56 P.M.

The meeting was adjourned at 8:56 p.m. on June 8, 2026. The next regular meeting of the City Council is scheduled to be held on Monday, June 22, 2026 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California. It will also be available via the City's website link at: <https://www.rolling-hills.org/government/agenda/index.php>

All written comments submitted are included in the record and available for public review on the City website.

Respectfully submitted,

Christian Horvath, City Clerk

Approved,

Bea Dieringer, Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 8.D.

Meeting Date: 6/22/2026

To: City Council
From: Christian Horvath, Assistant to the City Manager / City Clerk
Thru: Karina Bañales, City Manager
Subject: Payment of Bills

Background:

None.

Discussion:

None.

Fiscal Impact:

None.

Recommendation:

Approve as presented.

Attachments:

1. CL_AGN_260622_CC_PaymentOfBills_E

CITY OF ROLLING HILLS

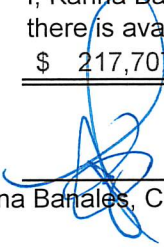
AP26-024, ACH26-024

Check Run 06/17/2026

Check No.	Check Date	Payee	Description	Amount
029226	6/17/2026	County of Los Angeles Internal Services Department	LARIAC 8-Invoice Pmt #1	2,318.00
029227	6/17/2026	McGowan Consulting	April 2026 - Municipal Stormwater Consulting Serv	3,559.20
ACH-1239	6/22/2026	Bennett Landscape	Trenching for Emergency Water Main Repairs	3,225.00
ACH-1240	6/22/2026	Best Best & Krieger LLP	May 2026 - General Services	25,658.50
ACH-1241	6/22/2026	Best Best & Krieger LLP	May 2026 - Land Use	3,097.00
ACH-1242	6/22/2026	Best Best & Krieger LLP	May 2026 - 79 Eastfield Dr.	325.00
ACH-1243	5/26/2026	CalPERS	May 2026 Health Premium	13,550.36
ACH-1244	6/18/2026	California Water Service Co.	Water Usage 04-29-26 to 05-27-26_RANCHO#74654	639.74
ACH-1245	6/18/2026	California Water Service Co.	Water Usage 04-29-26 to 05-27-26_ROLLING#54654	6,427.45
ACH-1246	6/22/2026	Executive Suite Services Inc.	May 2026 Janitorial Services	920.00
ACH-1247	6/22/2026	FirstNet/AT&T Mobility	May 2026 - Code Compliance Mobile	52.81
ACH-1248	6/18/2026	Forum Info-Tech. Inc./Levelcloud	May 2026 - AWS Usage	790.89
ACH-1249	6/22/2026	Full Compass Systems	AV Equipment	5,523.36
ACH-1250	6/22/2026	The Gas Company	Gas Usage from 05-07-26 to 06-09-26	24.28
ACH-1251	6/22/2026	County of Los Angeles	April 2026 Animal Care and Control	1,477.63
ACH-1252	6/22/2026	LA County Sheriff's Department	May 2026 - LASD Contract	38,145.72
ACH-1253	6/22/2026	MV CHENG AND ASSOCIATES	May 2026 - Monthly Accounting Services	6,715.00
ACH-1254	6/22/2026	Pacific Power Engineering Technology Inc.	CHDFEG Project - Pay App #01	65,692.50
ACH-1255	6/22/2026	Pacific Premier Bank / FNBO	Pacific Prem May 2026 Credit Crd Stmt Acct#1746-Horvath	1,654.19
ACH-1256	6/22/2026	Pacific Premier Bank / FNBO	Pacific Prem May 2026 Credit Crd Stmt Acct#4832-Banales	1,858.76
ACH-1257	6/22/2026	Pearce Concrete & Masonry, Inc	May 2026 - CH Water Main Emerg Proj	24,865.30
ACH-1258	6/16/2026	Pitney Bowes	Postage for April and May 2026	3,039.75
ACH-1259	6/25/2026	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Postage Lease from 03-27-26 to 06-26-26	557.30
ACH-1260	5/29/2026	Southern California Edison	Electricity Usage from 04-20-26 to 05-18-26 Acct#4218	331.68
ACH-1261	6/5/2026	Southern California Edison	Electricity Usage from 04-24-26 to 05-25-26 Acct#8030	698.27

ACH-1262	6/22/2026	Willdan Inc.	May 2026 - Building & Safety Services	5,510.00
ACH-1263	6/22/2026	Willdan Inc.	May 2026 - Traffic Eng Services	1,050.00
REPORT TOTAL				217,707.69

I, Karina Banales, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of
\$ 217,707.69 for the payment of above items.


 Karina Banales, City Manager



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 8.E.

Meeting Date: 6/22/2026

To: City Council
From: Téa Takaoka, Administrative Assistant
Thru: Karina Bañales, City Manager, Christian Horvath, Assistant to the City Manager / City Clerk
Subject: Adopt Resolution No. 1417, Updating the City of Rolling Hills Records Retention Schedule

Background:

In 2013, the City Council adopted Resolution No. 1154 and approved a contract with Gladwell Governmental Services, Inc. (GGS) to assist in upgrading the City's records retention policies and program. Updates were necessary to comply with revised legislative retention requirements, reduce future storage costs, eliminate duplication of effort, increase efficiency, and take advantage of changing technologies. An electronic record platform, Laserfiche, was recommended to serve as the official City record. Documents stored in Laserfiche are maintained in a way that "prevents stored public records from being overwritten, deleted, or altered ..." (Government Code §12168.7), could be considered trustworthy electronic records, and were considered "as good as" the originals.

Government Code § 34090 provides for the destruction of certain records by resolution and with the written consent of the City Attorney. It states, "The head of a city department may destroy city record, document, instrument, book, or paper under his or her charge, without making a copy thereof, after the same is no longer required." This section does not authorize the destruction of:

- Records affecting the title to real property or liens thereon
- Court records
- Records required to be kept by statute
- Records less than two years old
- Minutes, ordinances, or resolutions of the legislative body of a city board or commission

Since 2013, the City has utilized GGS via an annual subscription to continue legal review and updates that ensure its records retention schedules remain current with changes in law and "best practices" of other agencies.

Discussion:

The City is updating its records management program, including the way the records retention

schedules are updated every year after new laws are passed by State and Federal Governments. The adoption of this retention schedule will continue to provide efficiency gains and cost savings.

GGs, an expert in local government records, has been providing support and annual updates to the City's records retention schedules for many years. These updates are mandated by changes in State or Federal law, and the City must follow the current law.

The purpose of the Records Retention program is to ensure important records are properly preserved, provide clear roles and responsibilities (which department is responsible for retaining the original record), and to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City in accordance with all laws and regulations.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Attorney, City Clerk, and City Manager. The City has destroyed records only after City Council approval has been received in the past.

Current Best Practices are to approve these with appropriate checks and balances via written approval of the Department Head, City Attorney, City Clerk, and City Manager. GGS reports that 80% of the over 200 cities in California they support are approving the changes in records retention schedules in a like manner, saving time and money for the organization.

The approval forms are retained by the City Clerk's office, and are accessible to the public or any Council Member who has an interest in what records retention policies were changed and the underlying law that necessitated the change.

Fiscal Impact:

None.

Recommendation:

Approve as presented.

Attachments:

1. Attachment A - ResolutionNo1417_RecordsRetentionSchedule_F
2. Attachment B - CL_RRM_2026_Retention_Gladwell

RESOLUTION NO. 1417

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS UPDATING THE CITY RECORDS RETENTION SCHEDULES AND AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE CALIFORNIA GOVERNMENT CODE, AND RESCINDING RESOLUTION No. 1154

WHEREAS, on October 14, 2013 the City Council adopted Resolution No. 1154, A Resolution of the City Council of the City of Rolling Hills Adopting a Records Retention Schedule and Authorizing the Destruction of Certain City Records which reflects records management practices and retention requirements that have since been updated; and

WHEREAS, the keeping and maintenance of numerous records is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Rolling Hills; and

WHEREAS, the approval of guidelines for the ongoing disposition of obsolete City records will assist in the effective management of records as well as provide for the efficient review of records proposed for disposal; and

WHEREAS, Section 34090 of the Government Code of the State of California provides parameters whereby any City record which has served its purpose and is no longer required may be destroyed; and

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

WHEREAS, the City Council of the City of Rolling Hills previously adopted Resolution No. 1154 which adopted a Records Retention Schedule;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROLLING HILLS DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Resolution No.1154 is hereby rescinded.

Section 2. The City Council hereby adopts the Records Retention Schedule attached hereto as Exhibit "A" and incorporated herein by this reference.

Section 3. The records of the City of Rolling Hills, as set forth in the Records Retention Schedule in Exhibit "A", are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule.

Section 4. The term "records" as used herein shall include documents, books,

microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

BEA DIERINGER
MAYOR

ATTEST:

CHRISTIAN HORVATH
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 1417 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ROLLING HILLS ADOPTING A RECORDS RETENTION
SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN
CITY RECORDS AND RESCINDING RESOLUTION 1154**

was approved and adopted at a regular meeting of the City Council on the 22nd day of
June 2026, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHRISTIAN HORVATH
CITY CLERK

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used By ALL Departments)								
Lead Dept.	CW-002	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years	Yes: Before Payment	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Statute of Limitations for <u>some</u> Municipal Government actions is 3 - 6 months; CCP§335 337 et seq; GC §§34090, <u>65009(c)(1)</u>
Lead Dept. (Managing the Agreement / Contract)	CW-005	Agreements / Contracts: ADMINISTRATIVE FILES, WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> Upon-Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; ; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42 ; OMB Circular A-133 ; GC §34090; GC §8546.7
Lead Dept. (Managing the Agreement / Contract)	CW-006	Agreements / Contracts: ADMINISTRATIVE FILES, / NOT funded by a grant (Correspondence, Project Administration, Project Schedules, RFPs. Certified Payrolls, Insurance Certificates, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> Upon-Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-007	Agreements / Contracts: UNSUCCESSFUL BIDS / PROPOSALS / RESPONSES to RFPs (Request for Proposals) / RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is the Office of Record for successful contracts) GC §34090
Lead Dept.	CW-012	City Attorney Opinions	P	Yes	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead (Responding) Dept.	CW-014	Complaints / Concerns from Citizens / Correspondence	When No Longer Required Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
	CW-016	Copies / duplicates of any record	Copies - When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-017	Correspondence - ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. Administrative Files , Chronological Files , e-mail / email with SUBSTANTIVE content , General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business: City of San Jose v. Superior Court (2017) 2 Cal.5th 608 GC §34090;

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-018	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency / Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive , / NOT made / retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail / email , / social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff Teams videoconference chats, notes / recordings, supply inventories, telephone messages, texts, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail , visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT E-mails, electronic records, or social media postings where either the CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business , or ARE made or retained for the purpose of preserving the informational content for future reference are SAVED by printing them out and placing them in a file folder, or saving them electronically . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705, 6252, 6254(a) ; 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	CW-020	Drafts / Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a) - 7927.500
Lead Dept. (Managing the Grant)	CW-021	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Managing the Grant)	CW-022	Grants / CDBG / FEMA / OES Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29-CFR-97.42 ; OMB Circular A-133 ; GC §34090; GC §8546.7
Lead Dept.	CW-025	Leave Requests / Vacation Requests	When No Longer Required		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Preliminary draft / transitory record; GC §34090
Lead Dept.	CW-028	Newspaper Clippings	When No Longer Required		Mag. , Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-029	Notices: Public Hearing Notices / Proofs of Publications	2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Statute of Limitations for some Municipal Government actions is 3 - 6 months; CCP§ 335 337 et seq; GC §§34090, 65009(c)(1)
Human Resources	CW-031	Personnel Files (Department Level Copies) Send all originals to Human Resources	After Separation, Transfer to Human Resources	Before Separation	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-032	Personnel Files (Supervisor's Notes)	When No Longer Required	Before Annual Performance Evaluation	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-033	Personnel Work Schedules	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-033.5	Photographs, Videos of Events	When No Longer Required	–	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §34090
Lead Dept.	CW-034	Public Relations / Press Releases	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
	CW-036	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks , Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Reports (if not provided in the schedule) , Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.	CW-037	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks , Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Reports (if not provided in the schedule) , Newsletters, etc.: Produced by YOUR Department	When No Longer Required Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Statewide guidelines propose superseded + 2 or 5 years ; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-038	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks , Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Reports (if not provided in the schedule) , Newsletters, etc.: Produced by OTHER Departments	When Superseded		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-040	Reports, Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-041	Reports, Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently ; GC §34090
Lead Dept.	CW-043	Special Projects / Subject Files / Issue Files	When No Longer Required Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-044	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-045	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft / transitory record, / can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-047	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup) / WORM / DVD-r / CD-r / Blue Ray-R / other unalterable media that does not permit additions, deletions, / changes	P Follows Retention of Official Electronic Record		Mag. , Mfr. OD , Ppr	S / I	Yes: After QC & OD	For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
City Clerk	CC-001	Agenda Packets / Staff Reports: City Council	Minimum 5 years	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Clerk	CC-002	Agreements - Imaged, Infrastructure, CIPs, MOUs, MOAs (Approved by the City Council) includes all contractual obligations (e.g. Amendments / Scope of Work / Successful Proposal) Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, Joint Powers, MOUs, settlement, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> Upon Completion	Other contracts are maintained by the Lead Department managing the contract; Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-003	Agreements - Non-Infrastructure that are NOT Imaged (Approved by the City Council) includes all contractual obligations (e.g. Amendments / Scope of Work / Successful Proposal) Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> Upon Completion	Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations; - Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination +5 years; CCP §§336(a), 337 et. seq., GC §34090
City Clerk	CC-004	Applications for Boards, Commissions / Committees - Successful	Duration of Service + 2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Department preference; GC §34090
City Clerk	CC-005	Applications for Boards, Commissions / Committees - Unsuccessful	2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-006	City Council Subcommittees (composed solely of less than a quorum of the City Council)	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-007	Claims (Liability Claims)	Settlement + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
City Clerk	CC-008	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(d)
City Clerk	CC-009	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-010	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	Must post on website for 4 years; GC §81009(e)
City Clerk	CC-010.1	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); FPPC Forms Retention Summary for Filing Officers; GC §81009e
City Clerk	CC-011	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	Must post on website; GC §81009e&(g); 2 CCR 18702.5(b)(3)

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK / ELECTIONS --CONSOLIDATED								
City Clerk / Elections	CC-012	Campaign Filings (FPPC 400 Series Forms / Form 501): SUCCESSFUL CANDIDATES (Elected Officials) Includes Oaths of Office	P		Mfr, OD, Ppr	S / I	Yes: After QC -2 years	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers ; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk / Elections	CC-013	Campaign Filings (FPPC 400 Series Forms / Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mfr, OD, Ppr	S / I	Yes: After QC -2 years	Candidates without committees are not required to file their statements, reports or copies online or electronically; Pes without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk / Elections	CC-014	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH City CLERK (copies)	4 years		Mfr, OD, Ppr	S / I	Yes: After QC -2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk / Elections	CC-015	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mfr, OD, Ppr	S / I	Yes: After QC -2 years	Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk / Elections	CC-016	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term for Nomination Papers and does not delineate between the two; EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk / Elections	CC-017	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Ppr			Department Preference; Statewide-guidelines-proposes-4 years-for successful-candidates, 2 years-for unsuccessful ; CA law states term of office and 4 years after the expiration of term for Nomination Papers and does not delineate between the two ; EC §17100
City Clerk / Elections	CC-018	Elections - GENERAL, WORKING / ADMINISTRATION Files (Correspondence, Applications for Vacancies for City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		Mag, Ppr			GC §34090
City Clerk / Elections	CC-019	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk / Elections	CC-020.1	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - IF Examined by Proponents	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-020.2	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - NOT Examined by Proponents	Determination of Insufficiency + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-020.3	Elections - Petitions (Initiative, Recall / Referendum) - IF SUFFICIENT	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-020	Elections--Petitions (Initiative, Recall / Referendum)	Results + 8- months or Final Examination + 1 year after petition examination if insufficient		Ppr			Not accessible to the public; The 8 month- retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC- §§17200(b)(3), 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK / ELECTIONS – STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)								
City Clerk / Elections	CC-021	Assessment District Ballots / protest letters - Prop. 218 proceedings	2 years		Ppr			GC §53753(e)(2), 53755(d)
City Clerk / Elections	CC-022	Ballots - After Election	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-023	Ballots - After Recount	6 mo.		Ppr			EC §17306
City Clerk / Elections	CC-024	Challenged / Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk / Elections	CC-025	Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk / Elections	CC-026	Precinct Officer Appointments	6 mo.		Ppr			EC §17503
City Clerk / Elections	CC-027	Roster of Voters	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk / Elections	CC-028	Tally Sheets	6 mo.		Ppr			EC §17304
City Clerk / Elections	CC-029	Vote-by-Mail Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-030	Vote-by-Mail Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-031	Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304
City Clerk / Elections	CC-032	Voter Index Original	5 years		Ppr			EC §17001
(End of Elections Section)								
City Clerk	CC-032.1	Enterprise System Catalogue (posted online)	2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-033	Ethics Training / Fiscal & Financial Training Certificates / Harassment Prevention Training - Certificates	Separation + 5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	GC §§34090, 53235.2(b), 53237.2(b); 53238.3(b) ; LC §1198.5 ,

