

AGENDA
CITY COUNCIL OF THE CITY OF MORENO VALLEY
MORENO VALLEY COMMUNITY SERVICES DISTRICT
CITY AS SUCCESSOR AGENCY FOR THE
COMMUNITY REDEVELOPMENT AGENCY OF
THE CITY OF MORENO VALLEY
MORENO VALLEY HOUSING AUTHORITY
BOARD OF LIBRARY TRUSTEES

October 22, 2013

SPECIAL PRESENTATIONS – 5:30 P.M.
REGULAR MEETING – 6:00 P.M.

City Council Study Sessions

First & Third Tuesdays of each month – 6:00 p.m.

City Council Meetings

Second & Fourth Tuesdays of each month – 6:00 p.m.

City Council Closed Sessions

*Immediately following Regular City Council Meetings and
Study Sessions, unless no Closed Session Items are Scheduled*

City Hall Council Chamber - 14177 Frederick Street

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, in compliance with the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mel Alonzo, ADA Coordinator, at 951.413.3705 at least 48 hours before the meeting. The 48-hour notification will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Jesse L. Molina, Mayor Pro Tem
Richard A. Stewart, Council Member

Tom Owings, Mayor

Yxstian Gutierrez, Council Member
Victoria Baca, Council Member

AGENDA
CITY COUNCIL OF THE CITY OF MORENO VALLEY
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CALL TO ORDER – 5:30 PM

SPECIAL PRESENTATIONS

1. Proclamation Recognizing Epilepsy Awareness Month - November 2013
2. Proclamation Recognizing Val Verde Unified School District Performance Achievements

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**AGENDA
JOINT MEETING OF THE
CITY COUNCIL OF THE CITY OF MORENO VALLEY
MORENO VALLEY COMMUNITY SERVICES DISTRICT
CITY AS SUCCESSOR AGENCY FOR THE
COMMUNITY REDEVELOPMENT AGENCY OF THE
CITY OF MORENO VALLEY
MORENO VALLEY HOUSING AUTHORITY
AND THE BOARD OF LIBRARY TRUSTEES**

***THE CITY COUNCIL RECEIVES A SEPARATE STIPEND FOR CSD
MEETINGS***

**REGULAR MEETING - 6:00 PM
OCTOBER 22, 2013**

CALL TO ORDER

(Joint Meeting of the City Council, Community Services District, City as Successor Agency for the Community Redevelopment Agency, Housing Authority and the Board of Library Trustees - actions taken at the Joint Meeting are those of the Agency indicated on each Agenda item)

PLEDGE OF ALLEGIANCE

INVOCATION

Pastor Eddie Ogwo - Heartbeat of God Assembly

ROLL CALL

INTRODUCTIONS

PUBLIC COMMENTS ON MATTERS ON THE AGENDA WILL BE TAKEN UP AS THE ITEM IS CALLED FOR BUSINESS, BETWEEN STAFF'S REPORT AND CITY COUNCIL DELIBERATION (SPEAKER SLIPS MAY BE TURNED IN UNTIL THE ITEM IS CALLED FOR BUSINESS.)

PUBLIC COMMENTS ON ANY SUBJECT NOT ON THE AGENDA UNDER THE JURISDICTION OF THE CITY COUNCIL

Those wishing to speak should complete and submit a BLUE speaker slip to the Bailiff. There is a three-minute time limit per person. All remarks and questions shall be addressed to the presiding officer or to the City Council and not to any individual Council member, staff member or other person.

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JOINT CONSENT CALENDARS (SECTIONS A-D)

All items listed under the Consent Calendars, Sections A, B, C, and D are considered to be routine and non-controversial, and may be enacted by one motion unless a member of the City Council, Community Services District, City as Successor Agency for the Community Redevelopment Agency, Housing Authority or the Board of Library Trustees requests that an item be removed for separate action. The motion to adopt the Consent Calendars is deemed to be a separate motion by each Agency and shall be so recorded by the City Clerk. Items withdrawn for report or discussion will be heard after public hearing items.

A. CONSENT CALENDAR-CITY COUNCIL

A.1 ORDINANCES - READING BY TITLE ONLY

Recommendation: Waive reading of all Ordinances.

A.2 MINUTES - REGULAR MEETING OF OCTOBER 8, 2013 (Report of: City Clerk's Department)

Recommendation:

1. Approve as submitted.

A.3 MINUTES - SPECIAL MEETING OF OCTOBER 10, 2013 (Report of: City Clerk's Department)

Recommendation:

1. Approve as submitted.

A.4 CITY COUNCIL REPORTS ON REIMBURSABLE ACTIVITIES (Report of: City Clerk's Department)

Recommendation:

1. Receive and file the Reports on Reimbursable Activities for the period of October 2-15, 2013.

A.5 PA08-0072 – REDUCE FAITHFUL PERFORMANCE BOND AND ADOPT THE RESOLUTION AUTHORIZING ACCEPTANCE OF THE PUBLIC IMPROVEMENTS AS COMPLETE AND ACCEPTING THE PORTIONS OF CACTUS AVENUE, FREDERICK STREET, AND RESOURCE WAY ASSOCIATED WITH THE PROJECT INTO THE CITY'S MAINTAINED STREET SYSTEM (Report of: Public Works Department)

Recommendations

1. Adopt Resolution No. 2013-80. A Resolution of the City Council of the City of Moreno Valley, California, authorizing the acceptance of the public improvements as complete within project PA08-0072 as

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complete and accepting the portions of Cactus Avenue, Frederick Street, and Resource Way associated with the project into the City's Maintained Street system.

2. Authorize the City Engineer to execute the 90% reduction to the Faithful Performance Bond, exonerate the Material and Labor Bond in 90 days if there are no stop notices or liens on file with the City Clerk, and exonerate the final 10% of the Faithful Performance Bond in one year when all clearances are received.

A.6 APPROVE 2014 ANNUAL RESOURCE ADEQUACY PLAN FOR MORENO VALLEY UTILITY AND AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENTS RELATED TO THE PURCHASE OF RESERVE CAPACITY (Report of: Public Works Department)

Recommendations

1. Approve 2014 Annual Resource Adequacy Plan for Moreno Valley Utility.
2. Authorize the City Manager to execute agreements related to the purchase of reserve capacity for the 2014 Annual Resource Adequacy Plan.

A.7 AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES WITH PITASSI ARCHITECTS, INC. FOR THE CORPORATE YARD FACILITY PHASE 1 - ADMINISTRATION BUILDING PROJECT - PROJECT NO. 803 0002 70 77 (Report of: Public Works Department)

Recommendations

1. Approve the Agreement for Professional Consultant Services in the amount of \$120,000 with Pitassi Architects, Inc. (Pitassi), 8439 White Oak Avenue, Suite 105, Rancho Cucamonga, CA 91730, to provide design services for the Corporate Yard Facility Phase 1 – Administration Building project.
2. Authorize the City Manager to execute said Agreement for Professional Consultant Services with Pitassi.
3. Authorize the issuance of a Purchase Order to Pitassi totaling \$120,000 when the Agreement has been signed by all parties.
4. Authorize the Public Works Director/City Engineer to execute any subsequent related minor amendments to the Agreement with Pitassi within the authorized total Purchase Order amount, subject to the approval of the City Attorney.

- A.8 PA12-0007 (PM 36449) – REDUCE FAITHFUL PERFORMANCE BOND AND ADOPT THE RESOLUTION AUTHORIZING ACCEPTANCE OF THE PUBLIC IMPROVEMENTS AS COMPLETE AND ACCEPTING THE PORTION OF PERRIS BOULEVARD ASSOCIATED WITH THE PROJECT INTO THE CITY’S MAINTAINED STREET SYSTEM (Report of: Public Works Department)

Recommendations

1. Adopt Resolution No. 2013-81. A Resolution of the City Council of the City of Moreno Valley, California, authorizing the acceptance of the public improvements as complete within project PA12-0007 as complete and accepting the portion of Perris Boulevard associated with the project into the City’s Maintained Street system.
2. Authorize the City Engineer to execute the 90% reduction to the Faithful Performance Bond, exonerate the Material and Labor Bond in 90 days if there are no stop notices or liens on file with the City Clerk, and exonerate the final 10% of the Faithful Performance Bond in one year when all clearances are received.

- A.9 ACCEPTANCE OF THE FISCAL YEAR 2013 EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM (EMPG) AWARD (Report of: Fire Department)

Recommendation:

1. Accept the Fiscal Year 2013 Emergency Management Performance Grant Program (EMPG) grant award of \$48,380 from the Riverside County Fire Office of Emergency Services.

- A.10 RESOLUTION ADOPTING UPDATED RECORDS RETENTION SCHEDULES AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS (Report of: City Clerk’s Department)

Recommendation:

1. Adopt Resolution No. 2013-82. A Resolution of the City Council of the City of Moreno Valley, California, rescinding and restating the provisions of Resolution Nos. 2007-60, 2003-07 and 2003-86, adopting updated records retention schedules; authorizing destruction of certain city records; authorizing future changes with authorization; and rescinding all prior enactments which are in conflict with this resolution.

- A.11 SHERIFF’S DEPARTMENT APPLICATION AND ADMINISTRATION OF THE CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) – STEP GRANT & SOBRIETY CHECKPOINT GRANT (Report of: Police Department)

Recommendations

1. Authorize the Riverside County Sheriff's Department to complete the grant application and accept (if granted) the California Office of Traffic Safety (OTS) STEP Grant in the amount of approximately \$125,000 for the period beginning October 1, 2013 and ending September 30, 2014, on behalf of the Moreno Valley Police Department.
2. Authorize the Riverside County Sheriff's Department to complete the grant application and accept (if granted) the California Office of Traffic Safety (OTS) - Sobriety Checkpoint Grant in the amount of approximately \$156,410 for the period beginning October 1, 2013 and ending September 30, 2014, on behalf of the Moreno Valley Police Department.

B. CONSENT CALENDAR-COMMUNITY SERVICES DISTRICT

B.1 ORDINANCES - READING BY TITLE ONLY

Recommendation: Waive reading of all Ordinances.

B.2 MINUTES - REGULAR MEETING OF OCTOBER 8, 2013 (Report of: City Clerk's Department)

Recommendation:

1. Approve as submitted.

B.3 MINUTES - SPECIAL MEETING OF OCTOBER 10, 2013 (Report of: City Clerk's Department)

Recommendation:

1. Approve as submitted.

B.4 RECOMMENDATION TO APPROVE INDEPENDENT CONTRACTOR AGREEMENT FOR MAINTENANCE OF FACILITIES AND AQUEDUCT LANDSCAPING TO MARIPOSA LANDSCAPES, INC. (Report of: Parks & Community Services Department)

Recommendations

1. Approve the Independent Contractor Agreement for Maintenance of Facilities and Aqueduct Landscaping to Mariposa Landscapes, Inc., Irwindale, CA, in the total amount of \$149,065.00 per fiscal year (\$83,340.00 for CSD Zone A and CFD#1 Easements and Aqueducts) and (\$65,725.00 for Animal Shelter, ASES Administration Building, City Yard, Conference and Recreation Center, Electrical Substation, Library, Public Safety Building, Senior Center and Utility Facilities landscape).

2. Authorize the Mayor to execute the Independent Contractor Agreement with the above-mentioned contractor.
3. Authorize the Chief Financial Officer to issue a purchase order upon execution of the Independent Contractor Agreement to the above-mentioned contractor not to exceed \$149,065.00 per fiscal year. Funds are available in CSD Zone A account 5011.50.57.35211.620910; CFD#1 account 5113.50.57.35216.620910; Animal Shelter account 1010.30.38.25310.620910; ASES account 5011.50.57.35211.620910; City Yard account 5011.50.57.35211.620910; Conference and Recreation Center account 5011.50.58.35313.620910; Electrical Substation account 6010.70.80.45510.620910; Library account 5010.18.56.18510.620910; Public Safety Building account 1010.60.65.40010.620910; Senior Center account 5011.50.58.35310.620910; and Utility Station account 6010.70.80.45510.620910.
4. Authorize the City Manager to execute subsequent Extensions or Amendments to the Agreement, within Council approved annual budgeted amounts, including the authority to authorize the associated purchase order in accordance with the terms of the Agreement, subject to the approval of the City Attorney.

C. CONSENT CALENDAR - HOUSING AUTHORITY

C.1 ORDINANCES - READING BY TITLE ONLY

Recommendation: Waive reading of all Ordinances.

C.2 MINUTES - REGULAR MEETING OF OCTOBER 8, 2013 (Report of: City Clerk's Department)

Recommendation:

1. Approve as submitted.

C.3 MINUTES - SPECIAL MEETING OF OCTOBER 10, 2013 (Report of: City Clerk's Department)

Recommendation:

1. Approve as submitted.

D. CONSENT CALENDAR - BOARD OF LIBRARY TRUSTEES

D.1 ORDINANCES - READING BY TITLE ONLY

Recommendation: Waive reading of all Ordinances.

D.2 MINUTES - REGULAR MEETING OF OCTOBER 8, 2013 (Report of: City

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Clerk's Department)

Recommendation:

1. Approve as submitted.

E. PUBLIC HEARINGS

Questions or comments from the public on a Public Hearing matter are limited to five minutes per individual and must pertain to the subject under consideration. Those wishing to speak should complete and submit a GOLDENROD speaker slip to the Bailiff.

E.1 PUBLIC HEARING REGARDING THE MAIL BALLOT PROCEEDING FOR TPM 36463 BALLOTING FOR NPDES (Report of: Financial & Management Services Department)

Recommendations That the City Council:

1. Conduct the Public Hearing and accept public testimony regarding the mail ballot proceeding for all parcels associated with Tentative Parcel Map (TPM) 36463.
2. Direct the City Clerk to tabulate the National Pollutant Discharge Elimination System (NPDES) ballots for TPM 36463.
3. Verify and accept the results of the mail ballot proceeding as identified on the Official Tally Sheet.
4. Receive and file with the City Clerk's office the accepted Official Tally Sheet.
5. If approved, authorize and impose the NPDES maximum commercial/industrial regulatory rate to all parcels associated with TPM 36463.

E.2 PUBLIC HEARING REGARDING THE MAIL BALLOT PROCEEDING FOR CERTAIN PARCELS ASSOCIATED WITH TPM 36463 BALLOTING FOR CSD ZONE M (Report of: Financial & Management Services Department)

Recommendations That the CSD:

1. Conduct the Public Hearing and accept public testimony regarding the mail ballot proceeding for Assessor's Parcel Numbers (APNs) 297-170-027 and 297-170-076.
2. Direct the Secretary of the CSD Board (City Clerk) to tabulate the CSD Zone M ballot for APNs 297-170-027 and 297-170-076.

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3. Verify and accept the results of the mail ballot proceeding as identified on the Official Tally Sheet.
4. Receive and file with the City Clerk's office the accepted Official Tally Sheet.
5. If approved, authorize and impose the annual CSD Zone M (Commercial, Industrial, and Multifamily Improved Median Maintenance) charge to APNs 297-170-027 and 297-170-076.

F. ITEMS REMOVED FROM CONSENT CALENDARS FOR DISCUSSION OR SEPARATE ACTION

G. REPORTS

- G.1 ACCEPTANCE OF FISCAL YEAR 2013/2014 SB 821 GRANTS AND FUNDING APPROPRIATIONS FOR TWO CITYWIDE SIDEWALK/ACCESS RAMP/BICYCLE LANE PROJECTS (Report of: Public Works Department)

Recommendations That the City Council:

1. Accept grant awards of up to \$250,000 total in FY 2013/2014 SB 821 funds for the design and construction of two Citywide sidewalk, access ramp, and bicycle lane projects.
2. Authorize a revenue appropriation of \$250,000 and an expense appropriation of \$250,000 in the SCAG Article 3 Fund (Fund 2800) for the design and construction of the Citywide sidewalk, access ramp, and bicycle lane projects.

- G.2 MONTHLY REPORT: MORENO VALLEY ANIMAL SHELTER ADOPTION RATE (Report of: Administrative Services Department)

Recommendation That the City Council:

1. Receive and file the Monthly Report: Moreno Valley Animal Adoption Rate for the periods of July 1, 2013 to July 31, 2013 and August 1, 2013 to August 31, 2013.

- G.3 MOVAL NEIGHBORS ONLINE SOCIAL NETWORK (Report of: City Manager's Department)

Recommendations That the City Council:

1. Approve expansion of the City of Moreno Valley's communications through the introduction of MoVal Neighbors, using a new social media tool by Nextdoor.com.

G.4 APPOINTMENTS TO THE CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS (Report of: City Clerk's Department)

Recommendations That the City Council:

1. Review the ballots for appointments to various City Council Boards and Commissions (to be provided by the City Clerk) and mark your choices where appropriate.
2. Appoint those applicants who received majority vote by the City Council.
3. If vacancies are not filled by a majority vote of the City Council, authorize the City Clerk to re-advertise the positions as vacant and carry over the current applications for reconsideration of appointment at a future date.
4. Extend the expiring October 31, 2013 terms of the current Senior Citizens' Board members to December 10, 2013 and re-advertise the openings (expired terms and vacant positions) to allow additional time for recruitment.

G.5 CITY MANAGER'S REPORT (Informational Oral Presentation - **not for Council action**)

G.6 CITY ATTORNEY'S REPORT (Informational Oral Presentation - **not for Council action**)

H. LEGISLATIVE ACTIONS

H.1 ORDINANCES - 1ST READING AND INTRODUCTION - NONE

H.2 ORDINANCES - 2ND READING AND ADOPTION - NONE

H.3 ORDINANCES - URGENCY ORDINANCES - NONE

H.4 RESOLUTIONS - NONE

CLOSING COMMENTS AND/OR REPORTS OF THE CITY COUNCIL, COMMUNITY SERVICES DISTRICT, CITY AS SUCCESSOR AGENCY FOR THE COMMUNITY REDEVELOPMENT AGENCY OR HOUSING AUTHORITY

Materials related to an item on this Agenda submitted to the City Council/Community Services District/City as Successor Agency for the Community Redevelopment Agency/Housing Authority or Board of Library Trustees after distribution of the agenda packet are available for public inspection in the City

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Clerk's office at 14177 Frederick Street during normal business hours.

CLOSED SESSION

A Closed Session of the City Council, Community Services District, City as Successor Agency for the Community Redevelopment Agency and Housing Authority will be held in City Manager's Conference Room, Second Floor, City Hall. The City Council will meet in Closed Session to confer with its legal counsel regarding the following matter(s) and any additional matter(s) publicly and orally announced by the City Attorney in the Council Chamber at the time of convening the Closed Session.

• PUBLIC COMMENTS ON MATTERS ON THE CLOSED SESSION AGENDA UNDER THE JURISDICTION OF THE CITY COUNCIL

There is a three-minute time limit per person. Please complete and submit a BLUE speaker slip to the City Clerk. All remarks and questions shall be addressed to the presiding officer or to the City Council and not to any individual Council member, staff member or other person.