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-034	Grand Jury Reports / Responses (Pertaining to City Operations)	5 years		Mag. , Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference (matches the retention of the Grand Jury); GC §34090
City Clerk	CC-035	Historical Records / Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-036	Insurance Policies (City-owned policies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-037	Lawsuits / Litigation	When no Longer Required— Minimum Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6
City Clerk	CC-038	List of City Council Members / Mayors	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-039	Minutes (City Council)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
City Clerk	CC-040	Municipal Code Administration, Distribution, etc.	When no Longer Required		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Preliminary Drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-041	Municipal Code Supplements	P		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-042	Newsletters (City-written)	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Clerk	CC-043	Ordinances (City Council)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-044	Proclamations / Commendations / Memoriums / Recognitions, etc.	5 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	Department Preference; GC §34090
City Clerk	CC-045	Proof of Publication / Public Notices / Certificate of Posting (Usually kept with Project Files)	2 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	Statute of Limitations for <u>some</u> Municipal Government actions is 3 - 6 months; CCP§ 335 <u>337</u> et seq; GC §§34090, <u>65009(c)(1)</u>
City Clerk	CC-046	Real Property - Records that Affect the Title to Real Property (Deeds, Easements, Liens, etc.)	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After</u> <u>QC & OD</u> No	GC §34090
City Clerk	CC-047	City Council Meetings: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	5 years		Tape -(Mag) OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-047.1	City Council Meetings - Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	5 years		Tape -(Mag) OD			Department preference; State law only requires for 90 days; GC §34090.7
City Clerk	CC-048	Records Destruction Lists / Certificates of Records Destruction / <u>Approval Forms</u> <u>Updates to Records Retention Schedules</u>	10 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
City Clerk	CC-049	Request for Public Records	2 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	GC §34090
City Clerk	CC-050	Resolutions (City Council)	P	Yes (all)	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u> No	GC §34090 et. seq.
City Clerk	CC-050.1	Secretary of State Statement of Facts - Registry of Public Agencies	2 years		Tape -(Mag), <u>Mfr.</u> <u>OD</u> , <u>Ppr</u>	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	Department preference; GC §34090
City Clerk	CC-051	Subpoenas / Discovery Requests / Personal Appearance / Duces Tecum	2 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER								
City Manager / Lead Dept.	CM-001	Projects, Programs, Events, Subject / Issues (Issues / projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required Minimum 2 years	Yes: While Active Issues	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager	CM-002	Speech Notes / PowerPoint Presentations	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Notes, drafts, or preliminary documents; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE **(Admin., General Accounting, Payroll)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / ADMINISTRATION								
Finance / Admin.	FN-001	Audit Reports / Annual Comprehensive Financial Report (ACFR) / related Audit Opinions	P		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Admin.	FN-002	Audit Work Papers	5 years	Yes: Until Paid	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3–7 years; GC §34090
Finance / Admin.	FN-003	Bond Official Statements / Transcripts / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds;" There are specific requirements for disposal of unused bonds; CCP §§336, 337.5(2); 26 CFR 1.6001-1(e): 26 CFR § 1.148-5(d)(6)(iii)(E) ; GC §43900 et seq.
Finance / Admin.	FN-004	Bonds for Private Development / Construction Projects	Release of Bond / Security		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Finance / Admin.	FN-005	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Admin.	FN-006	Budgets - Preliminary, Backup Documents	When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., General Accounting, Payroll)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Admin.	FN-007	Single Audits / Transportation Audits / PERS Audit, et.	P		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	Department Preference (meets municipal government auditing standards); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., General Accounting, Payroll)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / GENERAL ACCOUNTING								
Finance / General Accounting	FN-008	1099's / 1096 / DE542 (California Report of Independent Contractors), etc.	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FN-009	Accounts Payable / Invoices / Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	Yes: Until Paid	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3—7 years; GC §34090
Finance / Accounts Receivable	FN-010	Accounts Receivable - ALL - False Alarms, Parking Citations, Damage to Public Property, Invoices to Outside Entities, etc.	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable	FN-011	Accounts Receivable: Leases / Rent / Property Management	5 years	Yes: Until Paid	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3—7 years; GC §34090
Finance / General Accounting	FN-012	Bank Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, etc.	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-013	Cash Receipts / Weekly Deposits	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-014	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / General Accounting	FN-015	Checks / Warrants (Cashed)	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE: FINANCE **(Admin., General Accounting, Payroll)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FN-016	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340, 1519; GC §34090
Finance / General Accounting	FN-017	Financial Services Database	Indefinite - Minimum 5 years	Yes	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-018	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / General Accounting	FN-019	Investment Reports / Treasurer's Reports	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-020	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Paid	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / General Accounting	FN-021	Journal Entries / Journal Vouchers	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3 – 7 years; GC §34090
Finance / General Accounting	FN-022	Reports, Finance Reports created from Database ; Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue / Expenditure Reports, etc. (MONTHLY / PERIODIC)	When No Longer Required	Yes	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts (Financial System can reproduce reports; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE **(Admin., General Accounting, Payroll)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FN-023	Reports: Annual State / Federal: State Controller's Report, Street Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), etc.	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-023.1	W-9s	Vendor Inactive + 3 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
FINANCE / PAYROLL								
Finance / Payroll	FN-024	CalPERS Reports	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FN-025	DE-6, DE-9, DE-9C, DE-43, W-3, / DE-166, / 941 Forms - Quarterly Payroll Tax Returns (Federal / State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-026	Deferred Compensation (City Statements)	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4-7 years ; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FN-027	Payroll Reports (includes Leave Registers, Time Transaction Reports, etc.)	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference (meets auditing standards); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., General Accounting, Payroll)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FN-028	Time Sheet Summaries / Time Card Summaries	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	FN-029	W-2's	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Human Resources	HR-001	Benefit Plan Documents (CalPERS, etc.)	6 years	Yes: For Duration of Contract	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 4 2-years after action; 29 CFR 1627.3(b)(1)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-002	CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, etc.)	When No Longer Required Minimum 6 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; 6 years for retirement benefits; State Law requires 2 years after action; 29 CFR 1627.3(b)(1)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications / department structures)	When No Longer Required Minimum 3 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-004	Classification Specifications / Job Specifications	When No Longer Required Minimum 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2-3 years for personnel actions ; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090
Human Resources	HR-005	Compensation Surveys / Studies	When No Longer Required Minimum 3 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-005.1	COVID-19 Notifications to Employees	3-years		Mag, Ppr			LC-§6409.6(k), GC-§34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Human Resources	HR-006	California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH / EEOC) Claims / Harassment Claims	Final Disposition + 4 3 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4-2 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Human Resources	HR-007	DMV Pull Notices	When Superseded or Separated		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-008	Drug / Alcohol Test Results (All - Positives / Negatives)	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	HR-008.1	I-9s	Separation + 3 years		Mag , Mfr. OD , Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Human Resources	HR-009	OSHA Inspections / Citations, Log 200 / Log 300, 301, 301A	5 years		Mag , Mfr. OD , Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090; LC §6429c

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-010	Personnel Files - Employees	Separation + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2-3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC §1198.5
Human Resources	HR-011	Personnel Files - Medical File (all employees) Includes Hearing Tests, Respirator Fit Tests, etc.	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 CFR 1910.1020(d)(1)(i); 29 CFR 1627.3
Human Resources	HR-012	Recruitment / Testing File (Includes Applications (Unsuccessful), Advertisements, Interview Notes, Job Brochures, Test Data, Testing Analysis / statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile / Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Hiring Decision + 4 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	State Law requires 4 years EEOC / FLSA / ADEA (Age) requires 1-3 years; ; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) -8 CCR §11040.7(e) , GC §§12946, 12960, 34090
Human Resources	HR-013	Studies / Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required Minimum 3 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-013.3	Training EMPLOYEE RECORDS (If Records are Created) Required Information for all Employee Training: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualifications	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §1198.5, 6401.9(f), 6429(c); 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b)
Human Resources	HR-013.4	Training Presented by Staff - COURSE RECORDS (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial , Harassment, Workplace Violence, Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics, Fiscal and Financial & Harassment Prevention Training are 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b) 53237.2(b), 53238.3(b) ; LC §6401.9(f),
Human Resources	HR-013.8	Verifications of Employment, Child Support, etc. (From lenders / other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-014	Volunteer / Unpaid Intern Timesheets	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-015	Workers Compensation Claim Runs	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Human Resources	HR-016	Workers Compensation Claims	Separation + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 CFR 1910.1020(d)(1)(i); 29 CFR 1627.3
Human Resources	HR-017	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, training, etc.	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups (Computer Backups (ALL Disaster Recovery Computer Backups) - ALL	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-002	Network Configuration Maps / Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PLANNING								
Planning	PL-001	Address Files / Planning Case Project Files - Approved Permanent Entitlements / Code Enforcement (Includes associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans / Maps, Site Plans) Examples: Conditional Use Permits (CUPs), Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
Planning	PL-001.5	Planning Project Files - Cancelled / Expired / Withdrawn	Minimum Cancellation, Expiration or Withdrawal + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference: Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	PL-002	Address Files / View Cases (by address of tree location) (Includes application, EIR / CEQA, mediation, agreement / resolution)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
Planning	PL-003	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
	PL-004	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-004.1	Code Enforcement Case Files	Minimum Resolution + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-005	Committee of Trees / Views AGENDA PACKETS	5 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department Preference; GC §34090
Planning	PL-006	Committee of Trees / Views AGENDAS / MINUTES / RESOLUTIONS	P	Yes	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC</u> <u>& OD</u> 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Planning	PL-007	Committee of Trees / Views: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	5 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-008	Construction, Demolition / Waste hauling Permits	2 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	GC §34090
Planning	PL-009	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-009.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) CEQA Correspondence / staff notes that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090
Planning	PL-010	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-011	General Plan, Elements / Amendments	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-012	Log of Zoning Cases / Log of Planning Entitlements	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 4- year	Department Preference; GC §34090
Planning	PL-013	Master Plans, Specific Plans, Bikeway Plans, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-014	NPDES Monitoring / Inspections - Stormwater	When No Longer Required Minimum 3 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-015	Planning Commission AGENDA PACKETS	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-016	Planning Commission AGENDAS / MINUTES / RESOLUTIONS	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Planning	PL-017	Planning Commission: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	5 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-017.5	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing / Community Development)	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090.
Planning	PL-018	Preliminary Review File	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary Documents (no application submitted); GC §34090
Planning	PL-019	Special Studies	When No Longer Required Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-020	Zoning Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-021	Zoning Ordinance Amendments, Reclassifications / Zone Change	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC</u> & <u>OD</u> + <u>year</u>	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Traffic And Transportation, Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / ENGINEERING								
Public Works / Engineering	PW-001	AB 939 Compliance, Solid Waste Diversion, Tonnage Reports / SB 1383 Compliance (Organic Waste Collection / Recycling)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC §34090
Public Works / Engineering	PW-002	Aerial Maps / Photographs - Analog / Digital / Index to Aerials	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-003	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs / Responses, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): Permanent File Plans, Specifications / Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> -Comple- +10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans ; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering, Traffic And Transportation, Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP): Unsuccessful Proposals	2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineering	PW-007	Drawings, Maps, Plans / Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Builts")	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering	PW-008	Engineering Studies / Surveys	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-009	Geotechnical / Soils Reports; Hydrology Reports (Authored by the City)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Traffic And Transportation, Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / TRAFFIC AND TRANSPORTATION								
Sheriff	PW-010	Accident Reports	Copies - When No Longer Required	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Public Works / Traffic & Trans.	PW-011	Master Plans - Transportation	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Traffic & Trans.	PW-012	Studies - Transportation (authored by the City)	When No Longer Required Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090
Public Works / Traffic & Trans.	PW-013	Traffic Commission AGENDA PACKETS	5 years		Mag, Mfr , OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Traffic & Trans.	PW-014	Traffic Commission AGENDAS / MINUTES / RESOLUTIONS	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Public Works / Traffic & Trans.	PW-015	Traffic Commission: Recordings / AUDIO RECORDINGS of Meetings / Audio Tapes	5 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Public Works / Traffic & Trans.	PW-016	Traffic Speed Surveys	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering, Traffic And Transportation, Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Traffic & Trans.	PW-017	Traffic Studies / Traffic Counts / Traffic Calming Requests	When No-Longer-Required Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
PUBLIC WORKS / OPERATIONS								
Public Works / Operations	PW-018	Operations / Maintenance Manuals (O and M Manuals)	Life of Facility or Equipment		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department Preference; GC §34090 et. seq.
Public Works / Operations	PW-019	Tree Arborists Reports (City Trees)	When No-Longer-Required Minimum 2 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department preference; GC §34090



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 8.F.

Meeting Date: 6/22/2026

To: City Council
From: Karina Bañales, City Manager
Thru: Karina Bañales, City Manager
Subject: Adoption of Amendment to Legal Services Agreement with Best, Best & Krieger regarding Updated Fee Schedule for City Attorney Services and authorization for the City Manager to sign the Agreement

Background:

On March 1, 2001, the City of Rolling Hills entered into an Agreement for Legal Services with Jenkins & Hogin, LLP to provide City Attorney services. The agreement designated Michael Jenkins as City Attorney and established the terms under which legal services would be provided to the City.

In 2008 and again in 2011, Michael Jenkins requested adjustments to the hourly rate for general legal services to account for cost-of-living increases. Consistent with the terms of the agreement, the City approved the rate adjustments through its annual budget process, and no formal contract amendments were required at that time.

In April 2018, Jenkins & Hogin, LLP merged with Best Best & Krieger LLP (BBK). The City consented to the assignment of the Legal Services Agreement to BBK, allowing the firm to continue providing City Attorney services under the existing agreement.

In December 2022, following Michael Jenkins' transition toward retirement, the City Council adopted Resolution No. 1320 appointing Patrick Donegan of BBK as City Attorney. The Legal Services Agreement was subsequently amended to reflect the change in designation from Michael Jenkins to Patrick Donegan.

In May 2025, following Patrick Donegan's departure from BBK, the City Council adopted Resolution No. 1389 appointing Nicholas Papajohn of BBK as City Attorney. This appointment ensured continuity of legal services while updating the individual designated to serve as the City's appointed City Attorney under the Agreement.

Discussion:

The City Council and BBK are now amending the longstanding Legal Services Agreement to update the hourly rates for City Attorney services. BBK's hourly rates have remained unchanged since 2018 despite increases in operating costs and market rates for municipal legal services during that period.

The revised rates, effective July 1, 2026, are set forth in Exhibit A (Compensation Rate Schedule) attached to Attachment A.

Attachment B includes the original agreement and subsequent amendments documenting the City's legal services relationship over the past 25 years. While the legal services provider transitioned from Jenkins & Hugin, LLP to Best Best & Krieger LLP in 2018, the City has maintained continuity of legal representation throughout that period.

The proposed 2026 amendment updates the Compensation Rate Schedule to reflect rate adjustments for attorney and paralegal services across all service categories, including General Legal Services, Specialized/Litigation Services, Public Records Act matters, and Complex Matters. The revised rates will remain in effect through June 30, 2029, with annual adjustments as set forth in the amendment and automatic cost-of-living adjustments commencing July 1, 2029.

It is important to note that the majority of services provided by BBK are anticipated to be billed at the General Legal Services rates. Currently, the California Public Utilities Commission (CPUC) appeal is the only active matter anticipated to be billed at specialized counsel rates.

The agreement has remained in effect since its original execution in 2001, with amendments primarily addressing organizational changes within the law firm, the designation of the individual serving as City Attorney, and updates to attorney compensation rates.

CONCLUSION

Staff recommends approval of the Amendment to the Legal Services Agreement for City Attorney services with Best, Best & Krieger LLP (Attachment A).

Fiscal Impact:

The Fiscal Year 2026-27 Adopted Budget includes funding for legal services in the following accounts:

01-01-801 – City Attorney: \$90,000
01-01-802 – Legal Expense – Other: \$3,000
01-15-802 – Legal Expenses – Other: \$15,000
01-15-872 – Property Development Legal Expense: \$40,000

Staff will continue to monitor legal expenditures and exercise fiscal prudence to ensure costs remain within the appropriations approved by the City Council as part of the Fiscal Year 2026-27 Budget. Should legal expenses exceed available appropriations or additional funding become necessary, staff will return to the City Council for consideration of a budget adjustment.

Recommendation:

Approve Amendment to Legal Services Agreement with Best, Best & Krieger regarding Updated Fee Schedule for City Attorney Services and authorize the City Manager to sign the Agreement.

Attachments:

1. Attachment A - BBK_Amendment_2026
2. Attachment B - 2001 JenkinsHugin_Agreement with Amendments

AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

This Amendment to Agreement for Legal Services ("Amendment") is entered into by and between the City Rolling Hills, a municipal corporation ("Rolling Hills" or "City") and the law firm of Best Best & Krieger, LLP ("BBK") as of June 22, 2026.

RECITALS

- A. Rolling Hills and Jenkins & Hogin LLP ("J&H") entered into an Agreement for Legal Services ("Agreement") as of March 1, 2001, by the terms of which J&H was engaged as an independent contractor to perform city attorney services.
- B. The Agreement was assigned to BBK as of April 1, 2018.
- C. The rates for providing city attorney services have not been increased since 2018.
- D. In light of BBK's continued service to the City over the last 8 years, the City Council and BBK now desire to amend the Agreement to increase BBK's rates for providing city attorney services.

NOW, THEREFORE, in consideration of the foregoing, the Agreement is amended as follows:

- 1. The "Compensation Rate Schedule" attached to this Amendment as Exhibit "A" is hereby added to Exhibit "A" of the Agreement.
- 2. Except as above modified, in all other respects the Agreement, as previously amended, is hereby reaffirmed in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to Agreement for Legal Services to be executed as of the day and year first above written.