The Closed Session will be held pursuant to Government Code:

1 SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OR (3) OF SUBDIVISION (D) OF SECTION 54956.9

Number of Cases: 5

2 SECTION 54956.9(d)(4) - CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

Number of Cases: 5

REPORT OF ACTION FROM CLOSED SESSION, IF ANY, BY CITY ATTORNEY

ADJOURNMENT

CERTIFICATION

I, Jane Halstead, City Clerk of the City of Moreno Valley, California, certify that the City Council Agenda was posted in the following places pursuant to City of Moreno Valley Resolution No. 2007-40:

City Hall, City of Moreno Valley
14177 Frederick Street

Moreno Valley Library

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25480 Alessandro Boulevard

Moreno Valley Senior/Community Center
25075 Fir Avenue

Jane Halstead, CMC,
City Clerk

Date Posted: October 16, 2013

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October 22, 2013

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MINUTES
CITY COUNCIL REGULAR MEETING OF THE CITY OF MORENO VALLEY
October 8, 2013

CALL TO ORDER

SPECIAL PRESENTATIONS

1. Proclamation Recognizing Toastmasters Awareness Month
2. Business Spotlight
 - a) Sonora Grill Restaurant (District 5)
 - b) Tutu Barre Dance & Fitness Studio (District 4)

**MINUTES
JOINT MEETING OF THE
CITY COUNCIL OF THE CITY OF MORENO VALLEY
MORENO VALLEY COMMUNITY SERVICES DISTRICT
CITY AS SUCCESSOR AGENCY FOR THE
COMMUNITY REDEVELOPMENT AGENCY OF
THE CITY OF MORENO VALLEY
MORENO VALLEY HOUSING AUTHORITY
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING – 6:00 PM
October 8, 2013**

CALL TO ORDER

The Joint Meeting of the City Council of the City of Moreno Valley, Moreno Valley Community Services District, City as Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley, Moreno Valley Housing Authority and the Board of Library Trustees was called to order at 6:01 p.m. by Mayor Tom Owings in the Council Chamber located at 14177 Frederick Street.

Mayor Tom Owings announced that the City Council receives a separate stipend for CSD meetings.

PLEDGE OF ALLEGIANCE

Pledge of allegiance was led by Jeff Giba

INVOCATION

Pastor Lupe Gonzalez - Templo de Milagros International

ROLL CALL

Council:

| | |
|--------------------|----------------|
| Tom Owings | Mayor |
| Jesse L. Molina | Mayor Pro Tem |
| Richard A. Stewart | Council Member |
| Yxstian Gutierrez | Council Member |
| Victoria Baca | Council Member |

Staff:

| | |
|----------------|------------------------|
| Jane Halstead | City Clerk |
| Kathy Gross | Executive Assistant |
| Suzanne Bryant | City Attorney |
| Tom DeSantis | Assistant City Manager |

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Candace Cassel
Ahmad Ansari
Chris Paxton
Joel Ontiveros
Abdul Ahmad
John Terell
Mike McCarty

Special Districts Division Manager
Public Works Director
Administrative Services Director
Police Chief
Fire Chief
Community and Economic Development Director
Parks & Community Services Director

PUBLIC COMMENTS ON ANY SUBJECT NOT ON THE AGENDA UNDER THE JURISDICTION OF THE CITY COUNCIL

Timea Walker

1. Advocacy and support from Council Member Victoria Baca

Scott Heveran

1. Recall
2. Digital Community Bulletin Board
3. Public Debates at Election time

Lori Nickel

1. District 4 Appointment

Jeff Giba

1. Hidden Springs Residence Committee

Kathleen Dale

1. District 4 Appointment

Nina Ramos Hiers

1. District 4 Appointment
2. Recall

Kenny Bell

1. City Matters

Tom Jerele Sr.

1. City Clerk Support
2. Police Department - Thank You

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3. Fire Chief
4. Planning Commissioners and Business Cards
5. Past Mayor's

Marcia Amino

1. City Clerk duties

Louise Palomarez

1. Recall and support of Mayor/Council

Recess;

Reconvened.

Chris Baca

1. United Democrats of Moreno Valley
2. Congratulations to Council Member Yxstian Gutierrez
3. Recall

Tom Hines

1. Up with People - Music
2. PE reporting
3. City Public Relations
4. Jobs
5. Chambers of Commerce

Tom Thornsley

1. District 4 Appointment
2. Community meeting concerning the World Logistics Center
3. Information on Recall and WLC savemorenovalley@hotmail.com

Bob Palomarez

1. Various issues on comments

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Madelene Muntz

1. Recent unfruitful discussions with grandchildren in regards to the political arena
2. District 4 Appointment

Ruthee Goldkorn

1. Political activities

JOINT CONSENT CALENDARS (SECTIONS A-D) OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, MORENO VALLEY COMMUNITY SERVICES DISTRICT, COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MORENO VALLEY AND THE BOARD OF LIBRARY TRUSTEES

Mayor Tom Owings opened the agenda items for the Consent Calendars for public comments; there being none, public comments were closed.

A. CONSENT CALENDAR-CITY COUNCIL

A.1 ORDINANCES - READING BY TITLE ONLY

Recommendation: Waive reading of all Ordinances.

A.2 MINUTES - REGULAR MEETING OF SEPTEMBER 24, 2013 (Report of: City Clerk's Department)

Recommendation:

Approve as submitted.

A.3 CITY COUNCIL REPORTS ON REIMBURSABLE ACTIVITIES (Report of: City Clerk's Department)

Recommendation:

Receive and file the Reports on Reimbursable Activities for the period of September 18 – October 1, 2013.

A.4 APPROVAL OF PAYMENT REGISTER FOR AUGUST, 2013
(Report of: Financial & Management Services Department)

Recommendation:

Adopt Resolution No. 2013-79. A Resolution of the City Council of the City of Moreno Valley, California, approving the Payment Register for the month of August, 2013 in the amount of \$11,291,510.12.

A.5 AUTHORIZE EXECUTION OF THE STATE ROUTE 60 FREEWAY MAINTENANCE AGREEMENT BETWEEN THE CITY AND THE STATE

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October 8, 2013

OF CALIFORNIA THROUGH ITS DEPARTMENT OF TRANSPORTATION
(CALTRANS)
(Report of: Public Works Department)

Recommendations

1. Approve the State Route 60 Freeway Maintenance Agreement between the City of Moreno Valley and Caltrans.
2. Authorize the City Manager to execute said Agreement, and authorize the City Manager to approve any changes that may be requested by Caltrans or the City, subject to the approval of the City Attorney.
3. Authorize the City Manager to execute any future Amendments to the Freeway Maintenance Agreements as may become necessary for future projects, subject to the approval of the City Attorney.

**A.6 ACCEPTANCE OF THE HAZARD MITIGATION GRANT PROGRAM
AWARD AND FUNDING APPROPRIATION FOR THE SAN TIMOTEO
FOOTHILL NEIGHBORHOOD FLOOD PROTECTION – STORM DRAIN
LINES K-1 AND K-4**

PROJECT NO. 804 0007 70 77

(Report of: Public Works Department)

Recommendations

1. Accept the grant award of up to \$1,442,308 in federal funds under the Hazard Mitigation Grant Program (HMGP) for the design and construction of the storm drain system (Lines K-1 and K-4) and related street improvements in the San Timoteo Foothill Neighborhood.
2. Authorize a revenue appropriation of \$1,442,308 and an expense appropriation of \$1,500,000 in the Measure A Fund (Fund 2001) for the design and construction of the storm drain system and related street improvements in the San Timoteo Foothill Neighborhood.

**A.7 FISCAL YEAR 2013/2014 CAPITAL IMPROVEMENT PLAN AMENDMENT
AND BUDGET RE-APPROPRIATION FOR THE REMODEL OF THE TWO
CITY HALL FIRST FLOOR PUBLIC RESTROOMS**

PROJECT NO. 803 0024 70 77

(Report of: Public Works Department)

Recommendations

1. Amend the Fiscal Year 2013/2014 Adopted Capital Improvement Plan (CIP) to include the Remodel of the City Hall First Floor Public Restrooms as a funded Building project, as Project Number 803

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0024 70 77.

2. Authorize the following budget re-appropriation:\$200,000 from City Hall Second Level Rehabilitation (7310-18-40-80003) to the Remodel of the City Hall First Floor Public Restrooms (7310-70-77-80003).
3. Authorize the City Manager to award and execute the contract to the lowest responsible bidder, if it is within the project budget, subject to approval by the City Attorney.
4. Authorize the Chief Financial Officer/City Treasurer to issue a Purchase Order to the lowest responsible bidder for the contract amount plus a contingency amount not to exceed 15%, if it is within the project budget.
5. Authorize the Public Works Director/City Engineer to execute any subsequent related minor change orders to the contract up to, but not exceeding, the contingency amount, subject to the approval of the City Attorney.
6. Authorize the Public Works Director/City Engineer to record the Notice of Completion once he determines the work is complete, accept the improvements into the City's maintained system, and release the retention, if no claims are filed against the project.

- A.8 APPROVE 33 KV INTERCONNECTION FACILITIES AGREEMENT BETWEEN THE CITY OF MORENO VALLEY AND SOUTHERN CALIFORNIA EDISON (SCE)
(Report of: Public Works Department)

Recommendations

1. Approve 33 kV Interconnection Facilities Agreement between the City of Moreno Valley and Southern California Edison Company.
2. Authorize the City Manager to sign the agreement on behalf of the City of Moreno Valley.

B. CONSENT CALENDAR-COMMUNITY SERVICES DISTRICT

- B.1 ORDINANCES - READING BY TITLE ONLY

Recommendation: Waive reading of all Ordinances.

- B.2 MINUTES - REGULAR MEETING OF SEPTEMBER 24, 2013 (Report of: City Clerk's Department)

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Recommendation:
Approve as submitted.

C. CONSENT CALENDAR - HOUSING AUTHORITY

C.1 ORDINANCES - READING BY TITLE ONLY
Recommendation: Waive reading of all Ordinances.

C.2 MINUTES - REGULAR MEETING OF SEPTEMBER 24, 2013 (Report of:
City Clerk's Department)

Recommendation:
Approve as submitted.

D. CONSENT CALENDAR - BOARD OF LIBRARY TRUSTEES

D.1 ORDINANCES - READING BY TITLE ONLY
Recommendation: Waive reading of all Ordinances.