BEST BEST & KRIEGER, LLP

CITY OF ROLLING HILLS

By _____
KARINA BAÑALES
CITY MANAGER

ATTEST:

CHRISTIAN HORVATH
CITY CLERK

EXHIBIT "A"

COMPENSATION RATE SCHEDULE

(SEE FOLLOWING PAGE)

COMPENSATION RATE SCHEDULE

Effective July 1, 2026 through June 30, 2027, the rates shall be as follows:

Services	Attorney	Paralegal
General Legal Services	\$250/hr.	\$180/hr.
Specialized Legal Services (including Litigation)	\$340/hr.	\$190/hr.
Public Records Act (processing PRA requests and reviewing records for privilege)	\$250/hr.	\$250/hr. (including analysts)
Complex (highly specialized matters, e.g. employee benefits)	\$450/hr.	\$200/hr.

Effective July 1, 2027 through June 30, 2028, the rates shall be as follows:

Services	Attorney	Paralegal
General Legal Services	\$275/hr.	\$190/hr.
Specialized Legal Services (including Litigation)	\$355/hr.	\$200/hr.
Public Records Act (processing PRA requests and reviewing records for privilege)	\$255/hr.	\$255/hr. (including analysts)
Complex (highly specialized matters, e.g. employee benefits)	\$475/hr.	\$210/hr.

Effective July 1, 2028 through June 30, 2029, the rates shall be as follows:

Services	Attorney	Paralegal
General Legal Services	\$310/hr.	\$200/hr.
Specialized Legal Services (including Litigation)	\$375/hr.	\$210/hr.
Public Records Act (processing PRA requests and reviewing records for privilege)	\$260/hr.	\$260/hr. (including analysts).
Complex (highly specialized matters, e.g. employee benefits)	\$495/hr.	\$220/hr.

benefits)		
-----------	--	--

Cost of Living (COLA) Adjustment. The above rates and amounts will be adjusted annually, beginning **July 1, 2029** and every July 1 thereafter with advanced written notice. Any rates and amounts herein shall be increased for the change in the cost of living for the most recently published twelve (12) month period, as shown by the U.S. Department of Labor in its All Urban Consumers Index set forth in Los Angeles-Long Beach-Anaheim, CA area (monthly) provided, however, that such adjustment shall never be lower than zero percent (0%). In addition to the automatic COLA increases, either BBK or the City may initiate consideration of a rate increase at any time.

RECEIVED

MAR 13 2001

AGREEMENT FOR LEGAL SERVICES
FOR THE CITY OF ROLLING HILLS

CITY OF ROLLING HILLS

This Agreement is made and entered into by and between the law firm of Jenkins & Hogen, LLP (hereinafter "the Firm"), and the City of Rolling Hills (hereinafter "City").

R E C I T A L S:

A. The City desires to retain the Firm to discharge the duties of the office of City Attorney.

B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

1. Scope of Services.

The Firm shall discharge the duties of the office of City Attorney of the City and shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide all legal services to the City of the kind and nature typically provided by an in-house City Attorney's office to a municipality, including litigation services, unless specifically exempted by this Agreement. The legal services to be provided by the Firm shall consist of those set forth in Exhibit "A" attached hereto and shall be billed at the rates set forth therein or as otherwise agreed by the parties without the necessity of amending this Agreement.

2. Designation of City Attorney.

Michael Jenkins is designated as City Attorney for the City. The parties understand and agree that the Firm may, from time to time, utilize other attorneys within the Firm to assist Mr. Jenkins in the performance of this Agreement.

3. Billing Procedures and Monthly Statements.

A. The Firm shall submit to the City, within thirty (30) days after the end of each calendar month, an itemized statement of the professional services provided and the time expended providing those services in the form customarily submitted by the Firm to clients which are billed on an hourly basis. The parties acknowledge that payment of all monthly statements is expected to be made within thirty (30) days of the billing date.

B. The Firm will bill the City for items such as, but not limited to, long distance telephone calls, filing fees, document duplication, computerized legal research, and similar out-of-pocket expenditures. These items will be separately designated on the Firm's monthly statements as "disbursements," and will be billed in addition to the fees for professional services.

C. Time will be charged by the Firm in increments of 1/10 of an hour (i.e., six-minute units). The rate structure for general services shall not be changed without the consent of the City. The rates of particular attorneys charged for litigation matters, or specialized services, may be increased from time to time, after written notice to the City, but in no event shall exceed \$200 per hour without consent of the City. To the extent feasible, such adjustments will be made so as to coincide with the beginning of the City's fiscal year.

4. Resolution of Fee Disputes.

The City is entitled to require that any fee dispute be resolved by binding arbitration in Los Angeles pursuant to the arbitration rules of the Los Angeles County Bar Association for legal fee disputes. In the event that City chooses not to utilize the Los Angeles County Bar Association's arbitration procedures, City agrees that all disputes regarding the professional services rendered or fees charged by the Firm shall be submitted to binding arbitration in Los Angeles to be conducted by the American Arbitration Association in accordance with its commercial arbitration rules.

5. Term of the Agreement.

This Agreement shall commence as of March 1, 2001 and shall be and remain in full force and effect until terminated in accordance with the provisions of Section 6 hereof.

6. Termination of the Agreement.

City has the right to terminate the Firm's representation at any time, without cause, subject to an obligation to give notice in writing to the Firm at least thirty (30) days prior to termination. The Firm has the same right, subject to an obligation to give to the City written notice at least ninety (90) days prior to termination so that City will be able to arrange alternative representation. In either circumstance, City agrees to secure new counsel as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record. The Firm agrees to cooperate fully in any such transition, including the transfer of files. Notwithstanding the termination of the Firm's representation, City will remain obligated to pay to the Firm all fees and costs incurred prior thereto.

7. Files.

All legal files of the Firm pertaining to the City shall be and remain the property of City. The Firm will control the physical location of such legal files in a secure and accessible location during the term of this Agreement and shall be entitled to retain copies of such files upon termination of this Agreement.

8. Modifications to the Agreement.

Unless otherwise provided for in this Agreement, modifications relating to the nature, extent or duration of the Firm's professional services to be rendered hereunder shall require the prior written approval of the City Manager. Any such written approval shall be deemed to be a supplement to this Agreement and shall specify any changes in the Scope of Services and the agreed-upon billing rate to be charged by the Firm and paid by the City.

9. Independent Contractor.

No employment relationship is created by this Agreement. The Firm shall, for all purposes, be an independent contractor to the City.

10. Nondiscrimination.

In the performance of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation or medical condition. The Firm shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, national origin, sexual orientation or medical condition. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training.

11. Assignment and Delegation.

This Agreement contemplates the personal professional services of the Firm and this Agreement, or any portion thereof, shall not be assigned or delegated without the prior written consent of the City. Delegation to attorneys outside the Firm shall be limited to those situations in which the Firm is disqualified by virtue of a conflict of interest, or where the Firm does not possess the expertise to perform services in a particular practice area. Delegation shall not be made without the prior approval of the City Manager. The Firm shall supervise delegated work, except where precluded from doing so by virtue of

a conflict of interest, and where otherwise agreed to by the parties hereto.

12. Insurance.

A. The Firm shall obtain and maintain in full force and effect a professional liability insurance policy which provides coverage in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. Said insurance policy shall provide coverage to the City for any damages or losses suffered by the City as a result of any error or omission or neglect by the Firm which arises out of the professional services required by this Agreement. Such insurance may be subject to a self-insured retention or deductible to be borne entirely by the Firm.

B. The Firm shall, if and as prescribed by law, obtain and maintain Workers' Compensation insurance in accordance with Section 3700 of the California Labor Code.

C. The Firm agrees to notify City in the event the limits of its insurance should fall below the coverages stated in this paragraph or if the insurance policies noted here are allowed to lapse and substitute insurance is not obtained.

13. Entire Agreement.

This Agreement, together with any written modification pursuant to Paragraph 8 above, shall constitute the full and complete agreement and understanding of the parties and shall be deemed to supersede all other written or oral statements of either party relating to the subject matter hereof.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of the dates indicated below.

Dated: February 26, 2001

CITY OF ROLLING HILLS

By _____
GODFREY PERNELL, MAYOR

ATTEST:

_____
CITY CLERK

Dated: February 26, 2001

JENKINS & HOGIN, LLP
A Limited Liability Partnership

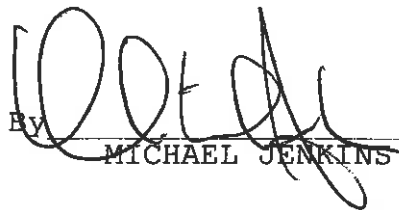
BY  _____
MICHAEL JENKINS

EXHIBIT "A"

SCOPE OF SERVICES AND APPLICABLE BILLING RATES

I. GENERAL LEGAL SERVICES

The general legal services to be provided by the Firm to the City shall include, without limitation, the following:

1. Provide routine legal assistance, advice and consultation to the City Council and to City staff relating to land use, CEQA, general municipal law issues, enforcement of the Municipal Code, potential tort liability, risk management, and legal issues which do not fall within the categories of special services listed below in Sections II and III.
2. Prepare and review legal opinions, ordinances, resolutions, agreements and related documents.
3. Review draft environmental impact reports and related environmental documents.
4. Regularly attend one regular meeting of the City Council per month unless otherwise determined in consultation with the City Manager, one Planning Commission meeting per month, and such other meetings of the Council and other City Commissions and Boards and staff meetings as may from time to time be specified by the City.
5. Monitor pending state and federal legislation and regulations, and new case law, as appropriate.
6. Perform such other or additional general legal services as may be requested by the City, acting by and through the City Council or the City Manager.

The general legal services specified above shall be provided at the rate of \$150.00 per hour.

II. LITIGATION SERVICES

A. The litigation services to be provided by the Firm on behalf of the City shall include, without limitation, the following:

1. Litigation matters previously assigned by the City to Richards, Watson & Gershon and which may be

transferred to the Firm with the approval of the City Manager.

2. All litigation matters which arise requiring representation of the City unless a specific litigation matter is assigned to other counsel.

B. The litigation services specified above shall be billed at the hourly rate of \$195 per hour.

III. SPECIALIZED LEGAL SERVICES

The specialized legal services (excluding litigation services) to be provided by the Firm to the City, if not assigned to other counsel, may include the following:

A. Labor Relations and General Personnel and Employment Advice. These specialized legal services shall include advice relating to labor relations matters, and advice relating to general personnel and employment matters;

B. Environmental Legal Services (beyond those specified as general legal services);

C. Franchise Negotiations and drafting of franchise agreements;

D. Other matters which are deemed by the parties to constitute specialized legal services;

E. Specialized legal services of the nature specified above in paragraphs A through D shall be billed at the hourly rate of \$195 per hour.

JENKINS & HOGIN, LLP
A LAW PARTNERSHIP

MICHAEL JENKINS
CHRISTI HOGIN
MARK D. HENSLEY
BRADLEY E. WOHLBERG
KARL H. BERGER
GREGG KOVACEVICH
JOHN C. COTTI
ELIZABETH M. CALCIANO
LAUREN B. FELDMAN

MANHATTAN TOWERS
1230 ROSECRANS AVENUE, SUITE 110
MANHATTAN BEACH, CALIFORNIA 90266
(310) 643-8448 • FAX (310) 643-8441
WWW.LOCALGOVLAW.COM

WRITER'S EMAIL ADDRESS:
MJENKINS@LOCALGOVLAW.COM

April 21, 2008

Anton Dahlerbruch, City Manager
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90277

Reference: Fees for City Attorney Services

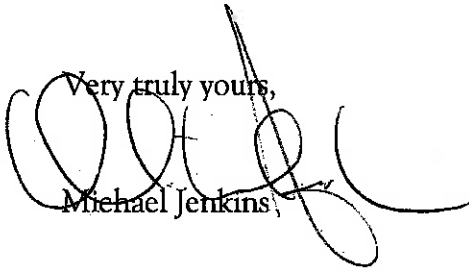
Dear Tony:

As we discussed, the hourly rate charged for general city attorney services have not been adjusted since 2005. The current hourly rate (\$165) is out of step with the market, and does not reflect cost of living adjustments over the last three years. And, as you know, since 2001 when Christi and I established Jenkins & Hogen, our fees for general services have consistently been both below budget and below fees billed in prior years.

Accordingly, I request that you include a rate adjustment in the 2008-2009 budget to authorize an increase in the hourly rate from \$165 to \$175/hour for general services, and the rate for litigation from \$244 to \$250/hour.

Upon approval of the City budget by the City Council incorporating these changes, under the terms of the agreement between the firm and the City, no amendment to the agreement is required.

Very truly yours,


Michael Jenkins

JENKINS & HOGIN, LLP
A LAW PARTNERSHIP

MICHAEL JENKINS
CHRISTI HOGIN
MARK D. HENSLEY
BRADLEY E. WOHLBERG
KARL H. BERGER
GREGG KOVACEVICH
JOHN C. COTT
ELIZABETH M. CALCIANO
LAUREN LANGER
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T. LINH HO

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WWW.LOCALGOVLAW.COM

RECEIVED

APR 6 5 2011

City of Rolling Hills

By

WRITER'S EMAIL ADDRESS:
MJENKINS@LOCALGOVLAW.COM

April 4, 2011

Anton Dahlerbruch, City Manager
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90277

Reference: *Fees for City Attorney Services*

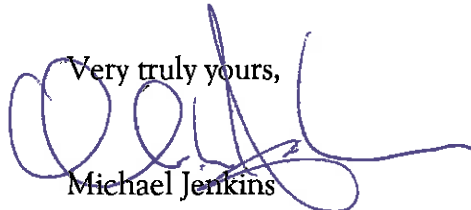
Dear Tony:

As we discussed, the hourly rate charged for general city attorney services has not been adjusted since 2008. The current hourly rate (\$175) does not reflect cost of living adjustments over the last three years.

Accordingly, I request that you include a rate adjustment in the 2011-2012 budget to authorize an increase in the hourly rate from \$175 to \$180/hour for general services. No change is proposed for the rate for litigation services.

Upon approval of the City budget by the City Council incorporating these changes, under the terms of the agreement between the firm and the City, no amendment to the agreement is required.

Very truly yours,



Michael Jenkins

Amendment No. 2
to Legal Services Agreement between City of Rolling Hills and Jenkins & Hogin LLP
ASSIGNMENT OF AGREEMENT FOR SERVICES

This constitutes written consent to an assignment to Best, Best, & Krieger LLP of the Agreement for Services between City of Rolling Hills ("City") and Jenkins & Hogin, LLP ("Contractor") dated March 1, 2001, as amended May 19, 2008 (the "Agreement"). The consent is valid beginning April 1, 2018.

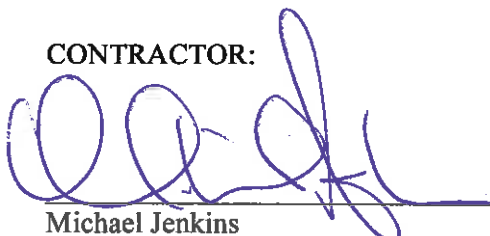
RECITALS

- A. The City entered into an Agreement with Contractor to provide legal services and perform the functions of City Attorney.
- B. Contractor desires to assign or transfer interest in the Agreement to Best, Best, & Krieger LLP ("Assignee").
- C. Pursuant to Section 8 of the Agreement, Jenkins & Hogin, LLP requested permission to assign the Agreement to Assignee. The attorneys of Jenkins & Hogin LLP, including City Attorney Michael Jenkins, desire to merge law practices with Assignee and continue to practice under the auspices of Assignee. Assignee warrants that it possesses the skill and training to fully undertake the obligations of the Contractor under the Agreement and agree to all its terms. Moreover, the assignment will not change any of the personnel, fees, or other terms of the Agreement.

NOW THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, the parties agree as follows:

- 1. Consent. The City hereby consents to the assignment as requested effective April 1, 2018. If Contractor submits a fully executed assignment of the Agreement, Contractor will be excused from further obligations under the Agreement and Assignee will thereby assume all Contractor's obligations under the Agreement.
- 2. Client Files. The City hereby authorizes Firm to release hardcopy and electronic versions of any and all client papers and property including, without limitation, correspondence, e-mail, pleadings and other court filings, memoranda, legal research, draft documents, deposition transcripts, exhibits, physical evidence, expert reports, billing records, and other items contained in Firm's files related to the City to Assignee or to any representative or attorney from that firm. This authorization specifically extends to materials covered by the attorney client privilege and attorney work product doctrine, as well confidential and privileged materials related to personnel matters.
- 3. Limited Amendment. All terms and conditions of the Agreement remain in full force and effect.

CONTRACTOR:


Michael Jenkins
Partner, JENKINS & HOGIN, LLP

CITY OF ROLLING HILLS:


JAMES BLACK, M.D.
MAYOR

ATTEST:



YVETTE HALL
CITY CLERK
(Seal)

AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

This Amendment to Agreement for Legal Services ("Amendment") is entered into by and between the City Rolling Hills, a municipal corporation ("Rolling Hills") and the law firm of Best Best & Krieger, LLP ("BBK") as of December 13, 2022.

RECITALS

- A. Rolling Hills and Jenkins & Hogin LLP ("J&H") entered into an Agreement for Legal Services ("Agreement") as of March 1, 2001, by the terms of which J&H was engaged as an independent contractor to perform city attorney services and Michael Jenkins was designated as the City Attorney.
- B. The Agreement was assigned to the law firm of Best Best & Krieger as of April 1, 2018.
- C. The City Council appointed Patrick T. Donegan as City Attorney to succeed Michael Jenkins in closed session at its adjourned regular meeting of November 29, 2022 and authorized the City Manager to execute a corresponding amendment to the Agreement designating Patrick T. Donegan as City Attorney.

NOW, THEREFORE, in consideration of the foregoing, the Agreement is amended as follows:

- 1. Section 2 of the Agreement entitled "Designation of City Attorney" is amended in its entirety to read as follows:

"Patrick T. Donegan is designated as City Attorney for the City. The City Council may change the designation of City Attorney at any time without amendment to this Agreement. The parties understand and agree that BBK may, from time to time, utilize other attorneys within the firm to assist the designated City Attorney in the performance of this Agreement."

Except as above modified, in all other respects the Agreement, as previously amended, is hereby reaffirmed in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to Agreement for Legal Services to be executed as of the day and year first above written.

BEST BEST & KRIEGER, LLP

CITY OF ROLLING HILLS

By

ELAINE JENG
CITY MANAGER

ATTEST:

CHRISTIAN HORVATH
CITY CLERK

Motion by Councilmember Mirsch to accept this item with the addition of the photographs to staff records, seconded by Councilmember Pieper. Motion carried with the following vote:

AYES: Black, Pieper, Mirsch, Mayor Wilson
NOES: Dieringer
ABSENT: None

9. COMMISSION ITEMS – NONE

10. PUBLIC HEARINGS

10.A. PUBLIC HEARING FOR INTRODUCTION AND FIRST READING OF ORDINANCE NO. 381 AND ADOPTION OF URGENCY ORDINANCE NO. 381-U AMENDING CHAPTER 17.28 OF THE ROLLING HILLS MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS AND DETERMINING THE ORDINANCES TO BE EXEMPT FROM CEQA

Presentation by Planning & Community Services Director Signo

Motion by Councilmember Black, seconded by Councilmember Dieringer to find that the adoption of the ordinances is statutorily exempt from review under CEQA pursuant to Public Resources Code Section 21080.17; Introduce for first reading by title only Ordinance No. 381 regarding ADUs and JADUs; and Adopt Ordinance No. 381-U regarding ADUs and JADUs. Motion carried unanimously with the following vote:

AYES: Black, Dieringer, Pieper, Mirsch, Mayor Wilson
NOES: None
ABSENT: None

11. NEW BUSINESS

11.A. ADOPT RESOLUTION NO. 1320, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS APPOINTING PATRICK DONEGAN AS CITY ATTORNEY; AND AUTHORIZE THE CITY MANAGER TO EXECUTE ANY DOCUMENTS NECESSARY TO IMPLEMENT THE APPOINTMENT

Presentation by City Attorney Michael Jenkins

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to approve as presented. Motion carried with the following vote:

AYES: Black, Dieringer, Pieper, Mirsch, Mayor Wilson
NOES: None
ABSENT: None

11.B. INTRODUCTION AND FIRST READING OF ORDINANCE NO. 382 AND ADOPTION OF URGENCY ORDINANCE NO. 382-U AMENDING TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE ROLLING HILLS MUNICIPAL CODE AND DETERMINING THE ORDINANCE EXEMPT FROM CEQA

Presentation by Planning & Community Services Director Signo

RESOLUTION NO. 1320

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ROLLING HILLS, APPOINTING PATRICK
DONEGAN AS CITY ATTORNEY**

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA,
RESOLVES AS FOLLOWS

SECTION 1. The City Council finds as follows:

A. Michael Jenkins was appointed as the City Attorney by the City Council in 1982.

B. In 2018, Mike's then law firm Jenkins & Hogin, LLP merged with Best Best & Krieger, LLP ("BB&K"), and with the City's consent, BB&K began providing City Attorney services to the City.

C. In his role as City Attorney, Michael Jenkins has continuously served the City well with professionalism, skill, and loyalty, and as Mr. Jenkins looks to retire and maintain an emeritus role with BB&K, the City Council desires to continue utilizing the legal services of BB&K and appoint Patrick Donegan of BB&K as City Attorney in his stead.

SECTION 2. The foregoing recitals are true and correct and incorporated herein by this reference.

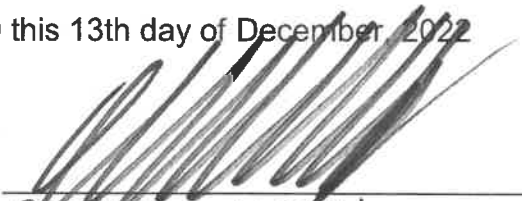
SECTION 3. Patrick Donegan is hereby appointed City Attorney for the City of Rolling Hills.

SECTION 4. That all previous Resolutions appointing the City Attorney are hereby repealed.

SECTION 5. This Resolution shall take effect immediately upon its passage.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 13th day of December, 2022



PATRICK WILSON
MAYOR

ATTEST:



CHRISTIAN HORVATH
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF ROLLING HILLS) §§

The foregoing Resolution No. 1320 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS,
APPOINTING PATRICK DONEGAN AS CITY ATTORNEY**

was approved and adopted at a regular meeting of the City Council on the 13th day of December, 2022, by the following roll call vote:

AYES: Black, Dieringer, Pieper, Mirsch, Mayor Wilson

NOES:

ABSENT:

ABSTAIN:


CHRISTIAN HORVATH
CITY CLERK

AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

This Amendment to Agreement for Legal Services ("Amendment") is entered into by and between the City Rolling Hills, a municipal corporation ("Rolling Hills") and the law firm of Best Best & Krieger, LLP ("BBK") as of May 12, 2025.

RECITALS

- A. Rolling Hills and Jenkins & Hogin LLP ("J&H") entered into an Agreement for Legal Services ("Agreement") as of March 1, 2001, by the terms of which J&H was engaged as an independent contractor to perform city attorney services and Michael Jenkins was designated as the City Attorney.
- B. The Agreement was assigned to the law firm of Best Best & Krieger as of April 1, 2018.
- C. The City Council appointed Patrick T. Donegan as City Attorney to succeed Michael Jenkins in closed session at its adjourned regular meeting of November 29, 2022 and authorized the City Manager to execute a corresponding amendment to the Agreement designating Patrick T. Donegan as City Attorney on December 13, 2022.
- D. The City Council appointed Nicolas Papajohn as City Attorney to succeed Patrick Donegan in closed session at its adjourned regular meeting of April 28, 2025 and authorized the City Manager to execute a corresponding amendment to the Agreement designating Nicolas Papajohn as City Attorney.

NOW, THEREFORE, in consideration of the foregoing, the Agreement is amended as follows:

1. Section 2 of the Agreement entitled "Designation of City Attorney" is amended in its entirety to read as follows:

"Nicolas Papajohn is designated as City Attorney for the City. The City Council may change the designation of City Attorney at any time without amendment to this Agreement. The parties understand and agree that BBK may, from time to time, utilize other attorneys within the firm to assist the designated City Attorney in the performance of this Agreement."

Except as above modified, in all other respects the Agreement, as previously amended, is hereby reaffirmed in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to Agreement for Legal Services to be executed as of the day and year first above written.

BEST BEST & KRIEGER, LLP

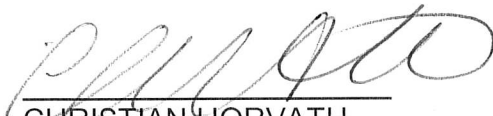


CITY OF ROLLING HILLS

By 

KARINA BAÑALES
CITY MANAGER

ATTEST:



CHRISTIAN HORVATH
CITY CLERK

RESOLUTION NO. 1389

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ROLLING HILLS, APPOINTING NICOLAS
PAPAJOHNS AS CITY ATTORNEY**

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA,
RESOLVES AS FOLLOWS

SECTION 1. The City Council finds as follows:

A. Michael Jenkins was appointed as the City Attorney by the City Council in 1982.

B. In 2018, Mr. Jenkins's then law firm Jenkins & Hugin, LLP merged with Best Best & Krieger, LLP ("BBK"), and with the City's consent, BBK began providing City Attorney services to the City.

C. As Mr. Jenkins sought to retire and maintain an emeritus role with BBK, the City Council appointed Patrick Donegan of BBK as City Attorney in December of 2022.

D. In April of 2025, Mr. Donegan departed from BBK to take an opportunity to serve in-house as an Assistant City Attorney for the City of Laguna Beach.

E. The City Council desires to continue utilizing the legal services of BBK and appoint Nicolas Papajohn of BBK as City Attorney in Mr. Donegan's stead.

SECTION 2. The foregoing recitals are true and correct and incorporated herein by this reference.

SECTION 3. Nicolas Papajohn is hereby appointed City Attorney for the City of Rolling Hills.

SECTION 4. That all previous Resolutions appointing the City Attorney are hereby repealed.

SECTION 5. This Resolution shall take effect immediately upon its passage.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 12th day of May, 2025



MAYOR
JEFF PIEPER

ATTEST:



CHRISTIAN HORVATH
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

The foregoing Resolution No. 1389 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ROLLING HILLS, APPOINTING NICOLAS PAPAJOHN AS
CITY ATTORNEY**

was approved and adopted at a regular meeting of the City Council on the 12th
day of May, 2025, by the following roll call vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper

NOES:

ABSENT:

ABSTAIN:



CHRISTIAN HORVATH
CITY CLERK



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 11.A.

Meeting Date: 6/22/2026

To: City Council

From: Benjamin Johnson , Code Compliance Officer / Planning Technician

Thru: Whitney Berry, Planning Manager, Karina Bañales, City Manager

Subject: A Hearing regarding a Nuisance Abatement at 6 Saddleback Road (Lot 18-RH), and consideration of a Resolution of the City Council of the City of Rolling Hills Declaring the condition of the property to be a Public Nuisance and Ordering the Abatement thereof

Background:

On August 21, 2025, the City received an anonymous complaint regarding three code violations: a portable toilet, a dilapidated fence, and four dead trees at the 6 Saddleback Road. Staff conducted a follow-up investigation on December 9, 2025, and confirmed that all violations were still present.

On February 11, 2026, a first Notice of Violation was sent to property owners Terry and Margaret Reiter via mail and email. A follow-up inspection was conducted by City Staff on or around February 17, 2026. During this inspection, staff observed the violations to still be present on the property.

On February 26, 2026, a second Notice of Violation was sent to the property owners via mail and email. Prior to this Notice being sent, City Staff was informed that one of the four dead trees that was a part of the original code case had collapsed and nearly hit the neighboring property. The property owner proceeded to remove the collapsed tree and the three remaining trees, but did not address the other violations. On March 10, 2026, staff conducted a follow-up inspection and determined that the remaining violations were still present.

On March 23, 2026, a final Notice of Violation was mailed and emailed to the property owners due to the lack of corrective action being taken. On April 15, 2026, staff conducted a follow-up inspection, and confirmed that the portable toilet and dilapidated fence violations were still present. As a result, the City Manager has determined that a nuisance exists on the property.

In April 2026, the matter was forwarded to the City Attorney's Office for further enforcement action.

On June 5, 2026, a Legal Notice and Order to Abate the nuisance was sent to the property owners via both certified mail and email. The Notice and Order gave the property owners fifteen days, to June 20, 2026, to remedy the remaining violations. The Notice and Order also stated that should the work not be completed, or the owners fail to make a good faith effort towards abatement, a hearing will be

held before the City Council on June 22, 2026, to determine whether conditions on the property constitute a continuing public nuisance, and order that the nuisance be abated.

Property History

On February 2, 2024, the City investigated an anonymous complaint regarding the subject property at 6 Saddleback Road and determined that debris and other materials stored improperly on the site constituted a code violation. After issuing three Notices of Violation and conducting a public hearing, the City Council adopted Resolution No. 1375 on August 11, 2024, declaring the condition of the property a public nuisance and ordering its abatement by September 11, 2024.

As the homeowner did not abate the nuisance, the City completed the abatement at 6 Saddleback Road on the morning of November 7, 2024. Following the abatement, Mr. Terry Reiter, owner of the subject property, visited City Hall on November 15, 2024, in a good-faith effort to pay the abatement costs and avoid having a lien placed on the property. Staff has since determined that the payment was never received, apparently due to staff turnover and an administrative oversight. Staff is currently consulting with the City's Code Compliance Attorney regarding the appropriate next steps.

Discussion:

Rolling Hills Municipal Code (RHMC) Chapter 8.24 defines a nuisance as “anything which is injurious to health or safety, or injurious to the stability of real property, that affects a considerable number of persons at the same time.” This Chapter also requires that every property owner maintain their property “free from any nuisance.” When the City Manager determines that a nuisance exists, they may notify the property owner to abate the nuisance and, if not corrected, begin a hearing process to rectify the situation.

Despite numerous letters to the property owners and several inspections of 6 Saddleback Road, the property owners have made no efforts to abate the nuisance. A photograph of the portable toilet and dilapidated fence are included as Attachment A. RHMC Section 17.48.040 (Allowed Temporary Uses) allows for a portable toilet for a six-month period, provided construction activity is occurring. Since the case was opened in August 2025, there has been no approved or permitted construction taking place on the subject property. The portable toilet, dilapidated fence and dead trees located on the property at 6 Saddleback Road pose safety hazards and are unsightly. For this reason, conditions on the property constitute a nuisance and must be abated.

The purpose of this public hearing is to determine whether the property owners of 6 Saddleback Road have taken appropriate actions to abate the nuisance as described in this staff report and whether the condition constitutes a continued public nuisance. Should the City Council declare that any property contains a nuisance, it is respectfully requested that the City Council order the property owner(s) to abate the nuisance, pursuant to Rolling Hills Municipal Code section 8.24.050.

At the public hearing, City Staff will describe whether the property owners have followed through with the promised actions and provide an update on the current status of the properties.

Testimony may also be provided by the property owners, their representatives, or other interested parties.

NOTIFICATION

After the public hearing, the City Clerk must notify all owners and possessors of the subject property of the Council's decision. The following people must be notified:

- Terry and Margaret Reiter (6 Saddleback Rd)

CONCLUSION

As described, this property has received multiple written notices and follow-up contacts from the City, including several letters to the owners and repeated site visits to observe and document the violations.

Should the City Council find that the condition of the subject property continues to constitute a public nuisance within the meaning of the Municipal Code, the attached Resolution declares the conditions to constitute a public nuisance and order the abatement thereof. The Resolutions further state that if the property owner fails to sufficiently abate the nuisance, the City Council will be authorized to cause the abatement of the nuisance.

Fiscal Impact:

To be determined.

Recommendation:

Open the public hearing, consider all testimony and, upon consideration of the evidence, adopt Resolution No. 1416 declaring the condition to constitute a public nuisance and ordering the abatement thereof.

Attachments:

1. Attachment A - ResolutionNo1416_6Saddleback_AbatementHearing_F
2. Attachment B - CE_ADD_260610_6SaddlebackRd_Case465_PhotoExistingViolations
3. Attachment C - CE_ADD_260211_6SaddlebackRD_Case465_NOV1_F
4. Attachment D - CE_ADD_260226_6SaddlebackRD_Case465_NOV2_F
5. Attachment E - CE_ADD_260323_6SaddlebackRD_Case465_FinalNOV_F
6. Attachment F - CE_ADD_260610_6SaddlebackRd_Case465_NoticeAndOrderToAbate

RESOLUTION NO. 1416

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS DECLARING A DILAPIDATED FENCE AND PORTABLE TOILET ON A PROPERTY LOCATED AT 6 SADDLEBACK ROAD TO BE A PUBLIC NUISANCE AND ORDERING THE ABATEMENT THEREOF (LOT 18-RH) (REITER)

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. Recitals.

A. It is the duty of every person that owns or is in possession of any property, place or area within the boundaries of the City to maintain the property, place or area free from any nuisance. (Rolling Hills Municipal Code Section 8.24.020.) Section 17.48.040 (Allowed Temporary Uses) allows for a portable toilet for up to six months, provided construction activity is occurring.

B. On or around August 21, 2025, City Staff was alerted to the fact that there was a portable toilet, dilapidated fence and four dead trees located on the property at 6 Saddleback Road (Lot 18-RH) (hereinafter referred to as the "Subject Property"). The portable toilet, dilapidated fence and dead trees located on the property at 6 Saddleback Road pose safety hazards and are unsightly..

C. On February 11, 2026, City Staff notified the owners of the Subject Property, Terry and Margaret Reiter ("Property Owners"), that the portable toilet, dilapidated fence and dead trees were in violation of Rolling Hills Municipal Code Section 8.30.010 and must be removed. Section 8.24.010 reads, "For the purposes of this chapter, a 'nuisance' shall be defined as anything which is injurious to health or safety, or is indecent or offensive to the senses, or an obstruction to the free use of property or injurious to the stability of real property so as to interfere with the comfortable enjoyment of life or property, or unlawfully obstructs the free passage or use, in the customary manner, of any street, and affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal." City Staff indicated that said items must be removed no later than February 25, 2026. This deadline passed and the Property Owners failed to make a good faith effort towards abatement of the nuisance condition on the Subject Property.

D. On February 26, 2026, City Staff sent a second notice to the Owners and indicated that said dead and overgrown brush must be removed no later than March 12, 2026. This deadline passed and the Property Owners failed to make a good faith effort towards abatement of the nuisance condition on the Subject Property.