D.2 MINUTES - REGULAR MEETING OF SEPTEMBER 24, 2013 (Report of:
City Clerk's Department)

Recommendation:
Approve as submitted.

**Motion to Approve Joint Consent Calendar Items A.1 through D.2 by
m/Council Member Yxstian Gutierrez, s/Council Member Richard A.
Stewart**

Approved by a vote of 5-0.

E. PUBLIC HEARINGS - NONE

**F. ITEMS REMOVED FROM CONSENT CALENDARS FOR DISCUSSION OR
SEPARATE ACTION**

G. REPORTS

G.1 CITY COUNCIL REPORTS ON REGIONAL ACTIVITIES (Informational
Oral Presentation - not for Council action)
a) Report by Mayor Pro Tem Mayor Pro Tem Jesse L. Molina on the
Riverside Transit Agency (RTA)

Mayor Pro Tem Jesse L. Molina reported on Riverside Transit Agency. A
good article was written by Valley Vista Moreno Valley College
Publications regarding the RTA GoPass – the students riding the GoPass

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for the Moreno Valley College are feeling the pressure. Ben Clark Training Center had opted out of the GoPass and students are expected to pay the \$1.50 each bus ride, \$4 for a day, or \$50 for a monthly pass. Students are being turned away with their I.D.'s. The program was voted against, although Moreno Valley College students want this program. Looking into a Trolley for the City.

G.2 PUBLIC MEETING REGARDING THE MAIL BALLOT PROCEEDING FOR TPM 36463 BALLOTING FOR NPDES
(Report of: Financial & Management Services Department)

Recommendations That the City Council and CSD:

Accept public comments regarding the mail ballot proceeding for Tentative Parcel Map (TPM) 36463 for approval of the National Pollutant Discharge Elimination System (NPDES) maximum commercial/industrial regulatory rate.

Mayor Tom Owings opened the agenda item for public comments; there being none, public comments were closed.

G.3 PUBLIC MEETING REGARDING THE MAIL BALLOT PROCEEDING FOR CERTAIN PARCELS ASSOCIATED WITH TPM 36463 BALLOTING FOR CSD ZONE M
(Report of: Financial & Management Services Department)

Recommendations That the CSD:

Accept public comments regarding the mail ballot proceeding for certain parcels associated with TPM 36463 for inclusion into and approval of the annual charge for CSD Zone M (Commercial, Industrial, and Multifamily Improved Median Maintenance).

Mayor Tom Owings opened the agenda item for public comments; there being none, public comments were closed.

G.4 AUTHORIZE THE AWARD OF THE CONSTRUCTION CONTRACT TO VANCE CORPORATION FOR THE CACTUS AVENUE WIDENING PROJECT FROM INTERSTATE 215 TO VETERANS WAY -- PROJECT NO. 801 0028 70 77
(Report of: Public Works Department)

Recommendations That the City Council:

1. Waive any and all minor irregularities and award the contract to Vance Corporation, 2271 North Locust Avenue, Rialto, CA 92377, the lowest responsible bidder, for the Cactus Avenue Widening Project from Interstate 215 to Veterans Way.

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2. Authorize the City Manager to execute a contract with Vance Corporation.
3. Authorize the issuance of a Purchase Order to Vance Corporation for the amount of \$1,038,064.08 (\$988,632.46 bid plus 5% contingency) when the contract has been signed by all parties.
4. Authorize the Public Works Director/City Engineer to execute any subsequent related minor change orders to the contract with Vance Corporation up to, but not exceeding, the contingency amount of \$49,431.62, subject to the approval of the City Attorney.
5. Authorize the Public Works Director/City Engineer to record the Notice of Completion once he determines the work is complete, accept the improvements into the City's maintained system and release the retention to Vance Corporation, if no claims are filed against the project.

Mayor Tom Owings opened the agenda item for public comments; there being none, public comments were closed.

Waive any and all minor irregularities and award the contract to Vance Corporation, 2271 North Locust Avenue, Rialto, CA 92377, the lowest responsible bidder, for the Cactus Avenue Widening Project from Interstate 215 to Veterans Way.

Authorize the City Manager to execute a contract with Vance Corporation.

Authorize the issuance of a Purchase Order to Vance Corporation for the amount of \$1,038,064.08 (\$988,632.46 bid plus 5% contingency) when the contract has been signed by all parties.

Authorize the Public Works Director/City Engineer to execute any subsequent related minor change orders to the contract with Vance Corporation up to, but not exceeding, the contingency amount of \$49,431.62, subject to the approval of the City Attorney.

Authorize the Public Works Director/City Engineer to record the Notice of Completion once he determines the work is complete, accept the improvements into the City's maintained system and release the retention to Vance Corporation, if no claims are filed against the project. by m/Mayor Pro Tem Jesse L. Molina, s/Council Member Victoria Baca

Approved by a vote of 5-0.

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G.5 CITY MANAGER'S REPORT (Informational Oral Presentation - not for Council action)

Assistant City Manager Tom DeSantis, Assistant City Manager, announced the welcoming of Administrative Services Director Chris Paxton as the Administrative Services Director and Allan Brock as the Building & Code Compliance Division Manager. 2013 Employee Giving Campaign is in full swing. Serving as the Chair of the campaign is Kathy Savala of Parks & Community Services. Assisting with the campaign are Joy Uribe, Gina Henderson, Ariana Ayala, Ewa Lopez, Liz Plazola, Tina Gallegos, Cathy Parada, Margaret Williams, Jeremy Hamilton and Kandace Baptiste. We appreciate the leading of our City Family's efforts our Moreno Valley community.

G.6 CITY ATTORNEY'S REPORT (Informational Oral Presentation - not for Council action)

City Attorney Suzanne Bryant, City Attorney, reported that the Case Western Financial Trend Incorporated v. the City of Moreno Valley, which was filed in Riverside Superior Court as Case No. 1218447, has been dismissed.

H. LEGISLATIVE ACTIONS

H.1 ORDINANCES - 1ST READING AND INTRODUCTION - NONE

H.2 ORDINANCES - 2ND READING AND ADOPTION - NONE

H.3 ORDINANCES - URGENCY ORDINANCES - NONE

H.4 RESOLUTIONS - NONE

CLOSING COMMENTS AND/OR REPORTS OF THE CITY COUNCIL, COMMUNITY SERVICES DISTRICT, CITY AS SUCCESSOR AGENCY FOR THE COMMUNITY REDEVELOPMENT AGENCY OR HOUSING AUTHORITY

Dr. Council Member Yxstian Gutierrez

1. Special thank you to the businesses in today's Special Presentation - Business Spotlight
2. Shop and dine in Moreno Valley
3. Controversy in District 4 over Appointment

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4. Advocate for a safer community and with the Camera System
5. Economic Development and supporting business friendly atmosphere
6. Learning residents needs while canvassing District 4
7. Provided the City Update to Hispanic Chamber of Commerce
8. Recently toured the O'Reilly Distribution Center

Mayor Pro Tem Jesse L. Molina

1. Competition in bringing jobs to Moreno Valley
2. United, a house divided falls

Richard Stewart

1. Stater Bros. Ribbon Cutting and Grand Opening will be November 13 at 8:15 a.m.
2. Boy Scout Distinguished Citizens Dinner will be October 24 awarding Bud Lupino and an auction for adopting dogs
3. October event put on by the Arts Commission is coming on October 26 from 10 a.m. to 5 p.m., also a bike ride will be October 20, and Ironman Triathlon
4. In regards to the September 24 meeting, more of a process and manner, but the result is a good one.
5. Requested a second for a future agenda item to allow the public a say of the alleged Brown Act violation

Council Member Victoria Baca

1. Thank you to Mr. Walterbeek for the Mass Dedication at St. Patrick's on Sunday for her late husband
2. Speakers comments regarding experience
3. Recall efforts and personal opinions
4. District 5 - Edgemont Code Compliance Officers are very prompt and timely
5. In the process of applying for a grant for the Box Spings Mutual Water Company

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6. Thank you to MVTV for your filming
7. Continue to work with all Citizens of Moreno Valley

Mayor Tom Owings

1. Closed Session items are to be discussed in Closed Session
2. Recall efforts and personal opinions regarding negative comments
3. Press Enterprise reporting tactics and deletion of educational accomplishments of Council Member appointed
4. Speakers negative comments
5. Run City as a business
6. Met with Grand Jury on behalf of Council Members Molina, Baca and myself
7. Doing the best job to provide education and jobs
8. Serving the Citizens and children of our Community
9. Joint Powers Land

CLOSED SESSION

A Closed Session of the City Council, Community Services District, City as Successor Agency for the Community Redevelopment Agency and Housing Authority was held in the City Manager's Conference Room, Second Floor, City Hall. The City Council met in Closed Session to confer with its legal counsel regarding the following matter(s) and any additional matter(s) publicly and orally announced by the City Attorney in the Council Chamber at the time of convening the Closed Session.

• PUBLIC COMMENTS ON MATTERS ON THE CLOSED SESSION AGENDA UNDER THE JURISDICTION OF THE CITY COUNCIL

The Closed Session was held pursuant to Government Code:

City Attorney announced she would like to go into Closed Session to discuss with the Council the initiation of property negotiations to acquire right of way pursuant to Government Code Section 54956.8 as described in Section 3 of the Closed Session agenda. I will also brief the Council under Section 1 of the Closed Session agenda Significant Exposure to Litigation pursuant 54956.9(d)(2) to discuss the City's exposure as detailed

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in the letter sent by Fredric Woocher on October 4, 2013 and the letter sent by Ray Johnson on October 4, 2013. Both of these letters are on file in the City Clerk's office. I cannot anticipate anything.

Mayor Tom Owings opened the agenda item for public comments, which were received from Tom Jerele, Sr.

There being no further business to conduct, the meeting was adjourned to Closed Session at 8:05 p.m. by unanimous informal consent.

1 SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OR (3) OF SUBDIVISION (D) OF SECTION 54956.9

Number of Cases: 5

2 SECTION 54956.9(d)(4) - CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

Number of Cases: 5

3 SECTION 54956.8 - CONFERENCE WITH REAL PROPERTY NEGOTIATOR

- a) Property:
 - City Negotiator: Public Works Director Ahmad Ansari
 - Under Negotiation: Price and terms of payment
 - Owner:
 - Owners Negotiator:
 - APN

REPORT OF ACTION FROM CLOSED SESSION, IF ANY, BY CITY ATTORNEY

No reportable actions

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:32 p.m. by unanimous informal consent.

Submitted by:

City Clerk Jane Halstead, CMC
Secretary, Moreno Valley Community Services District
Secretary, City as Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley
Secretary, Moreno Valley Housing Authority
Secretary, Board of Library Trustees

Approved by:

Mayor Tom Owings
President, Moreno Valley Community Services District
Chairperson, City as Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley
Chairperson, Moreno Valley Housing Authority
Chairperson, Board of Library Trustees

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**MINUTES
SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF MORENO VALLEY
MORENO VALLEY COMMUNITY SERVICES DISTRICT
CITY AS SUCCESSOR AGENCY
FOR THE COMMUNITY REDEVELOPMENT AGENCY
OF THE CITY OF MORENO VALLEY
MORENO VALLEY HOUSING AUTHORITY**

**SPECIAL MEETING – 7:30 PM
October 10, 2013**

CALL TO ORDER

The Joint Meeting of the City Council of the City of Moreno Valley, Moreno Valley Community Services District, City as Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley, and Moreno Valley Housing Authority was called to order at 7:33 p.m., by Mayor Tom Owings in the Council Chamber located at 14177 Frederick Street.

Mayor Tom Owings announced that the City Council receives a separate stipend for CSD meetings.

PLEDGE OF ALLEGIANCE

Pledge of allegiance was led by Christopher Baca.

INVOCATION

Frank Wright

ROLL CALL

Council:

| | |
|----------------------|----------------|
| Tom Owings | Mayor |
| Jesse L. Molina | Mayor Pro Tem |
| Victoria Baca | Council Member |
| Yxstian A. Gutierrez | Council Member |
| Richard A. Stewart | Council Member |

Staff:

| | |
|------------------|---|
| Jane Halstead | City Clerk |
| Cindy Miller | Executive Assistant to the Mayor/City Council |
| Richard Teichert | Chief Financial Officer/City Treasurer |
| Suzanne Bryant | City Attorney |
| Joel Ontiveros | Police Chief |
| Ahmad Ansari | Public Works Director |
| Tom DeSantis | Assistant City Manager |

7:37 p.m. Council Member Yxstian A. Gutierrez recused himself from the meeting.

G. REPORTS

G.1 CITY COUNCIL CONSIDERATION OF RESPONSE TO FREDRIC WOOCHEER AND RAY JOHNSON'S ALLEGATIONS OF BROWN ACT VIOLATION STEMMING FROM THE CITY COUNCIL'S APPOINTMENT OF DR. COUNCIL MEMBER YXSTIAN GUTIERREZ TO FILL THE VACANT COUNCIL SEAT FOR DISTRICT 4

CITY COUNCIL CONSIDERATION OF RATIFICATION OF ACTIONS TAKEN ON SEPTEMBER 24, 2013 TO APPOINT DR. COUNCIL MEMBER YXSTIAN GUTIERREZ TO FILL THE VACANT COUNCIL SEAT FOR DISTRICT 4 IN ORDER TO CURE OR CORRECT THE ALLEGED BROWN ACT VIOLATIONS

Recommendations That the City Council:

Pursuant to Government Code section 54960.1(c)(2), take action to cure or correct the alleged Brown Act violations by fully discussing the above entitled matter once again in this public meeting and following that discussion, entertain a motion to ratify the action taken on September 24, 2013 that appointed Dr. Council Member Yxstian Gutierrez to fill the vacancy in District 4.

Mayor Tom Owings opened the agenda item for public comments, which were received from Alicia Espinoza, Hans Wolterbeek, David Marquez, Ms. Smith, Marcia Amino, Scott Heveran, Lori Nickel, Barbara Baxter, Margie Breitreuz, Madelene Muntz, Terry Greenstein, Yvonne Redmon, Michael McCoy, Kathleen Dale, Louis Palomarez, Christopher Baca, Deanna Reeder, Radene Ramos Hiers, Basil Kimbrew, and Christina Hernandez.

Pursuant to Government Code section 54960.1(c)(2), take action to cure or correct the alleged Brown Act violations by fully discussing the above entitled matter, once again, in this public meeting, and following that discussion, entertain a motion to ratify the action taken on September 24, 2013, that appointed Dr. Council Member Yxstian Gutierrez to fill the vacancy in District 4. by m/ Mayor Pro Tem Jesse L. Molina, s/Council Member Victoria Baca

Approved by a vote of 4-0-1, Council Member Yxstian A. Gutierrez recused.

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October 10, 2013

ADJOURNMENT

Motion by m/ Council Member Richard A. Stewart, s/Council Member Victoria Baca to adjourn.

Approved by a vote of 4-0-1, Council Member Yxstian A. Gutierrez recused.

There being no further business to conduct, the meeting was adjourned at 8:52 p.m.

Submitted by:

City Clerk Jane Halstead, CMC
Secretary, Moreno Valley Community Services District
Secretary, City as Successor Agency for the Community Redevelopment Agency
of the City of Moreno Valley
Secretary, Moreno Valley Housing Authority

Approved by:

Mayor Tom Owings
President, Moreno Valley Community Services District
Chairperson, City as Successor Agency for the Community Redevelopment Agency
of the City of Moreno Valley
Chairperson, Moreno Valley Housing Authority

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MINUTES
October 10, 2013

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Report to City Council

TO: Mayor and City Council

FROM: Jane Halstead, City Clerk

AGENDA DATE: October 22, 2013

TITLE: CITY COUNCIL REPORTS ON REIMBURSABLE ACTIVITIES

RECOMMENDED ACTION

Recommendation:

1. Receive and file the Reports on Reimbursable Activities for the period of October 2-15, 2013.

| <i>Reports on Reimbursable Activities</i> | | | |
|---|---------|----------------------|---------|
| October 2-15, 2013 | | | |
| Council Member | Date | Meeting | Cost |
| Victoria Baca | 10/5/13 | MASH BASH | \$45.00 |
| Yxstian A. Gutierrez | 10/5/13 | MASH BASH | \$45.00 |
| Jesse L. Molina | 10/9/13 | Student of the Month | \$15.00 |
| Tom Owings | 10/5/13 | MASH BASH | \$45.00 |
| Richard A. Stewart | | None | |

Prepared By:
Cindy Miller
Executive Assistant to the Mayor/City Council

Department Head Approval:
Jane Halstead
City Clerk

| Council Action | |
|------------------------|------------------|
| Approved as requested: | Referred to: |
| Approved as amended: | For: |
| Denied: | Continued until: |
| Other: | Hearing set for: |

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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Ahmad Ansari, Public Works Director/City Engineer

AGENDA DATE: October 22, 2013

TITLE: PA08-0072 – REDUCE FAITHFUL PERFORMANCE BOND AND ADOPT THE RESOLUTION AUTHORIZING ACCEPTANCE OF THE PUBLIC IMPROVEMENTS AS COMPLETE AND ACCEPTING THE PORTIONS OF CACTUS AVENUE, FREDERICK STREET, AND RESOURCE WAY ASSOCIATED WITH THE PROJECT INTO THE CITY’S MAINTAINED STREET SYSTEM

RECOMMENDED ACTION

Recommendations:

1. Adopt Resolution No. 2013-80. A Resolution of the City Council of the City of Moreno Valley, California, authorizing the acceptance of the public improvements as complete within project PA08-0072 as complete and accepting the portions of Cactus Avenue, Frederick Street, and Resource Way associated with the project into the City’s Maintained Street system.
2. Authorize the City Engineer to execute the 90% reduction to the Faithful Performance Bond, exonerate the Material and Labor Bond in 90 days if there are no stop notices or liens on file with the City Clerk, and exonerate the final 10% of the Faithful Performance Bond in one year when all clearances are received.

BACKGROUND

On April 9, 2009, the Planning Commission of the City of Moreno Valley approved project number PA08-0072. The project is a proposed 522,774 square foot industrial warehouse building on approximately 25.96 acres of land. The project is located on the northwest corner of Cactus Avenue and Frederick Street.

On March 13, 2012, the City Council of the City of Moreno Valley approved the Public Improvement Agreement and bonds. The developer was required to construct all public street improvements that included, but are not limited to, asphalt pavement, curb, gutter, sidewalk, driveway approaches, street lights, landscaping, storm drain, traffic signal modifications, sewer and water. The Agreement for Public Improvements required the developer to provide security for the appropriate improvements. Project PA08-0072 provided a Faithful Performance bond in amount of \$3,101,000 and a Material and Labor bond in the amount of \$1,550,500. The bonds were issued by Travelers Casualty & Surety Company of America.

The required improvements received on-going inspection during the construction process. Upon completion of the improvements, Public Works Department/Land Development Division performed an inspection, and a punch list was generated. The required corrective actions have been completed, and the improvements are now eligible for acceptance into the City's maintained street system.

DISCUSSION

The completed improvements have received a final inspection, and the improvements were completed in accordance with the approved plans and the standards of the City of Moreno Valley. In accordance with the Streets and Highway Code, the method for acceptance of improvements, per Section 1806, (a), and (b), is by action of the governing body, by resolution.