E. On March 23, 2026, City Staff sent a Notice to Abate to the Property Owners that required the Owners to abate the identified nuisance within 15 days from the date of the Notice, or April 6th, 2026. If the conditions in the Notice were not abated, or if the Property Owners failed

to make a good faith effort toward abatement to the satisfaction of the City Manager by December 6th, 2025, then a hearing would be scheduled before the City Council on June 22, 2026.

F. On June 5, 2026, City Staff sent a Notice and Order to Abate to the Property Owners that indicated a hearing would be scheduled before the City Council on June 22, 2206.

Section 2. Pursuant to Sections 8.24.040 and 8.24.050 of the Rolling Hills Municipal Code, the City Council conducted a hearing on June 22, 2026, to consider any protest of the Property Owner, possessor or other interested person regarding the condition of the Subject Property.

Section 3. Upon consideration of the staff report, related documents and the evidence presented at the time of the hearing, the City Council declares that the property at 6 Saddleback Road constitutes a condition that is injurious to the public health, safety and welfare by violating Section 8.30.010 of the Rolling Hills Municipal Code such that it is a public nuisance pursuant to Chapter 8.24 of the Rolling Hills Municipal Code.

Section 4. In accordance with the foregoing, and because it is the duty of property owners to maintain their properties free of nuisances, the City Council orders that the Property Owners remove the dead and overgrown brush, portable toilet, and repair the dilapidated fence on the Subject Property within 30 days of the date of this Resolution but no later than July 22nd, 2026. In the event the property owners fail to complete the measures specified above by the specific dates the City will perform the corrective measures at the Property Owners' expense as authorized in Section 8.24.060 *et seq.* of the Rolling Hills Municipal Code.

Section 5. If the nuisance is not abated as specified herein, then the City Manager is authorized to cause the nuisance to be abated by the City by seeking an Abatement Warrant from the local Superior Court, and also is directed to notify the property owner in writing by certified mail and regular mail of the cost of removal of the nuisance and that payment in full for removal of the nuisance is due to the City within 10 days of the date of mailing of the notice (RHMC section 8.24.070). If the total cost of abating the nuisance is not paid to the City within 10 days after the date of the notice, the City Clerk shall record, in the Office of the County Recorder, a statement of the total balance due to the City, which shall constitute a lien or special assessment upon the property in accordance with sections 8.24.070 and 8.24.080 of the Rolling Hills Municipal Code.

Section 6. The City Clerk is hereby directed to send a copy of this resolution by certified and regular mail to the owners of the property located at 6 Saddleback Road.

Section 7. This resolution shall take effect immediately on June 22, 2026.

PASSED, APPROVED AND ADOPTED this 22nd day of June, 2025.

BEA DIERINGER
MAYOR

ATTEST:

CHRISTIAN HORVATH
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 1416 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ROLLING HILLS DECLARING A DILAPIDATED FENCE AND
PORTABLE TOILET ON A PROPERTY LOCATED AT 6
SADDLEBACK ROAD TO BE A PUBLIC NUISANCE AND
ORDERING THE ABATEMENT THEREOF (LOT 18-RH)
(REITER)**

was approved and adopted at a regular meeting of the City Council on the 22nd day of June 2026,
by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices.

CHRISTIAN HORVATH
CITY CLERK





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD ROLLING HILLS, CA 90274
(310) 377-1521 WWW.ROLLING-HILLS.ORG

February 11, 2026

Terry Reiter
6 Saddleback Rd
Rolling Hills, CA 90274-5141

Re: Case Number 465
Subject Property: 6 Saddleback Road, Rolling Hills, CA 90274-5141
Property ID Number: 7569-003-001

Notice of Violation

Dear Mr. & Mrs. Reiter,

The City of Rolling Hills is seeking your cooperation in addressing code violations identified on your property. During a recent inspection, it was observed that the property contains dead vegetation, a dilapidated fence, and a portable toilet. Photos of the aforementioned violations can be found attached to this letter. These conditions are not in compliance with the following section(s) of the Rolling Hills Municipal Code:

Section 8.30.010 – Dead or Alive Tumbleweeds and Dead Vegetation as Public Nuisance:

"Every person who owns or is in possession of any property, place, or area within the boundaries of the City shall, at his or her own expense, maintain the property, place, or area free from any dead or alive tumbleweed or dead tree, shrub, palm frond, or other plant. Any dead or alive tumbleweed or dead tree, shrub, palm frond, or other plant located on any property in the City is hereby declared to be a public nuisance."

Section 8.24.010 – Nuisance Defined

"a "nuisance" shall be defined as anything which is injurious to health or safety, or is indecent or offensive to the senses, or an obstruction to the free use of property or injurious to the stability of real property so as to interfere with the comfortable enjoyment of life or property, or unlawfully obstructs the free passage or use, in the customary manner, of any street, and affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal."

Section 17.48.040(B)(2) – Self-Contained Portable Toilets.

- a. *"A temporary self-contained portable toilet is permitted, during interruption of sewer or septic service for emergencies or planned upgrades/repairs. The use of self-contained portable toilets is limited to the time period of the interruption of sewer or septic service."*
- b. *A temporary self-contained portable toilet is permitted, during special events such as wedding receptions or family reunions on private property. The use of self-contained portable toilets is limited to four calendar days or less."*

Resolution Actions

You are required to repair or remove the damaged fence, remove the four dead trees, and remove the portable toilet. You have until **February 25, 2026**, (two weeks from the date of this notice) to comply and complete the required corrections.

We understand that maintaining your property takes time and effort, but addressing these issues is critical to preserving the safety and well-being of our community. Especially during this time of year, removing dead vegetation helps to reduce fire risks and protect the surrounding area.

Failure to address this violation within the specified timeframe may result in your property being deemed a nuisance and could lead to abatement procedures or other enforcement actions.

Contact Information

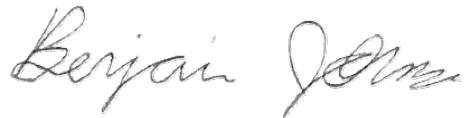
If you have any questions, need assistance, or would like to discuss this matter further, please don't hesitate to contact us:

- **Phone:** (310) 377-1521
- **Email:** bjohnson@cityofrh.net

We are here to help and appreciate your cooperation in addressing this matter. Thank you for your prompt attention to this issue and for helping to maintain the safety and character of our community.

Respectfully,

--

A handwritten signature in cursive script, appearing to read "Benjamin Johnson".

Benjamin Johnson
Code Compliance Officer/Planning Technician
Planning and Community Services
2 Portuguese Bend Rd, Rolling Hills, CA 90274





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD ROLLING HILLS, CA 90274
(310) 377-1521 WWW.ROLLING-HILLS.ORG

February 26, 2026

Terry & Margaret Reiter
6 Saddleback Rd
Rolling Hills, CA 90274-5141

Re: Case Number 465
Subject Property: 6 Saddleback Road, Rolling Hills, CA 90274-5141
Property ID Number: 7569-003-001

Second Notice of Violation

Dear Mr. & Mrs. Reiter,

The City of Rolling Hills is seeking your cooperation in addressing code violations identified on your property. During a recent inspection, it was observed that the property contains dead vegetation, a dilapidated fence, and a portable toilet. Photos of the aforementioned violations can be found attached to this letter. These conditions are not in compliance with the following section(s) of the Rolling Hills Municipal Code:

Section 8.30.010 – Dead or Alive Tumbleweeds and Dead Vegetation as Public Nuisance:

"Every person who owns or is in possession of any property, place, or area within the boundaries of the City shall, at his or her own expense, maintain the property, place, or area free from any dead or alive tumbleweed or dead tree, shrub, palm frond, or other plant. Any dead or alive tumbleweed or dead tree, shrub, palm frond, or other plant located on any property in the City is hereby declared to be a public nuisance."

Section 8.24.010 – Nuisance Defined

"a 'nuisance' shall be defined as anything which is injurious to health or safety, or is indecent or offensive to the senses, or an obstruction to the free use of property or injurious to the stability of real property so as to interfere with the comfortable enjoyment of life or property, or unlawfully obstructs the free passage or use, in the customary manner, of any street, and affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal."

Section 17.48.040(B)(2) – Self-Contained Portable Toilets.

- a. *"A temporary self-contained portable toilet is permitted, during interruption of sewer or septic service for emergencies or planned upgrades/repairs. The use of self-contained portable toilets is limited to the time period of the interruption of sewer or septic service."*
- b. *A temporary self-contained portable toilet is permitted, during special events such as wedding receptions or family reunions on private property. The use of self-contained portable toilets is limited to four calendar days or less."*

Resolution Actions

You are required to repair or remove the damaged fence, remove the four dead trees, and remove the portable toilet. You have until **March 12, 2026**, (two weeks from the date of this notice) to comply and complete the required corrections.

We understand that maintaining your property takes time and effort, but addressing these issues is critical to preserving the safety and well-being of our community. Especially during this time of year, removing dead vegetation helps to reduce fire risks and protect the surrounding area.

Failure to address this violation within the specified timeframe may result in your property being deemed a nuisance and could lead to abatement procedures or other enforcement actions.

Contact Information

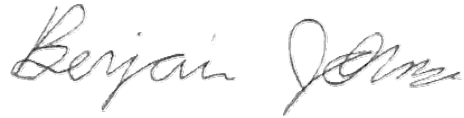
If you have any questions, need assistance, or would like to discuss this matter further, please don't hesitate to contact us:

- **Phone:** (310) 377-1521
- **Email:** bjohnson@cityofrh.net

We are here to help and appreciate your cooperation in addressing this matter. Thank you for your prompt attention to this issue and for helping to maintain the safety and character of our community.

Respectfully,

--

A handwritten signature in dark ink, appearing to read "Benjamin Johnson", written in a cursive style.

Benjamin Johnson
Code Compliance Officer/Planning Technician
Planning and Community Services
2 Portuguese Bend Rd, Rolling Hills, CA 90274





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD ROLLING HILLS, CA 90274
(310) 377-1521 WWW.ROLLING-HILLS.ORG

March 23, 2026

Terry & Margaret Reiter
6 Saddleback Rd
Rolling Hills, CA 90274-5141

Re: Case Number 465
Subject Property: 6 Saddleback Road, Rolling Hills, CA 90274-5141
Property ID Number: 7569-003-001

Final Notice of Violation

Dear Mr. & Mrs. Reiter,

The City of Rolling Hills thanks you for your cooperation in addressing one of the code violations on your property and removing the four dead pepper trees. The City seeks your continued cooperation in working to remedy the code violations that remain on your property. During a recent inspection, it was observed that the property contains a dilapidated fence and a portable toilet. Photos of the aforementioned violations can be found attached to this letter. These conditions are not in compliance with the following section(s) of the Rolling Hills Municipal Code:

Section 8.24.010 – Nuisance Defined

“a “nuisance” shall be defined as anything which is injurious to health or safety, or is indecent or offensive to the senses, or an obstruction to the free use of property or injurious to the stability of real property so as to interfere with the comfortable enjoyment of life or property, or unlawfully obstructs the free passage or use, in the customary manner, of any street, and affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.”

Section 17.48.040(B)(2) – Self-Contained Portable Toilets.

- a. “A temporary self-contained portable toilet is permitted, during interruption of sewer or septic service for emergencies or planned upgrades/repairs. The use of self-contained portable toilets is limited to the time period of the interruption of sewer or septic service.*
- b. A temporary self-contained portable toilet is permitted, during special events such as wedding receptions or family reunions on private property. The use of self-contained portable toilets is limited to four calendar days or less.”*

Resolution Actions

You are required to repair or remove the damaged fence and remove the portable toilet. You have until **April 6, 2026** (two weeks from the date of this notice) to comply and complete the required corrections.

We understand that maintaining your property takes time and effort, but addressing these issues is critical to preserving the safety and well-being of our community.

Failure to address this violation within the specified timeframe may result in your property being deemed a nuisance and could lead to abatement procedures or other enforcement actions.

Contact Information

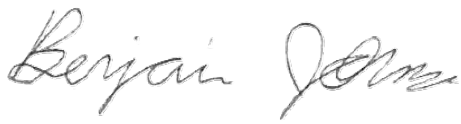
If you have any questions, need assistance, or would like to discuss this matter further, please don't hesitate to contact us:

Phone: (310) 377-1521

Email: bjohnson@cityofrh.net

We are here to help and appreciate your cooperation in addressing this matter. Thank you for your prompt attention to this issue and for helping to maintain the safety and character of our community.

Respectfully,

A handwritten signature in black ink, appearing to read "Benjamin Johnson", written in a cursive style.

Benjamin Johnson
Code Compliance Officer/Planning Technician
Planning and Community Services
2 Portuguese Bend Rd, Rolling Hills, CA 90274





Dylan Vaughn Gunzel
Senior Prosecution Counsel
(951) 826-8333
dylan.gunzel@bbklaw.com

File No. 65277.00002

June 5, 2026

**BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

Reiter Family Trust
% Terry Ronald Reiter
6 Saddleback Road
Rolling Hills, California 90274

Reiter Family Trust
% Margaret E. Reiter
6 Saddleback Road
Rolling Hills, California 90274

**Re: NOTICE AND ORDER TO ABATE:
Violations of the Rolling Hills Municipal Code on the Property
Located at 6 Saddleback Road, Rolling Hills, APN: 7569-003-001**

Dear Mr. and Ms. Reiter:

This Legal Notice and Order to Repair or Abate (“Notice and Order”) is issued pursuant to Rolling Hills Municipal Code sections 8.24.010 *et seq.* It has been determined by building and code enforcement officials for the City of Rolling Hills (“City”) that your property at the address identified above (“Subject Property”) contains unlawful conditions that constitute a public nuisance and which pose a substantial danger to the health, safety, and general welfare of the occupants, the surrounding community, and the public. These unlawful conditions are in violation of multiple provisions of law, including, but not limited to, the Rolling Hills Municipal Code (“RHMC”).

As owner, agent, lessee, or other person occupying or having charge or control of the Subject Property, you are hereby notified that pursuant to the RHMC, it has been determined that there exists upon the Subject Property the following conditions (this may not be an exhaustive list of all violations and the City retains the right to identify further violations as they are discovered):

1. **Fire Hazard. Overgrown and Dead Vegetation.** The Subject Property contains dead trees. Dead trees are highly flammable and pose a severe fire hazard in an area prone to wildfires. All overgrown and/or dead vegetation must be removed. (RHMC §§ 8.24.010, 8.30.010(A), 15.20.010.)
2. **Temporary Structures. Self-Contained Portable Toilets. Permit Required.** A temporary use permit is required before erecting a self-contained portable toilets. At least one unpermitted self-contained portable toilet is present on the Subject Property. All self-contained portable toilets must be removed. (RHMC §§ 8.24.010, 17.48.040(B)(2).)

3. **Unightly Debris. Fire Hazard.** The Subject Property contains wooden debris from a fence in disrepair. Downed fences and wooden debris are highly flammable and pose a severe fire hazard in an area prone to wildfires. All wooden structures must be repaired and maintained in good condition, and all wooden debris must be removed. (RHMC §§ 8.24.010, 17.24.060.)

Pursuant to the RHMC, conditions on the Subject Property constitute a dangerous hazard and a public nuisance.

Therefore, pursuant to RHMC section 8.24.030, you are hereby ordered to repair or abate all code violations on the Subject Property, including, but not limited to, all unlawful conditions identified herein. **Work to abate these unlawful conditions must begin immediately and must be completed within 15 calendar days from the date of this Notice and Order (“Compliance Deadline”) or you will be subject to further legal action.**

You are hereby notified that if the nuisance is not abated or good-faith efforts toward abatement have not been made to the satisfaction of the City Manager within fifteen days from the date of this Notice, a hearing shall be held before the City Council to consider evidence and hear protest from the owner, possessor, or any other interested person. This hearing will take place at the next regular City Council meeting after the Compliance Deadline. The hearing for your property will occur at 7:00 p.m. on June 22, 2026 at Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, CA 90274 (“Public Hearing”).

Pursuant to RHMC section 8.24.060, if the unlawful conditions are not abated within 30 days after the date of notice, the City may take action to abate the nuisance conditions at your cost. Failure to pay the City’s costs in full can result in a lien placed on your property, charges billed to your tax bill, and court action, and unpaid amounts will accrue interest at the maximum legal rate.

The legal consequences for failure to initiate abatement and correct the unlawful conditions identified above by the Compliance Deadline may include administrative fines, criminal prosecution, and civil remedies such as injunctions, penalties, and an application for the appointment of a receiver over the Subject Property. Furthermore, you will be held liable for all costs, fees, and expenses, including all inspections costs, investigation costs, enforcement costs, abatement costs, court costs, litigation expenses, prosecution expenses, attorney’s fees, and administrative expenses, incurred by the City in inspecting, identifying, investigating, enforcing, prosecuting, and abating all unlawful conditions on the Subject Property.

We understand that property maintenance can be time-consuming and challenging, but prompt corrective action is necessary to protect the safety, health, and environmental integrity of our community. If you have any questions, need assistance, or would like to discuss this matter further, please reach out to Code Compliance Officer Benjamin Johnson at (310) 377-1521, or CodeEnforcement@cityofrh.net.

Thank you for your prompt attention to this issue.

Best regards,



Dylan Vaughn Gunzel
for BEST BEST & KRIEGER LLP



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 12.A.