It is therefore appropriate to accept those improvements into the City's maintained street system and to provide a 90% reduction to the Faithful Performance bond of \$3,101,000 issued by Travelers Casualty & Surety Company of America. Ninety days after City Council approves the Faithful Performance Bond reduction, the Material and Labor Bond will be exonerated by the City Engineer provided there are no stop notices or liens on file with the City Clerk. The remaining 10% of the bond will be held for the one-year guarantee and warranty period. At the end of the guarantee and warranty period the bond will be released by the City Engineer subject to completion of any defective work that may have appeared during this period.

ALTERNATIVES

1. Adopt the proposed Resolution authorizing the acceptance of the public improvements within project PA08-0072 as complete and accepting the portions of Cactus Avenue, Frederick Street, and Resource Way associated with the project into the City's Maintained Street system. Authorize the City Engineer to execute the 90% reduction to the Faithful Performance Bond, exonerate the Material and Labor Bond in 90 days if there are no stop notices or liens on file with the City Clerk, and exonerate the final 10% of the Faithful Performance Bond in one year when all clearances are received. *The required improvements have been completed according to City of Moreno Valley Standards and approved plans, therefore should be included in the City's maintained street system.*

2. Do not adopt the proposed Resolution Adopt the proposed Resolution authorizing the acceptance of the public improvements within project PA08-0072 as complete and accepting the portions of Cactus Avenue, Frederick Street, and Resource Way associated with the project into the City's Maintained Street system. Do not authorize the City Engineer to execute the 90% reduction to the Faithful Performance Bond, exonerate the Material and Labor Bond in 60 days if there are no stop notices or liens on file with the City Clerk, and exonerate the final 10% of the Faithful Performance Bond in one year when all clearances are received. *The required improvements have been completed according to City of Moreno Valley Standards and approved plans, therefore should be included in the City's maintained street system.*

FISCAL IMPACT

The acceptance of these street improvements into the City's maintained street system will create an additional fiscal impact to the street maintenance program of the City (Fund 2000-Gas Tax, Fund 2001-Measure "A", and Fund 2008-NPDES). Fund 2000 is restricted to the construction and maintenance of streets and roadways. Fund 2001 is restricted for transportation projects only for the purposes of construction, maintenance and operation of streets and roadways. The County Service Area (CSA) levy collected from property owners support current NPDES Permit programs and reduce the level of General Fund support necessary to remain in compliance with unfunded federal mandates, as administered by the State. Funds collected from the CSA 152 annual levy are restricted for use only within the Storm Water Management program).

NOTIFICATION

Publication of agenda

ATTACHMENTS

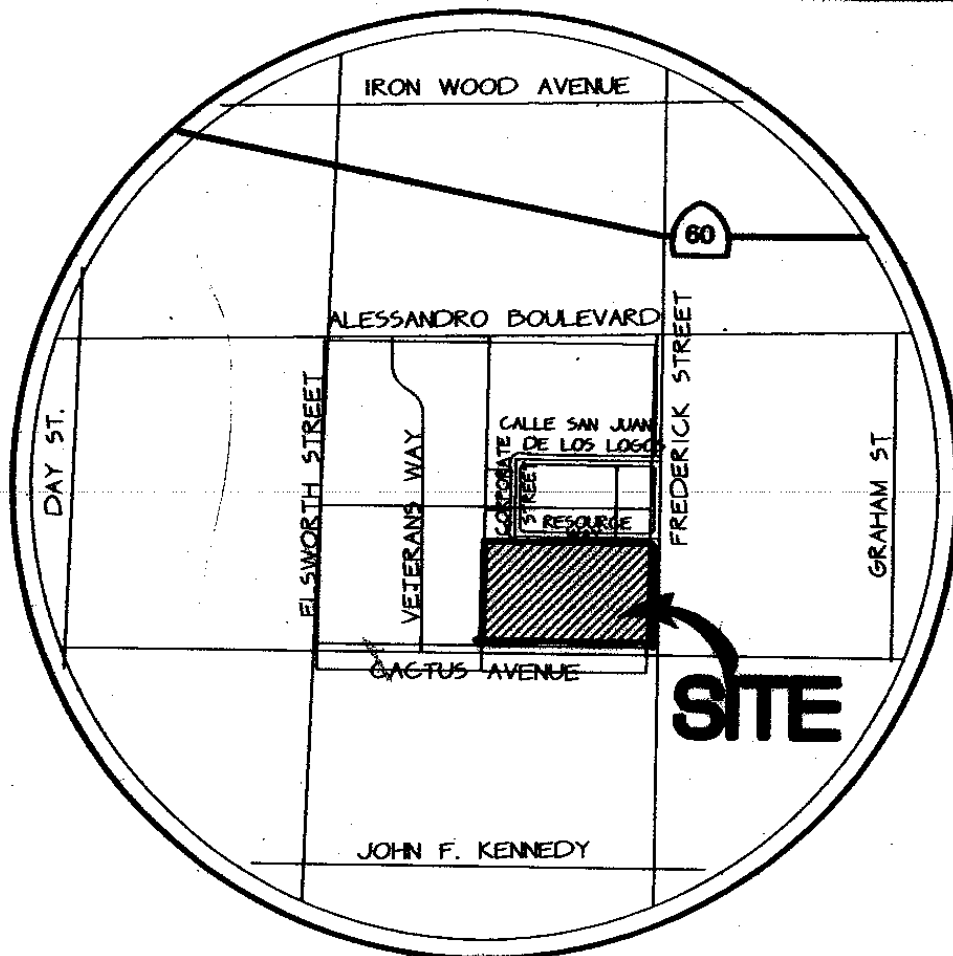
- Attachment 1 – Vicinity Map
- Attachment 2 – Proposed Resolution

Prepared By:
Vince Girón
Associate Engineer

Department Head Approval:
Ahmad R. Ansari, P.E.
Public Works Director/City Engineer

Concurred By:
Mark W. Sambito, P.E.
Engineering Division Manager

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VICINITY MAP

N.T.S.

CITY OF MORENO VALLEY
PUBLIC WORKS DEPARTMENT - LAND DEVELOPMENT

PA08-0072

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RESOLUTION NO. 2013-80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, AUTHORIZING THE ACCEPTANCE OF THE PUBLIC IMPROVEMENTS AS COMPLETE WITHIN PROJECT PA08-0072 AND ACCEPTING THE PORTIONS OF CACTUS AVENUE, FREDERICK STREET, AND RESOURCE WAY ASSOCIATED WITH THE PROJECT INTO THE CITY'S MAINTAINED STREET SYSTEM

WHEREAS, the City Engineer has determined that the public improvements constructed by US real Estate Limited Partnership, a Texas Limited Partnership on Cactus Avenue, Frederick Street, and Resource Way associated with the project were constructed according to the approved plans on file with the City of Moreno Valley; and

WHEREAS, the City Engineer has determined that those improvements were inspected during construction and were completed in an acceptable manner; and

WHEREAS, the City Engineer has requested that the City Council authorize the acceptance of said public improvements as complete within project PA08-0072 and accept Cactus Avenue, Frederick Street, and Resource Way associated with the project into the City's maintained street system; and

WHEREAS, it is in accordance with Streets and Highway Code, Section 1806, (a) and (b), for City Council to perform this action by resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS: that the public improvements within Project PA08-0072 are complete, and Cactus Avenue, Frederick Street, and Resource Way associated with the project are accepted into the City's maintained street system.

APPROVED AND ADOPTED this 22nd day of October, 2013.

Mayor of the City of Moreno Valley

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

1
Resolution No. 2013-80
Date Adopted: October 22, 2013

RESOLUTION JURAT

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF MORENO VALLEY)

I, Jane Halstead, City Clerk of the City of Moreno Valley, California, do hereby certify that Resolution No. 2013-80 was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 22nd day of October, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

CITY CLERK

(SEAL)

Resolution No. 2013-80
Date Adopted: October 22, 2013



| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Ahmad R. Ansari, P.E., Public Works Director/City Engineer

AGENDA DATE: October 22, 2013

TITLE: APPROVE 2014 ANNUAL RESOURCE ADEQUACY PLAN FOR MORENO VALLEY UTILITY AND AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENTS RELATED TO THE PURCHASE OF RESERVE CAPACITY

RECOMMENDED ACTION

Recommendations:

1. Approve 2014 Annual Resource Adequacy Plan for Moreno Valley Utility.
2. Authorize the City Manager to execute agreements related to the purchase of reserve capacity for the 2014 Annual Resource Adequacy Plan.

SUMMARY

This report recommends approval of the 2014 Annual Resource Adequacy Plan as described in the table below for Moreno Valley Utility that is required by the California Independent System Operator (CAISO) Reliability Requirement Tariff. In addition, this report requests authorization for the City Manager to execute Agreements related to the purchase of capacity for the 2014 Annual Resource Adequacy Plan.

DISCUSSION

All utilities are required to maintain sufficient reserve capacity levels on behalf of their customers in the event of unanticipated high demand for electricity and/or unexpected system contingencies, including generator outages – such reserve capacity is also known as Resource Adequacy. This Resource Adequacy requirement can be met through utility-owned generation or through contracts (for the purchase of specified

capacity amounts) with qualified third parties. The utilities' plans to meet their reserve requirements must be submitted to the CAISO both annually and monthly. The deadline for the annual submittal is October 31, 2013 as specified in the CAISO Business Practice Manual for Reliability Requirements.

On December 11, 2012, the City Council approved Resolution 2012-99 adopting a Resource Adequacy Program for Moreno Valley Utility (MVU). The reserve requirement for 2014 is established at 46% of MVU's forecasted monthly peak demand, which is described in the table below.

| 2014 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Peak (MW) | 16 | 18 | 18 | 24 | 22 | 24 | 32 | 36 | 38 | 30 | 23 | 25 |
| System RA (MW) | 1 | 1 | 1 | 4 | 3 | 4 | 8 | 10 | 10 | 7 | 4 | 4 |
| Local RA (MW) | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |

On June 11, 2013, the City Council approved Resolution 2013-36 adopting a 10-Year Resource Plan for MVU, which contains Resource Adequacy requirements as a component. The 10-Year Resource Plan also establishes the approval authority for purchases of capacity and energy that are consistent with the approved Resource Plan.