Meeting Date: 6/22/2026

To: City Council
From: Samantha Crew, Management Analyst
Thru: Karina Bañales, City Manager
Subject: Outdoor Emergency Siren and SAFE Unit Update; Receive and File and Provide Direction Regarding Community Outreach for Potential Future Siren Locations

Background:

In June 2023, the City entered into a Professional Services Agreement (PSA) with HQE Systems for the design, procurement, and installation of a turnkey outdoor emergency notification system intended to strengthen emergency alerting capabilities throughout the community. Under the original agreement, HQE installed three 50-foot outdoor emergency siren poles capable of delivering intelligible voice announcements and tone alerts. These installations were completed in September 2024 at the City Hall, Fire Station 56, and the Crest Road East Gate, and the system is currently operational.

Following installation and testing of the initial system, staff continued coordinating with HQE Systems to evaluate system performance, identify coverage gaps, and explore opportunities to improve overall outdoor warning capabilities in areas with lower sound propagation. Areas identified for additional evaluation included Upper Blackwater Canyon, Chesterfield Road, and Ringbit Road.

On February 9, 2026, the City Council directed staff to proceed with installation of a fourth outdoor emergency siren pole at the Upper Blackwater Canyon / Portuguese Bend Road triangle (Garden Triangle) location and return with an amendment to the existing agreement reflecting the expanded scope of work. Subsequently, on March 9, 2026, the City Council approved Amendment No. 5 to the 2023 Professional Services Agreement with HQE Systems, authorizing installation of the fourth siren pole at the Upper Blackwater Canyon / Portuguese Bend Road location, increasing compensation by \$48,335.96, extending the agreement term by one year. The motion was approved by a 3-2 vote.

The Upper Blackwater location was identified through sound modeling, terrain analysis, and propagation mapping as a key infill location necessary to improve system coverage and reduce remaining notification gaps. Since approval of the fourth siren location, staff has continued coordinating with HQE Systems on permitting activities associated with the installation, deployment of SAFE gateways at the City's three existing siren locations, development of a public-facing SAFE Unit ordering website, preparation of SAFE Unit FAQs (Attachment A), and evaluation of remaining

coverage gaps to support more equitable distribution of outdoor warning capabilities throughout the City.

The outdoor emergency siren program originated through advocacy and collaboration with the City's Block Captain Program and reflects a broader community-driven effort to strengthen emergency preparedness, emergency communications, and resiliency citywide.

Discussion:

In September 2025, staff conducted mock-up demonstrations of proposed siren pole locations at Upper Blackwater Canyon, Chesterfield Road, and the Ringbit cul-de-sac, and invited both City Council and community members to observe the sites and provide feedback. The locations had been identified by HQE as optimal sites based on sound propagation modeling and their ability to provide broad coverage while helping address remaining notification gaps within the community. Following the demonstrations, City Council expressed concerns regarding the potential visual impacts associated with 50-foot siren poles at the Chesterfield and Ringbit cul-de-sac locations and directed staff to explore whether alternative configurations could achieve similar coverage while reducing visual impacts. Specifically, Council requested an evaluation of whether two 30-foot poles could be utilized in place of the originally proposed 50-foot while maintaining system effectiveness.

HQE Systems subsequently evaluated this concept and advised that reducing pole heights from 50 feet to 30 feet would significantly diminish system effectiveness. Lower pole heights reduce sound propagation distances, and require higher sound output levels near adjacent residences to achieve comparable coverage. As a result, nearby homes could experience substantially higher sound levels while overall community coverage would be reduced.

HQE conducted an extensive review of potential alternative locations, taking into consideration topography, sound propagation, installation feasibility, and potential visual impacts. Following this analysis, HQE concluded that the most effective solution remains the installation of two additional 50-foot siren poles beyond the already approved Upper Blackwater Canyon site. If ultimately installed, the City would have a total of six outdoor emergency siren poles strategically distributed throughout the community.

The two locations recommended for further consideration are (see Attachment B):

- Saddleback Road near the Davidson Trailhead
- Portuguese Bend Road above Ranchero Road near the existing turnaround area

The Saddleback Road location is a newly proposed site that would provide improved coverage to portions of the community previously intended to be served by the Chesterfield Road location, eliminating the need for a siren installation within the Chesterfield cul-de-sac. The location also provides effective coverage to the Poppy Trail area, which has historically been one of the more challenging areas to serve due to the surrounding topography and terrain-related sound shadowing.

The Portuguese Bend Road turnaround location would provide coverage to residences within the Flying Triangle area and help address remaining notification gaps identified through sound modeling and field testing. Together with the approved Upper Blackwater Canyon site, these locations would create a more balanced distribution of outdoor warning capabilities throughout the City.

During the evaluation process, HQE also reviewed sound coverage within the Johns Canyon Road

area. While the area currently meets the minimum target threshold of 70 dB, it remains one of the weakest coverage areas within the City's siren network due to terrain and distance from existing siren infrastructure. At this time, HQE does not recommend an additional siren location in the area; however, staff recommends that Johns Canyon Road remain a consideration for any future system enhancements or expansion efforts.

Staff is currently coordinating utility investigations and site feasibility reviews for the proposed Saddleback Road and Portuguese Bend Road locations. Information obtained through DigAlert and any associated utility conflict analysis will be presented to the City Council as part of a future evaluation should the Council direct staff to proceed with community outreach and further site review.

At this time, staff are not requesting authorization to proceed with the installation of either site. Rather, staff is seeking City Council direction regarding whether to move forward with a public outreach and evaluation process. If directed, staff would coordinate community outreach efforts and invite residents and the City Council to attend field demonstrations utilizing temporary pole mock-ups at the proposed locations. The purpose of the mock-ups would be to demonstrate the proposed pole height and visual appearance within the surrounding environment; no sound testing or siren activation would occur as part of the demonstration. These mock-ups would allow residents to better understand the potential visual impacts of the infrastructure and provide meaningful feedback before any future Council consideration.

Following completion of the outreach process, staff would return to the City Council with a summary of community feedback and any additional information gathered during the evaluation process. At that time, the City Council could determine whether either, both, or neither of the proposed locations should advance for further study, design, permitting, and potential installation.

SAFE Units

In addition to evaluating future siren locations, staff and HQE Systems have continued implementation of the SAFE Unit program. SAFE gateways were recently installed within the equipment cabinets located at the City's three existing siren pole locations at City Hall, Fire Station 56, and the Crest Road East Gate. The infrastructure is now operational and capable of supporting the deployment of SAFE Units throughout the community.

SAFE Units are indoor emergency notification devices designed to complement, not replace, the City's outdoor emergency siren system. While outdoor sirens are intended to alert individuals who are outdoors, SAFE Units provide an additional layer of notification for residents inside their homes. The units are capable of receiving emergency messages transmitted through the City's siren network and can provide audible alerts and voice instructions indoors when outdoor siren notifications may be less noticeable.

To help ensure a successful public rollout, staff recently initiated a limited soft launch of the SAFE Unit ordering process with members of the City's Block Captain Program. The purpose of the soft launch is to identify and resolve any potential issues associated with ordering, fulfillment, activation, or customer support before opening the program citywide. Because public alerting systems are highly dependent on community trust and reliability, staff believe a phased rollout approach is prudent and will help ensure a positive experience for residents.

HQE Systems has led the development of a public-facing SAFE Unit website that allows residents to learn about the program, review frequently asked questions, and voluntarily purchase units for their homes. As explained by HQE, SAFE Units operate as part of a mesh network, meaning units can communicate not only with the City's SAFE gateways but also with neighboring SAFE Units. This allows emergency messages to be relayed through multiple devices, creating redundant

communication pathways and strengthening the overall network. As adoption increases throughout the community, the system becomes more resilient and effective. A full public launch is anticipated following completion of the soft launch evaluation period and resolution of any issues identified during initial deployment.

Outdoor Warning System Considerations

It is important to note that outdoor emergency sirens are designed to provide outdoor warning coverage and, like all outdoor notification systems, are influenced by environmental factors such as terrain, wind, humidity, vegetation, ambient noise levels, and other changing conditions. While sound modeling and field-testing are used to optimize coverage, no outdoor siren system can guarantee identical sound levels or audibility under all conditions. For this reason, emergency preparedness best practices rely on multiple layers of notification, including outdoor sirens, SAFE Units, Alert SouthBay, Wireless Emergency Alerts (WEA), NOAA Weather Radio, and other communication methods.

Conclusion

While the existing and approved siren locations provide significant improvements to the City's emergency notification capabilities, outdoor warning systems are most effective when coverage overlap and redundancy are incorporated into the network design. The proposed locations are intended to address remaining coverage limitations caused by the City's unique topography and to further the City's long-term goal of providing equitable access to outdoor emergency notifications throughout the community.

Fiscal Impact:

No fiscal impact at this time.

Recommendation:

Receive and file the Outdoor Emergency Siren and SAFE Unit Update and provide direction to staff regarding community outreach and mock-up demonstrations for the proposed Saddleback Road and Portuguese Bend Road siren locations.

Attachments:

1. Attachment A - PS_SIR_260622_SAFE-Network-FAQ
2. Attachment B - PS_SIR_260622_Sites-Saddleback&PortugueseBend



SAFE
Network

POWERED BY
HQE
SYSTEMS



FAQ

Frequently Asked Questions



1 General Information

What is the SAFE Network™?

The SAFE Units™ are compact indoor devices that provide visual and audio alerts during emergencies. They are designed to keep residents informed, even if cellular or internet-based alert systems fail. SAFE Units™ receive alerts directly from the SAFE Network™ using independent signals. They function exclusively within the SAFE Network's coverage area for evacuation scenarios.

Why is our municipality installing the SAFE Network™?

The SAFE Network™ provides extended coverage to existing emergency mass notification and sensor management systems, which often fail during disasters. It ensures comprehensive public safety by covering areas with limited or no cellular service and extending coverage slightly beyond community boundaries to assist residents during evacuations.

What makes the SAFE Network™ different from existing systems?

Unlike traditional systems, the SAFE Network™ integrates multiple communication technologies such as radios, cellular, internet, satellite, and other legacy and modern communication channels. It operates independently and features long-lasting battery-backed devices, like SAFE Units™, to ensure functionality during power outages.



General Information

Regarding the coverage area for the SAFE Network, do you anticipate any topography challenges covering the entire city?

All wireless systems are affected by topography. The SAFE network uses a frequency that is less susceptible to geographic and topographical obstructions than other RF options. Compact SAFE network gateways can be added in strategic locations to improve the coverage in areas with topographic difficulties and/or other obstructions.

2 SAFE Units™: Overview and Usage

What is a SAFE Unit™?

SAFE Units™ are compact indoor devices that provide visual and audio alerts during emergencies. They are designed to keep residents informed, even if cellular or internet-based alert systems fail.

How does a SAFE Unit™ work?

SAFE Units™ receive alerts directly from the SAFE Network™ using independent signals. They function exclusively within the SAFE Network's coverage area, which includes the community and a buffer zone for evacuation scenarios.



SAFE Units: Overview and Usage

Can SAFE Units™ be used outside the SAFE Network™?

No, SAFE Units™ only work within the SAFE Network's coverage area. However, the network provides slightly extended coverage to assist with evacuations.

Where should I place my SAFE Unit™?

Place the SAFE Unit™ in a central, easily visible location to ensure that alerts are noticed by all household members. Avoid areas with obstructions that might block sound or visibility.

Can I purchase additional SAFE Units™ for my home or others?

Yes, residents can purchase additional SAFE Units™ for personal use or to provide to family and friends within the SAFE Network's coverage area. Contact your municipality or HQE Systems for purchasing information.

Can I move my SAFE Unit™ to another location?

Yes, SAFE Units™ are portable and can be relocated within the SAFE Network's coverage area. They will not function outside the network.



3 Alerts and Notifications

What types of alerts will I receive on the SAFE Unit™ ?

Alerts include severe weather warnings, wildfire alerts, evacuation orders, shelter-in-place instructions, and other critical safety notifications.

Will I receive alerts for non-emergency situations?

Other than scheduled Siren testing, the City of Rolling Hills will not use the sirens in non-emergency situations.

Can I customize alert types or notifications?

Alert types are set by the municipality to ensure consistency. You can adjust volume and brightness settings but cannot filter alert categories.

What languages are available?

To ensure accessibility for diverse communities, SAFE Units™ feature multilingual alert capabilities. Municipalities have the flexibility to select the specific language in which alerts are delivered and received.

What happens if there is a false alarm?

In the rare case of a false alarm, a follow-up notification will clarify the situation promptly.



4 Accessibility Features

How will I know the SAFE Unit™ is functioning during an emergency?

SAFE Units™ will alert during a regularly scheduled test if the City has opted to test the SAFE units simultaneously with the sirens. This is at the discretion of the City Manager. The SAFE Unit™ will display and sound the test message. During normal standby mode, the SAFE unit will display a status indicator on the screen giving its health condition at all times.

Does the SAFE Unit™ support residents with auditory and vision disabilities?

Yes, SAFE Units™ include both audible and visual alerts, ensuring accessibility for individuals with hearing or vision impairments. However, they do not feature braille support.

5 Emergency Scenarios

How does the SAFE Network™ help during evacuations?

The SAFE Network™ provides real-time updates on evacuation routes, road closures, and impacted areas. SAFE Units™ remain operational within the network's slightly extended coverage area to assist evacuating residents.



Emergency Scenarios

Can SAFE Units™ help in areas with no cellular signal?

Yes, the SAFE Network™ is designed to operate independently of cellular systems, ensuring coverage in areas with poor or no signal.

What should I do if my SAFE Unit™ activates during an emergency?

Follow the instructions provided through the alerts. These may include evacuation orders, shelter-in-place guidance, or other critical actions.

Will the SAFE Unit™ work during power outages?

Yes, SAFE Units have a battery backup that can operate for up to 10 days on standby or 72 hours of continuous alerts.

6 Installation and Maintenance

How do I install the SAFE Unit™?

Plug the SAFE Unit™ into a standard wall outlet. No special installation is required.



Installation and Maintenance

How do I know if my SAFE Unit™ is operational?

You can press the green button to activate the screen, which will display "SAFE Network™" when properly connected.

Who should I contact for technical issues?

Contact HQE Systems' 24/7 technical support (crm.hqesystems.com/support).

7 Privacy and Security

Does the SAFE Unit™ track my location or data?

No, SAFE Units™ do not collect, store, or transmit personal data. They only receive alerts broadcast through the SAFE Network™.

How secure is the SAFE Network™?

While no system is 100% secure, the SAFE Network™ employs advanced encryption. Users should ensure devices are not tampered with or connected to unauthorized networks for optimal security.



8 Costs and Ownership

Is there a cost for the SAFE Unit™?

SAFE Units™ need to be purchased to own directly by homeowners. Please visit www.hqesystems.com for purchasing information

Do I own the SAFE Unit™, or is it leased?

Devices are purchased to own directly by homeowners, and are not leased.

9 Community Engagement and Training

Will user manuals be provided?

Yes, manuals are included in the SAFE Unit™ Box. These can also be downloaded from The SAFE Network™ web page by scanning the QR code in the box.



Community Engagement and Training

How can I help others in my community with SAFE Units™?

Encourage neighbors to purchase their own devices and attend training sessions or share available resources to ensure preparedness.

10 Compatibility and Future Updates

Will SAFE Units™ receive software updates?

Yes, SAFE Units™ may receive updates as necessary.

Are SAFE Units™ compatible with smart home devices?

Not at this time. SAFE Units™ are dedicated emergency devices designed to function independently.



11

Troubleshooting and Support

What should I do if my SAFE Unit™ stops working?

Ensure it is plugged in and check the indicator light.
Contact support if issues persist.

crm.hqesystems.com/support





For more information

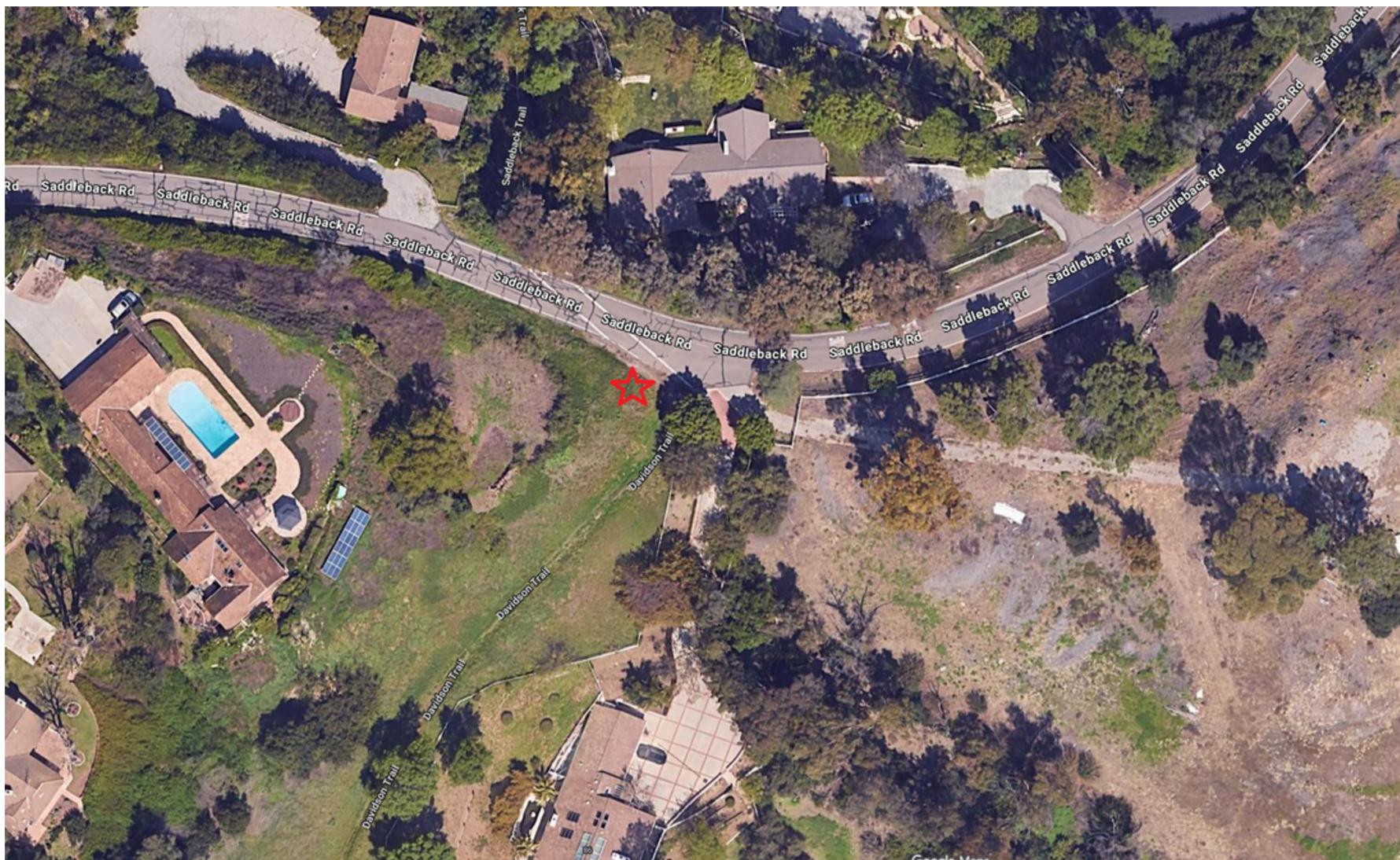
 (310) 377-1521

 website at www.Rolling-Hills.org

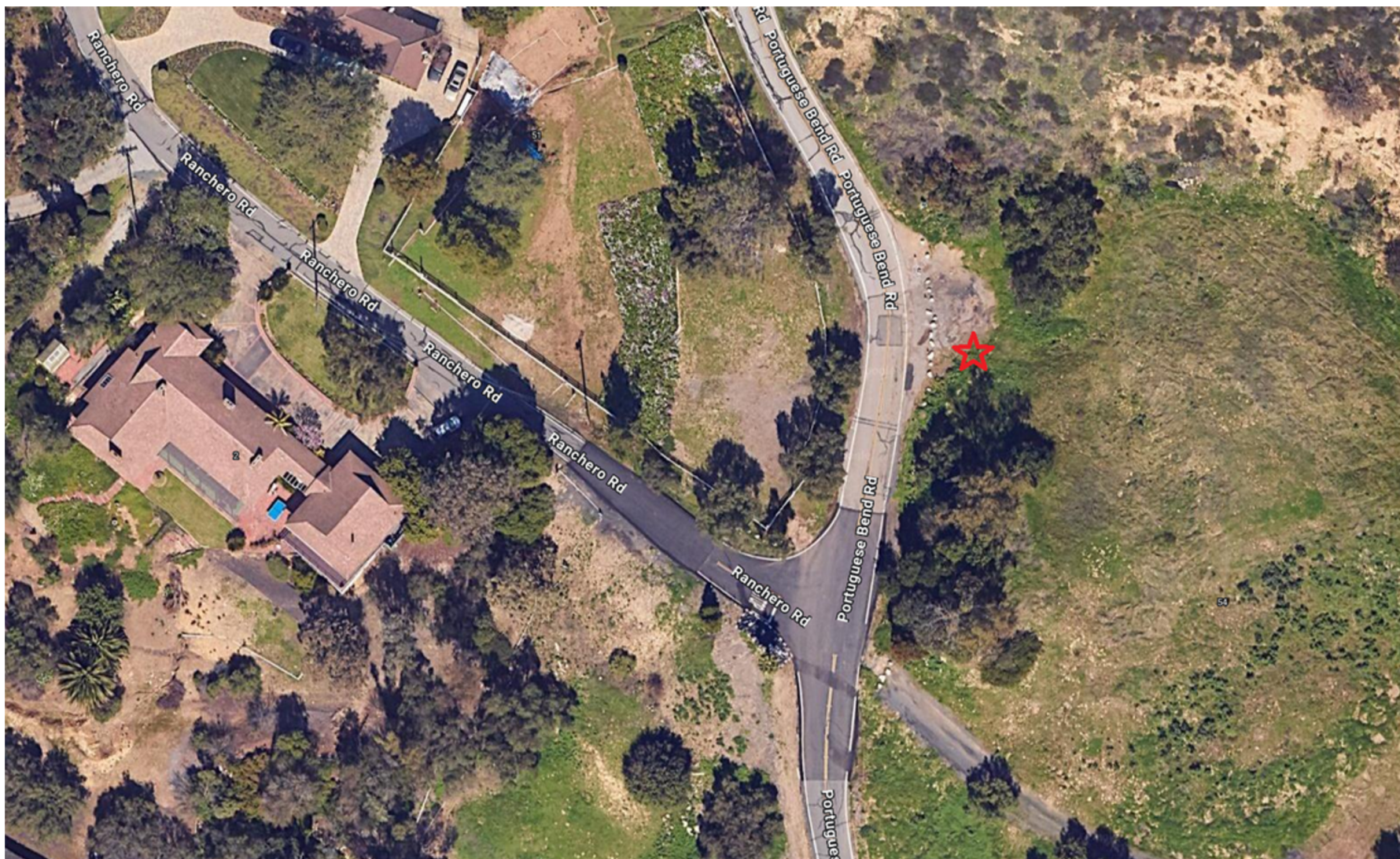


SAFE
Network

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SYSTEMS



Saddleback Road near Davidson Trail
Coordinates 33.766975 N, -118.340257 W



Portuguese Bend Road above Ranchero Road in the turnaround area
Coordinates 33.75058 N, -118.34984 W



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 13.A.

Meeting Date: 6/22/2026

To: City Council
From: Christian Horvath, Assistant to the City Manager / City Clerk
Thru: Karina Bañales, City Manager
Subject: Verbal update regarding additional handrails or guardrails at the Rolling Hills Tennis Courts

Background:

At the May 11, 2026 City Council meeting, Councilmember Mirsch raised concerns regarding the newly constructed steps within the paver section of the Tennis Courts ADA Improvement Project, specifically whether handrails should be installed alongside the stairs.

Councilmember Mirsch requested that the other Councilmembers visit the site to observe the concern firsthand, and the Council subsequently directed staff to agendize the item for further discussion.

At the May 26, City Council meeting, following discussion, the Council tabled the item and directed staff to discuss further with the Rolling Hills Community Association (RHCA) and return on June 22, 2026.

Discussion:

None.

Fiscal Impact:

None.

Recommendation:

Receive and file. Provide direction to staff.

Attachments:

None



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 13.B.

Meeting Date: 6/22/2026

To: City Council

From: Christian Horvath, Assistant to the City Manager / City Clerk

Thru: Karina Bañales, City Manager

Subject: Consideration and possible action regarding acknowledgment of resident-submitted ideas for publicly funded amenities, including requests for plaques or other forms of recognition.

Background:

On May 22, 2023, staff presented an agenda item (Attachment A) regarding the consideration of purchasing a Little Free Library and installing it on the City Hall campus. The City Council unanimously approved \$750 from the General Fund to purchase and install.

At the May 26, 2026 City Council meeting, resident Judith Haenel spoke during public comment on non-agenda items, noting that it had been three years since the installation of the Little Free Library on the City Hall campus. She asked for a very small plaque to be added to the rear of the Library, acknowledging that she had initiated and established the concept of bringing a "Little Free Library" to the campus and that the City paid for it. She stated that this would help people become aware of how it came about.

She also suggested installing bricks in the parking lot, with individuals' names inscribed on them, that people could purchase as a way to leave a legacy. She noted that trails have names. She concluded by noting that she would pay for the plaque and asked that the item be agendized.

Mayor Dieringer noted that the Council could not comment but that any decision had to be for the public benefit.

At the June 8, 2026 City Council meeting, Ms. Haenel expressed concern that her prior request had not been agendized and formally requested that it be agendized for a future meeting.

Mayor Dieringer responded that a member of the public cannot place an item on the agenda, as it would have to be a Council decision by consensus.

During Matters from City Council, Councilmember Peiper requested that staff agendize a discussion for the next City Council meeting.

Discussion:

The City of Rolling Hills has a City Recognition policy (Attachment B) as adopted on May 14, 2007 stating: "It is the City's policy to recognize residents, former residents, City officials and employees, other elected officials, and distinguished persons on special occasions of distinguished service, illness, or passing. Recognition may be accomplished by way of plaques, certificates, proclamations, notice in the City newsletter, letters, mention at City Council meetings, and at other public events and other similar methods as may be appropriate, as set forth in this Policy."

The above policy has historically been associated with recognition during a City Council meeting, not necessarily specific to the affixation of a plaque on a fixed object or monument.

In preparation for this agenda item, staff briefly researched whether our neighboring cities had policies related to this discussion. The following is a summary of what was found:

Rancho Palos Verdes (RPV)

RPV has adopted City Council Policy No. 37 – Naming of Public Facilities and Placing of Monuments and Other Memorials (Attachment C) stating that publicly funded projects can be named after an individual, but only as an exception and typically where there is extraordinary service, financial contribution, or community impact, coupled with City Council approval. Geographic names remain the preferred approach.

Key provisions:

- The City's preference is to name facilities based on geographic location or recognizable natural/historical features.
- Naming a facility after an individual or organization is intended to be rare.
- Such naming may be considered when a person, family, or organization has made exceptional contributions to the City, including:
 - financial gifts,
 - service as an elected official,
 - community volunteer service, or
 - long-term sponsorship support.
- There must be a clear connection ("well-defined connection") between the person's contribution and the facility being named.
- For deceased individuals, at least three years must pass after death before naming a facility after them.
- Only a current Mayor or Council Member may nominate an individual, and the final decision rests with the City Council.

Rolling Hills Estates (RHE)

Rolling Hills Estates has a formal City Property and Facility Naming Policy (Attachment D) that explicitly allows naming publicly funded facilities after individuals, but only where the individual has demonstrated significant service to the community and the formal review process is followed.

Key provisions:

- The policy was created specifically to establish procedures for naming City properties and facilities after former officials or community leaders.
- A facility may commemorate a living or deceased former City official or community leader who made significant contributions to the City while residing there.

- The person must no longer be serving on a City committee, commission, or Council.
- There must be a "nexus" between the individual and the facility.
- Applications are reviewed by the Park and Activities Commission and then forwarded to the City Council for final approval.
- The policy expressly allows renaming if later conduct by the honoree reflects negatively on the City.

An example of the City using this authority is the recent naming of Founders Park, which was dedicated to the City's founding council members and founders.

Palos Verdes Estates (PVE)

PVE maintains a Policy for Citizen Recognition (Memorials) as well as a Proclamations and Certificates of Recognition Policy (Attachment E).

CONCLUSION

Staff's review found that the City's existing Recognition Policy provides several methods for recognizing individuals, but does not specifically address permanent plaques, memorials, or naming rights on City property. Neighboring agencies have adopted separate policies governing such recognition and generally require specific criteria and City Council approval. The City Council may wish to consider whether Ms. Haenel's request is appropriately addressed through the existing Recognition Policy or whether a broader policy framework should be established for future requests.

Council Options

Option 1: Recognize Ms. Haenel under the City's existing Recognition Policy through a certificate, proclamation, letter of appreciation, recognition at a City Council meeting, or other method authorized by the policy.

Option 2: Direct staff to prepare a policy regarding permanent plaques, memorials, naming rights, and other forms of recognition on City property for future City Council consideration and defer action on the request until such policy is considered.

Fiscal Impact:

None.

Recommendation:

Receive and file. Provide direction to staff.

Attachments:

1. Attachment A - CL_AGN_230522_CC_Item13A_LittleFreeLibrary
2. Attachment B - CL_AGN_260622_CC_RH_RecognitionPolicy
3. Attachment C - CL_AGN_260622_CC_RPV_CC_PolicyNo37
4. Attachment D - CL_AGN_260622_CC_RHE_CityProperty_FacilityNaming_Policy
5. Attachment E - CL_AGN_260622_CC_PVE_Policies_Recognition



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.A
Mtg. Date: 05/22/2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE THE PURCHASE AND INSTALLATION OF A "LITTLE FREE LIBRARY" ON THE CITY HALL CAMPUS

DATE: May 22, 2023

BACKGROUND:

In February 2022, resident Judith Haenel approached the City Manager to have a "Little Free Library" on the City Hall Campus. Following her initial request, Ms. Haenel was asked to attend a City Council meeting to discuss this request with the City Council. The City Council expressed support for Ms. Haenel's request.

"Little Free Library" is a nonprofit organization based in St. Paul, Minnesota with a mission to be a catalyst for building community, inspiring readers, and expanding book access for all through a global network of volunteer-led Little Free Library book-exchange boxes.

DISCUSSION:

In working with Ms. Haenel, the "Little Free Library" product selected is one that has a gable roof to represent the character of Rolling Hills. The product image is attached to this report. Also attached to this report are potential locations for the "Little Free Library" on the City Hall campus.

The selected product easily fits books up to 15" tall and it is assembled with plastic lumber made out of recycled milk jugs. According to the "Little Free Library," the selected product will last for years with little to no maintenance required. Some material benefits include:

- There is negligible water absorption so mold and mildew cannot penetrate the surface.
- Corrosion free
- Pest free. Bugs, insects and termites cannot infiltrate below the surface
- Resistant to UV and harsh weather climates

Weight 30 lbs

Exterior Dimensions: 19" Tall x 15.5" Wide x 14" Deep

Interior dimensions: 17.25" Tall x 12.75" Wide x 12" Deep

Arrives pre-built and ready to install
Handcrafted in America by Amish artisans

FISCAL IMPACT:

The cost of the "Little Free Library" product is approximately \$660 including a composite screw in library post, and tax and shipping. The Fiscal Year 2022-2023 has sufficient funds in account 01-01-915 for this purchase. If approved by the City Council, staff would work with the Rolling Hills Community Association to apply the handyman hours allowed in the lease agreement for installation.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CL_AGN_230522_CC_LittleFreeLibrary.pdf](#)

Little Free Library

Composite Barn



Little Free Library

Potential Campus Locations



1. Front of City Hall – on grass alongside driveway



2. Under Tree on South side along pathway



3. At corner of pathway between the two buildings



4. Next to the Mailbox

CITY OF ROLLING HILLS
CITY COUNCIL POLICY

CITY RECOGNITION
(Adopted May 14, 2007)

I. Purpose

This policy establishes guidelines for City recognition of current and former residents, City officials and employees, other elected officials and distinguished persons.

II. Scope

This policy addresses the circumstances under which and how a person may be recognized by the City.

III. Policy

It is the City's policy to recognize residents, former residents, City officials and employees, other elected officials and distinguished persons on special occasions of distinguished service, illness or passing. Recognition may be accomplished by way of plaques, certificates, proclamations, notice in the City newsletter, letters, mention at City Council meetings and at other public events and other similar methods as may be appropriate, as set forth in this Policy.

IV. Guidelines and Procedure

Recognition is appropriate for a variety of occasions and the type of recognition varies upon the situation. It is the City's policy to follow the following guidelines for recognition:

- Adjourning a City Council meeting in memory of any person who passes away. A motion to do so may be made by any Council member at the conclusion of a City Council meeting.
- Letter, certificate, proclamation, and/or plaque for residents, City officials and employees and distinguished persons. A request for recognition will be directed to the City Manager. The City Manager will prepare a recommendation to the City Council for consideration. Upon approval by the Council, the City Manager will cause the appropriate recognition to be prepared and delivered.
- Notice in the City Newsletter on the passing of a resident of over 25 years, a current or former City Council member, or current City employee. The City Manager will include these notices in the Newsletter as space permits.
- Get well card on a severe and significant illness or event. Upon request from any City Council member or on his/her own initiative, the City Manager will arrange

for sending a get well card to City officials and employees, residents and other elected officials.

- Condolence card on the passing of resident. Upon request from any City Council member or on his/her own initiative, the City Manager will arrange for sending a condolence card to the family of any City official or employee, resident and other elected official.

CITY COUNCIL POLICY

NUMBER: 37

DATE ADOPTED/AMENDED: 01/07/03 (Amended 9/15/09, 12/20/11, and 4/20/21)

SUBJECT: Naming of Public Facilities and Placing of Monuments and Other Memorials

POLICY:

I. City Facilities

It shall be the policy of the City Council to name City facilities in the following manner:

- **General**

The policy of the City is to name facilities in a manner that will provide an easy and recognizable reference to the City's residents and visitors.

- **Geographic Location**

Whenever possible, City facilities will be named for their geographic location. The geographic location may be based on the identification of the facility with a specific place, neighborhood, street, topographic or other natural feature, such as a drainage course, tree or plant species, or historical precedent.

- **Individual/Organizational Recognition**

The naming of City facilities in honor of individuals or community organizations will be a rare event, and will be considered under the following conditions:

1. The individual, a family or a community organization has made exceptional contributions to the City, including one or more of the following: a) financial gifts, b) public service as an elected official, c) public service as a community volunteer, or d) long term sponsorship agreements.
2. There should be a well-defined connection between the contributions of the individual or community organization and the City facility.
3. The significance of the contribution from the individual/organization needs to be evaluated in relation to the impact of the City facility. Individuals and organizations that have made contributions of regional or community-wide significance may be considered for

naming of facilities that serve the entire City. Individuals and organizations that have made significant contributions to a particular area or neighborhood may be considered for the naming of facilities that serve these areas or neighborhoods within the City, including recreational and other amenities within City parks.