In August 2013, a solicitation was made for indicative offers for capacity products that will meet MVU's requirements for Resource Adequacy for 2014. Staff is currently in final negotiations with qualified low bidders and anticipates that negotiations will be complete before October 31, 2013.

ALTERNATIVES

1. Approve the 2014 Annual Resource Adequacy Plan as described above for Moreno Valley Utility. Staff recommends this alternative.
2. Do not approve the 2014 Annual Resource Adequacy Plan for Moreno Valley Utility. Staff does not recommend this alternative. *MVU will not have a 2014 annual plan in place to comply with the CAISO Reliability Requirement Tariff and may be subject to a penalty of \$500 per day for each day it is late.*

FISCAL IMPACT

There are funds available in account 6010-70-80-45510-710110. For FY 13/14, it is estimated that the fiscal impact to MVU will be \$170,560. For FY 14/15, it is estimated that the fiscal impact will be \$239,870.

CITY COUNCIL GOALS

POSITIVE ENVIRONMENT:

The 2014 Annual Resource Adequacy Plan is a component of an overall resource plan that is designed to ensure the energy needs of MVU customers will be met reliably and affordably and foster a positive environment in the community.

NOTIFICATION

Posting of agenda.

ATTACHMENTS

N/A

Prepared By:
Jeannette Olko
Electric Utility Division Manager

Department Head Approval:
Ahmad R. Ansari, P.E.
Public Works Director/City Engineer

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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Ahmad R. Ansari, P.E., Public Works Director/City Engineer

AGENDA DATE: October 22, 2013

TITLE: AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES WITH PITASSI ARCHITECTS, INC. FOR THE CORPORATE YARD FACILITY PHASE 1 - ADMINISTRATION BUILDING PROJECT PROJECT NO. 803 0002 70 77

RECOMMENDED ACTION

Recommendations:

1. Approve the Agreement for Professional Consultant Services in the amount of \$120,000 with Pitassi Architects, Inc. (Pitassi), 8439 White Oak Avenue, Suite 105, Rancho Cucamonga, CA 91730, to provide design services for the Corporate Yard Facility Phase 1 – Administration Building project.
2. Authorize the City Manager to execute said Agreement for Professional Consultant Services with Pitassi in the form hereto.
3. Authorize the issuance of a Purchase Order to Pitassi totaling \$120,000 when the Agreement has been signed by all parties.
4. Authorize the Public Works Director/City Engineer to execute any subsequent related minor amendments to the Agreement with Pitassi within the authorized total Purchase Order amount, subject to the approval of the City Attorney.

SUMMARY

This report recommends approval of an agreement with Pitassi Architects, Inc. for Professional Consultant Services to update the design and construction Bid Documents for the construction of the Corporate Yard Facility Phase I – Administration Building.

The project is funded with Corporate Yard DIF funds and has been approved in the Fiscal Year 2013/14 Capital Improvement Plan (CIP).

DISCUSSION

Corporate Yard Facility Space Needs Analysis, Conceptual Design Study, and Phasing were presented to City Council in Study Session on April 21, 2009. The City Council concurred with the phasing plan and staff's recommendation to proceed with Plans, Specifications, and Estimates for construction of the Corporate Yard Facility Phase I – Administration Building.

On June 17, 2009, twelve (12) proposals were received in response to the advertisement for Request for Proposals to provide architectural and engineering services. Pitassi Architects, Inc. was determined to be the most qualified to provide the best services to the City.

City Council approved the agreement for Professional Consultant Services with Pitassi on January 12, 2010. Pitassi completed the Design in August 2011 which included a neighborhood meeting.

In the Study Session on October 15, 2013, Staff presented to City Council the Project Status Update. The project budget in the total amount of \$2.5 million is approved per FY 2013/14 CIP. The Administration Building will be occupied by the City Maintenance & Operations staff and Parks Maintenance staff.

Pitassi was the architectural firm and "Architect of Record" for the plans and specifications and has exclusive knowledge of the design for this project. Pitassi was requested to provide Professional Consultant Services to update the design and construction Bid Documents to the current Building and Fire Codes and to provide design support services during the construction phase. Staff recommends that the City Council approve the Agreement for Professional Consultant Services with Pitassi Architects, Inc.

ALTERNATIVES

1. Approve and authorize the recommended actions as presented in this staff report. *This alternative will allow the construction of the project to move forward in a timely manner.*
2. Do not approve and authorize the recommended actions as presented in this staff report. *This alternative will delay the construction of the project.*

FISCAL IMPACT

Design update and construction of the Corporate Yard Facility Phase I – Administration Building is included in the adopted Fiscal Year 2013/14 CIP. The project is funded by the Corporate Yard DIF Revenue Fund (Fund 2910) through the Facility Construction

Fund (Fund 3000) and can only be used for corporate yard facility improvements. There is no impact to the General Fund.

AVAILABLE BUDGET – FY 2013/14:

| | |
|--|---------------------|
| Corporate Yard Facility (Account No. 3000-70-77-80003) (Project No. 803 0002 70 77) | \$ 2,555,000 |
| Total Available Funds | \$ 2,555,000 |

ESTIMATED PROJECT COSTS:

| | |
|---|--------------------|
| Design Update and Support Services During Construction..... | \$ 120,000 |
| Construction | \$2,250,000 |
| Construction Surveying, Geotechnical, and Inspection Services costs | \$ 100,000 |
| Project Administration* | \$ 30,000 |
| Total Estimated Costs..... | \$2,500,000 |

**Includes City project administration, project management, permits, printing, and other miscellaneous costs.*

ANTICIPATED PROJECT SCHEDULE:

| | |
|----------------------------|---------------|
| Design Update | November 2013 |
| Advertise/Bid | February 2014 |
| Notice of Award | April 2014 |
| Start Construction..... | May 2014 |
| Complete Construction..... | February 2015 |

CITY COUNCIL GOALS

POSITIVE ENVIRONMENT:

Create a positive environment for the development of Moreno Valley’s future.

PUBLIC FACILITIES AND CAPITAL PROJECTS:

Ensure that needed public facilities, roadway improvements, and other infrastructure improvements are constructed and maintained.

NOTIFICATION

Staff conducted a neighborhood meeting in May 2010 to give notification of the Corporate Yard Facility Phase I – Administration Building project. The invitation letters were sent to all residents within 300 feet around the project site. While the project design hasn’t changed, staff will notify local residents about another informational meeting to be held in November 2013.

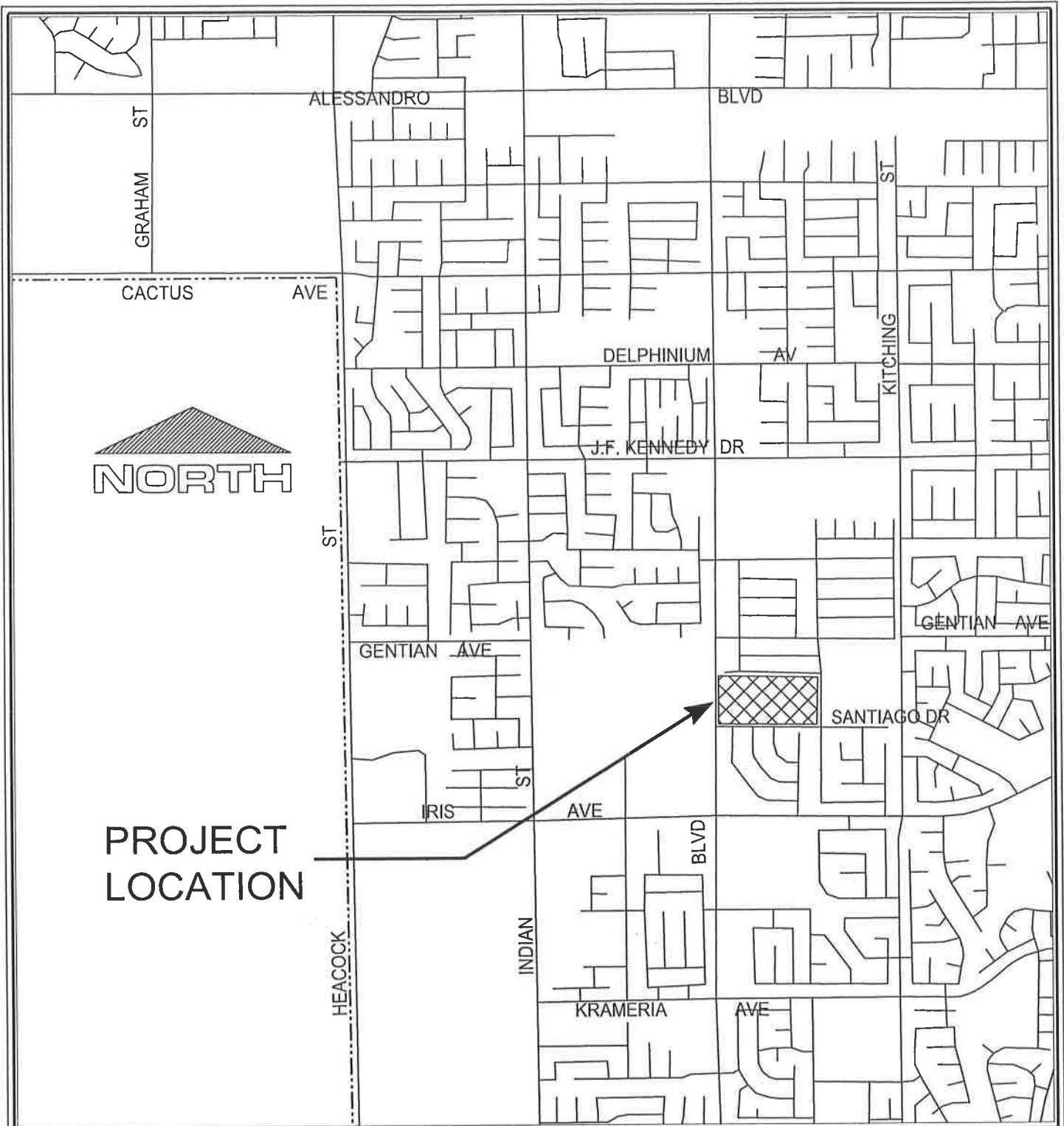
ATTACHMENTS

- Attachment 1: Location Map
- Attachment 2: Agreement for Professional Consulting Services

Prepared By:
Henry Ngo
Senior Engineer, P.E.