4. When considering naming a City facility after an individual, a period of at least three (3) years shall have passed following the death of such person to allow perspective and an appropriate period of reflection.
5. Only a current Mayor or City Council Member may nominate an individual to have a City facility named in his or her honor, and the determination will be made by the City Council.

City policy does not preclude additional opportunities for recognition that may be created in the future. For instance, the Point Vicente Interpretive Center is planned to include exhibits that may be funded by individual or corporate donations. Recognition of such donations may include a donor wall within the Interpretive Center, or recognition of a contributor's sponsorship of a specific exhibit.

II. Monuments and Other Memorials

It shall be the policy of the City Council to allow the placing of monuments and other memorials on City properties under the following guidelines:

▪ **Monuments**

Monuments in honor or in memory of persons may be permitted, in rare cases, on City property with permission of the City Council under the following conditions:

1. The person memorialized is closely associated with the area where the monument will be located. The person memorialized is known to, and revered, by a significant number of City residents.
2. The monument design is discreet and unobtrusive and designed to blend into the surrounding area. A small plaque on a large rock (4 cubic feet) would be appropriate. The location of the monument will be determined by City staff with approval of the City Council.
3. Costs of design, installation and maintenance of the monument will be determined by the City and borne by the requestor at the discretion of the City. Only City personnel or City contractors may perform work on City property.
4. The monument is only a marker and is not a place of worship, a cemetery or official gathering place. Flowers, and other memorabilia are not permitted and will be removed by maintenance personnel.

5. The City is not responsible for damage or deterioration of the monument and may remove it at any time for any reason with permission of the City Council.

▪ **Benches or Trees**

Benches or trees in honor or in memory of deceased persons may be placed in City parks, or other City spaces, at the discretion of the City Manager under the following conditions:

1. The bench design, or tree species, will be determined by the City and the location of the bench or tree will be selected by the City.
2. A relatively small plaque (5" x 8"), with inscription or other written memorial information may be placed on the bench or near the tree.
3. Costs of design, installation and maintenance of the bench or tree will be determined by the City and borne by the requestor at the discretion of the City. Only City personnel or City contractors may perform work on City property.
4. The bench, or tree, is only a marker and is not a place of worship, a cemetery or official gathering place. Flowers, and other memorabilia are not permitted and will be removed by maintenance personnel.
5. The City is not responsible for damage or deterioration of the bench or tree and may remove it at any time for any reason without replacement.

III. Wall of Honor

It shall be the policy of the City Council to establish a "Wall of Honor" under the following guidelines:

▪ **Wall of Honor**

The Wall of Honor will memorialize the names of distinguished community leaders who have made substantial contributions to the City of Rancho Palos Verdes under the following conditions:

1. Persons nominated for the "Wall of Honor" shall have been dedicated community leaders who have contributed significantly to the quality of life offered by the City and realization of the vision expressed in the original General Plan. The honoree must have had a significant presence in the community throughout a good portion of their life and should have made notable impacts on sustaining the quality of life of the residents of Rancho Palos Verdes.

2. Persons nominated for inclusion on the “Wall of Honor” will be deceased and will not have been previously honored by other actions of the City such as facilities named in their honor or other memorial.
3. When a person is nominated for inclusion on the “Wall of Honor” staff should consult with the Palos Verdes Peninsula Library District, local historical society or other appropriate sources to determine the significance of the individual's contributions to the community and report these findings to the City Council.
4. Only a current Mayor or City Councilmember may nominate a citizen to be included on the “Wall of Honor.” The determination of the persons who will be included will be made by the City Council.
5. The location of the “Wall” and the format of names and inscriptions shall be established by the City Council.

BACKGROUND

The City of Rancho Palos Verdes has lacked a uniform policy to assist the City Council and to guide staff in the naming of City facilities, including parks and open space areas, buildings, streets and other public amenities. In addition, there have been no formal policies or guidelines for honoring City leaders, nor for memorializing persons whose loved ones simply want to provide a remembrance in the form of a bench or tree.

Although the City has had no formal policy for naming public facilities and sites in honor of persons, there are precedents. Fred Hesse Park and Community Center is named for a City founder, Robert Ryan Park is named for a former Mayor and Councilmember and Vanderlip Park is named for an original Peninsula landowner. There is a GPS monument at Portuguese Point named in honor of Dr. Perry Ehlig. There is a trail below Ocean Terrace Drive known as the McBride Trail in honor of the man who constructed it. There are also three small memorials, one near Ladera Linda Community Center, one at the Point Vicente Interpretive Center and the other near Inspiration Point that honor persons who died prematurely. Finally, there have been numerous requests from individuals to install park benches or plant trees in memory of deceased loved ones, many of which have been granted.

The development of a Policy to guide the naming of City facilities, the permitting of monuments, benches and trees is intended to enable these processes to be conducted in an equitable, objective and consistent manner. In addition, the establishment of a “Wall of Honor” will offer a new formal opportunity for honoring community leaders.



City of Rolling Hills Estates

CITY PROPERTY AND FACILITY NAMING POLICY

(Revised 10-29-18)

Purpose

The purpose of this policy is to:

- Establish guidelines for the permanent naming of City properties and facilities after former elected and appointed City officials or community leaders; and
- Establish the application and approval procedures for the consideration of requests to name a public property or facility after a former City official or community leader.

Objective

The naming of a City property, facility, or a portion of a property or facility, shall honor, recognize, memorialize, and/or commemorate in perpetuity except as provided in Section 5, the service and contributions that a former City official or community leader provided the community.

Acceptance Criteria

The City shall use the following criteria in the evaluation of City property or facility naming requests:

- Commemorates a living or deceased former City official or community leader who has contributed significantly to the City while he/she was a resident of the City of Rolling Hills Estates;
- The person identified to have a City property or facility to be named after is no longer serving on a City Subcommittee, Committee, Commission, or Council;
- There is a nexus or relationship between the person requested to be named and the City property or facility; and
- Only the full name or last name of the person being recognized shall be used in the naming of a City property or facility.

Assessment and Approval Process

The assessment and approval process shall be as follows:

- A City Property or Facility Naming Application shall be reviewed by the Park and Activities Commission. If the Commission is satisfied with that the application meets the City's criteria, a recommendation for approval will be forwarded to City Council for final approval.
- The application shall indicate:
 1. The number of years the person requested to be named has lived in the City;
 2. The dates that the person served on City Subcommittees, Committees, Commissions, and/or Council and their office(s) and/or position(s) on each or a detailed description of the community leader's record of community involvement;
 3. The nexus or relationship of the person named in the application to the City property or facility under consideration;
 4. Acknowledgement that in the event that the City determines that a public property or facility is required to be demolished, sold, or transferred, the City shall not be required to name a different property or facility after the former City official; and
 5. Acknowledgement that at any time that an individual, who has had a City property or facility named for them, whose actions would reflect negatively on the City could be cause for the City to re-name the City property or facility named for the individual.
- At the discretion of City Council, a fee may be requested from the applicant for the cost of producing and installing property signage.

CITY OF PALOS VERDES ESTATES

PROCLAMATIONS AND CERTIFICATES OF RECOGNITION POLICY

Proclamations and Certificates of Recognition are proffered to recognize notable individuals, businesses and organizations within the community and serve in the community's interest.

PROCLAMATIONS

City Proclamations are accorded to recognize notable individuals and/or organizations. Proclamations may be provided to the following, at the Mayor's discretion:

1. Honored residents of Palos Verdes Estates, Educators of the Year of schools based on the Peninsula, Citizens of the Year,
2. To honor organizations that widely benefit City residents,
3. To honor members of the public deserving recognition for service to the community.

Requests for Proclamations should include thorough background information suitable for preparing the proclamation text.

CERTIFICATES OF RECOGNITION

Certificates of Recognition may be extended, at the Mayor's discretion, as follows:

1. Notable individuals on the Peninsula (such as, Superintendent of Schools, City Managers, Library Directors, Presidents of the Peninsula Chamber of Commerce, Palos Verdes Art Center, individuals having completed a term of service on a Palos Verdes Estates Advisory Committee or Planning Commission or as Chairperson of the South Bay Cities Council of Governments).
2. Residents of Palos Verdes Estates of notable and meritorious accomplishments or civic engagement.
3. Organizations dedicated to serving the interests of Palos Verdes Estates.

4. Businesses accorded recognition by the Palos Verdes Peninsula Chamber of Commerce at the annual Salute to Business Awards Dinner.

Requests should include the name of the person to be recognized, organization associated with, years of service and other information that may be used in preparing the recognition. The City will provide standardized text that may be used and/or modified as appropriate.

RESOLUTION R01-42

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALOS VERDES ESTATES, CALIFORNIA, ESTABLISHING
A POLICY FOR CITIZEN RECOGNITION**

WHEREAS, the unique quality of life enjoyed by residents of and visitors to Palos Verdes Estates is reflected in the natural, unadorned beauty of the community; and

WHEREAS, it is the desire of the City Council to preserve this natural environment to the greatest extent possible; and

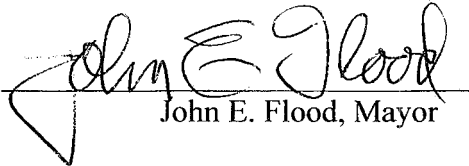
WHEREAS, to maintain this environment, it is the general philosophy of the City Council to neither encourage nor support the naming of land, buildings, plantings, or facilities in honor of a resident or individual; and

NOW, THEREFORE, it shall be the exclusive purview of the Mayor and/or the City Council to initiate any recognition of residents or individuals who have served the nation, the State of California and/or the City in an exceptional and distinguished manner, by naming land, a building or a facility in honor of said resident or individual.

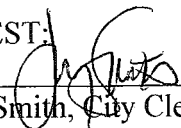
SECTION 1. Such recognition shall be afforded only after an appropriate waiting period, generally not less than six months, has passed to honor residents or individuals who have served the nation, the State of California and/or the City of Palos Verdes Estates.

SECTION 2. Such recognition shall be afforded only to those residents and individuals who have served in an exceptional and distinguished manner, and where such action is warranted by a contribution of service which is deemed to be of major significance.

PASSED, APPROVED and ADOPTED this 11th day of September, 2001.


John E. Flood, Mayor

ATTEST:


Judy Smith, City Clerk



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 14.A.

Meeting Date: 6/22/2026

To: City Council

From: Christian Horvath, Assistant to the City Manager / City Clerk

Thru: Karina Bañales, City Manager

Subject: Receive an update on Phase 1 of the Portuguese Bend Road / Rolling Hills Road 8" Sewer Main Project

Background:

In 2020, the City Council engaged the services of NV5 to provide engineering design for the 8" sewer main along Portuguese Bend Road/Rolling Hills Road. Since the commencement of the design work, NV5 has met the 65% design, 90% design, and 100% design milestones. This proposed sewer main crosses several jurisdictions, and approval from Rolling Hills Estates and the City of Torrance would be necessary before the project could be deemed complete.

- Phase 1 would include the new 8-inch sewer main along Portuguese Bend Road from the RHCA's main gate to Lariat Lane in Rolling Hills Estates. The downstream 8" sewer would be able to accommodate effluent from City Hall Campus and Gate House. The estimated cost for Phase 1 in 2020/2021 was anticipated to be approximately \$1,100,000 with staff recommending partial funding from an available ARPA allocation of \$441,000.
- Phase 2 would involve the downstream sewer improvements to the City of Torrance (upsizing existing sewer mains to 10" and 12' at three locations) along Rolling Hills Road from Lariat Lane to Crenshaw Boulevard. This upgrade would be necessary to support future Rolling Hills residential lot connections to the proposed sewer system. At the direction of the City Council, Phase 2 was put on hold as additional funding would be required to complete the design costs. If/when the City would like to proceed with Phase 2, staff would then request an updated proposal from NV5 to complete the Phase 2 Sewer Improvement Plans.

Per the City Council's direction at the April 25, 2022 meeting, staff confirmed with the cities of Rolling Hills Estates and Torrance, as well as the LA County Department of Public Works, that the proposed 8-inch sewer main along Portuguese Bend Road/Rolling Hills Road could be phased on the condition that the Sanitary Sewer Improvement Feasibility Study prepared by Willdan Engineering was updated. All agencies wanted to confirm that the existing sewer main lines in Rolling Hills Estates and the City of Torrance had the capacity to accept effluent from the City Hall campus and the Tennis Courts (Phase 1) without upsizing.

In June 2022, Willdan Engineering provided a proposal to amend the Sanitary Sewer Improvement Feasibility Study for \$9,010. At the June 27, 2022 meeting, the City Council reviewed Willdan Engineering's proposal and directed staff to bring this item back in six months.

At the December 13, 2022, meeting, the City Council approved an amendment to Willdan's contract to amend the Sanitary Sewer Feasibility Study in support of the first phase of construction of the proposed sewer main from Rolling Hills connecting to the sewer main in Rolling Hills Estates. Willdan completed the amended feasibility study, which was approved by Rolling Hills Estates on February 15, 2023.

At the January 23, 2023 City Council meeting, the Council directed staff to prepare an amended professional Service agreement with NV5 in the amount of \$23,670 to update and complete the Phase 1 Sewer Improvement Plans.

At the February 13, 2023 meeting, City Council authorized staff to execute an amendment with NV5 to update and phase the 8" Sewer Main Improvement Plans for the section from Rolling Hills connecting to the existing sewer in Rolling Hills Estates (Phase 1). NV5 proceeded to update the plans, and the plans were approved by Rolling Hills Estates on December 1, 2023. NV5 subsequently prepared an updated Engineer's Opinion of Probable Construction Costs for these approved plans and submitted it to the City on January 5, 2024. This estimate was for a total amount of \$1,219,000, which included a Field Order Allowance of \$60,000 and a 10% Contingency Amount of \$111,230

The City submitted a Fiscal Year 2024 Community Funding request to Representative Lieu's office in March 2023. On March 18, 2024, the City received notice that the City's application for FY24 Local Project funding through Representative Lieu's office had been signed into law by President Biden and was successful in securing \$1,000,000 in funding for the execution of Phase 1.

Discussion:

The City Council authorized the Phase 1 Sewer Improvement Project to go out to bid for construction on April 22, 2024 with an understanding that additional project expenses beyond construction costs would also include:

- Permit Fees
- Construction Management / Inspection
- Project Management
- Required CEQA review would be addressed at the time of contract award

In May 2024, staff began discussions with the United States Department of Agriculture, Rural Development (USDA) regarding the FY24 funding received through the federal government. In August 2024, staff received access to the USDA web portal and, over the following months, began the application process and uploading requested documentation. The USDA began evaluating the project with their State Environmental Coordinator to see what the environmental requirements would be from a National Environmental Policy Act (NEPA) perspective. The project is also subject to The Build America, Buy America Act (BABAA), the bipartisan Infrastructure Investment and Jobs Act enacted on November 15, 2021. BABAA establishes a domestic content procurement preference requiring that all infrastructure projects supported by Federal financial assistance and Federal contracts use iron, steel, manufactured products, and construction materials made in the United States. BABAA is applicable to all Federal agencies and recipients of Federal financial assistance and to Federal contracts that fund infrastructure.

In our most recent meeting in January 2026, staff met with USDA about the need to provide an updated Preliminary Engineering Report (PER) that includes both a project narrative and an updated "liberal" cost projection inclusive of a 10-15% contingency. Staff reached out to NV5 and would need to allocate additional funding to have new documents provided that meet the USDA requirements. The City cannot access the FY24 federally allotted \$1 million grant until the project has been deemed fully funded, and the application is completed, reviewed, and approved. No construction can begin until there is an approved obligation of funds from the USDA.

Aside from the above-mentioned requirements that have contributed to delays, staff has also been focused on several other capital improvement projects, FEMA grant efforts, and City emergency response activities requiring immediate attention and resources. As those projects wind down or are completed, staff anticipates returning its focus to the Sewer Project and will continue to proceed in accordance with any direction provided by the City Council.

Once a revised PER is created (if so directed), staff could go out to bid to gain a better understanding of what the full cost implications may be. At that point, the City Council would need to decide if it wished to allocate funding from the General Fund reserves or consider potentially financing the project in whole or partially via existing USDA programs.

CONCLUSION

If the City Council wishes to continue with Phase 1 of the Portuguese Bend Road/Rolling Hills Road 8" Sewer Main Project, staff requests direction to contact NV5 and obtain a proposal to prepare the updated Preliminary Engineering Report required for USDA review and funding eligibility. Upon receipt of that proposal, staff would return to Council with the estimated cost and recommend any necessary budget adjustment to support completion of the report and continuation of the project.

Fiscal Impact:

The previously adopted Fiscal Years (FY) 2023, 2024, 2025 and 2026 budgets did not include dedicated funds to progress towards construction of the 8" Sewer Line Project Phase 1, nor does the proposed FY 2026-27 budget. While the City will have access to \$1,000,000 from the FY24 Local Project funding through Representative Lieu's office, any additional funds would need to be appropriated from the General Fund Reserves as an FY 26-27 Budget Amendment resolution.

Recommendation:

Receive and file the status update and provide direction to staff on next steps for Phase 1 of the sewer main project.

Attachments:

None