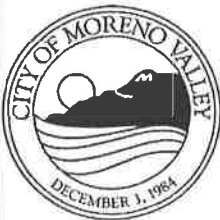
Department Head Approval:
Ahmad R. Ansari, P.E.
Public Works Director/City Engineer

Concurred By:
Prem Kumar, P.E.
Deputy Public Works Director/Assistant City Engineer



PROJECT
LOCATION

LOCATION MAP



Public Works Department
Capital Projects Division

Scale: None

ATTACHMENT 1

CORPORATE YARD FACILITY PHASE I
ADMINISTRATION BUILDING

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**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

This Agreement is by and between the City of Moreno Valley, California, a municipal corporation, hereinafter described as "City," and **Pitassi Architects, Inc.**, a California corporation, hereinafter described as "Consultant." This Agreement is made and entered into effective on the date the City signs this Agreement.

RECITALS

WHEREAS, the City has determined it is in the public interest to proceed with the work hereinafter described as "Project"; and

WHEREAS, the City has determined the Project involves the performance of professional and technical services of a temporary nature as more specifically described in Exhibit "A" (City's Request for Proposal) and Exhibit "B" (Consultant's Proposal) hereto; and

WHEREAS, the City does not have available employees to perform the services for the Project; and

WHEREAS, the City has requested the Consultant to perform such services for the Project; and

WHEREAS, the Consultant is professionally qualified in California to perform the professional and technical services required for the Project;

THEREFORE, the City and the Consultant, for the consideration hereinafter described, mutually agree as follows:

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0021 70 77**

DESCRIPTION OF PROJECT

1. The Project is described as professional consultant design services for:
CORPORATE YARD FACILITY PHASE 1 – ADMINISTRATION BUILDING

Project No. 803 0002 70 77

SCOPE OF SERVICES

2. The Consultant's scope of service is described on Exhibit "B" attached hereto and incorporated herein by this reference. In the event of a conflict, the City's Request for Proposal shall take precedence over the Consultant's Proposal.

3. The City's responsibility is described on Exhibit "C" attached hereto and incorporated herein by this reference.

PAYMENT TERMS

4. The City agrees to pay the Consultant and the Consultant agrees to receive a "Not-to-Exceed" fee of **\$120,000** in accordance with the payment terms provided on Exhibit "D" attached hereto and incorporated herein by this reference.

TERM OF AGREEMENT

5. This agreement will terminate on **June 30, 2016** unless the termination date is extended by an amendment to the agreement.

TIME FOR PERFORMANCE

6. The Consultant shall commence services upon receipt of written direction to proceed from the City.

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

7. The Consultant shall perform the work described on Exhibit "A" in accordance with the design/construction schedule as stated in the Notice to Proceed.

8. The Consultant and the City agree that the schedule in Paragraph 7 above represents their best estimates with respect to completion dates, and both the Consultant and the City acknowledge that it will not unreasonably withhold approval of the Consultant's requests for extensions of time in which to complete the work required of the Consultant hereunder.

9. The Consultant shall not be responsible for performance delays caused by others or delays beyond the Consultant's reasonable control, and such delays shall extend the time for performance of the work by the Consultant. Delays caused by non-performance or unjustified delay in performance by a subconsultant of the Consultant are not considered to be beyond the Consultant's reasonable control.

10 (a) The Consultant agrees that the personnel, including the principal Project manager, and all subconsultants assigned to the Project by the Consultant, shall be subject to the prior approval of the City.

(b) No change in subconsultants or key personnel shall be made by the Consultant without written prior approval of the City.

**AGREEMENT FOR PROFESSIONAL
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PROJECT NO. 803 0002 70 77**

SPECIAL PROVISIONS

11. It is understood and agreed that the Consultant is, and at all times shall be, an independent contractor and nothing contained herein shall be construed as making the Consultant or any individual whose compensation for services is paid by the Consultant, an agent or employee of the City, or authorizing the Consultant to create or assume any obligation or liability for or on behalf of the City.

12. The Consultant may also retain or subcontract for the services of other necessary consultants with the prior written approval of the City. Payment for such services shall be the responsibility of the Consultant. Any and all subconsultants employed by the Consultant shall be subject to the terms and conditions of this Agreement, except that the City shall have no obligation to pay any subconsultant for services rendered on the Project.

13. The Consultant and the City agree to use reasonable care and diligence to perform their respective services under this Agreement. Unless hereinafter specified, neither party shall be responsible for the services of the other or any subcontractor or subconsultant employed by the other party.

14. The Consultant shall comply with all applicable federal, state, and local laws in the performance of work under this Agreement.

15. To the maximum extent allowable by law, the Consultant agrees to indemnify, defend, and save the City, the Moreno Valley Housing Authority (MVHA), and the Moreno Valley Community Services District (CSD), their officers, agents and employees harmless

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

from any and all liability, claims, demands, damages, or injuries to any person, including injury to the Consultant's employees and all claims that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of the Consultant, its officers, agents or employees, or its subconsultant(s) or any person acting for the Consultant or under its control or direction; provided, however, that this indemnification and hold harmless shall not include claims arising from the negligence or willful misconduct of the City, MVHA and CDS, their officers, agents or employees.

16. (a) The Consultant shall procure and maintain, at its sole expense, throughout the term of this Agreement and any extension thereof, Professional Errors and Omission Insurance coverage in the form and substance and with carriers acceptable to the City. Such coverage limits shall not be less than \$1,000,000 per claim and aggregate.

(b) During the entire term of this Agreement, the Consultant agrees to procure and maintain General Liability Insurance in form and substance and with carriers acceptable to the City at its sole expense to protect against loss from liability imposed by law for damages on account of bodily injury, including death therefrom, suffered or alleged to be suffered by any person or persons whomever, resulting directly or indirectly from any act or activities of the Consultant its sub-consultant or any person acting for the Consultant or under its control or direction, and also to protect against loss from liability imposed by law for damages to any property of any persons caused directly or indirectly by or from acts

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

or activities of the Consultant or its subconsultants, or any person acting for the Consultant or under its control or direction.

(c) Such General Liability Insurance shall be maintained in full force and effect throughout the terms of the Agreement and any extension thereof in the minimum limits provided below:

| | <u>General Liability</u> |
|-----------------|----------------------------|
| Bodily Injury | \$1,000,000 per occurrence |
| Property Damage | \$ 500,000 per occurrence |

A combined single limit policy with aggregate limits in the amount of \$2,000,000 will be considered equivalent to the above minimum limits.

(d) If the operation under this Agreement results in an increased or decreased risk in the opinion of the City Manager, then the Consultant agrees that the minimum limits hereinabove designated shall be changed accordingly upon request by the City Manager.

(e) The Consultant shall procure and maintain, at its sole expense, and throughout the term of this Agreement and any extension thereof, Public Liability and Property Damage Insurance coverage for owned and non-owned automotive equipment operated on City premises. Such coverage limits shall not be less than \$1,000,000 combined single limit.

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

(f) The Consultant shall procure and maintain, at its sole expense, Workers' Compensation Insurance in such amounts as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both the Consultant and the City, MVHA and CSD against any loss, claim, or damage arising from any injuries or occupational diseases happening to any worker employed by the Consultant in the course of carrying out the Agreement.

(g) The City of Moreno Valley, the Moreno Valley Housing Authority, and the Moreno Valley Community Services District, their officers, employees and agents shall be named as additional insured on all policies of insurance except errors and omissions and worker's compensation.

(h) A Certificate of Insurance and appropriate additional insured endorsement evidencing the above insurance coverage shall be submitted to the City Clerk prior to the execution of this Agreement on behalf of the City.

(i) The Certificate of Insurance or an appropriate binder shall bear an endorsement containing the following provisions:

"Solely as respect to services done by or on behalf of the named insured for the City of Moreno Valley, it is agreed that the City of Moreno Valley, the Moreno Valley Housing Authority, and the Moreno Valley Community Services District, their officers, employees and agents are included as additional insured under this general liability

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

policy and the coverage(s) provided shall be primary insurance and not contributing with any other insurance available to the City of Moreno Valley, the Moreno Valley Housing Authority, and the Moreno Valley Community Services District, its officers, employees and agents, under any third party liability policy."

(j) Insurance companies providing insurance hereunder shall be rated (A minus: VII - Admitted) or better in Best's Insurance Rating Guide and shall be legally licensed and qualified to conduct insurance business in the State of California.

(k) The terms of the insurance policy or policies issued to provide the above insurance coverage shall not be amended to reduce the above required insurance limits and coverages nor shall such policies be canceled by the carrier without thirty (30) days prior written notice by certified or registered mail of amendment or cancellation to the City, except that cancellation for non-payment of premium shall require ten (10) days prior written notice by certified or registered mail. In the event the said insurance is canceled, the Consultant shall, prior to the cancellation date, submit to the City Clerk new evidence of insurance in the amounts established.

17. During the performance of this Agreement, the Consultant will not unlawfully discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, sex, or age. The Consultant will treat employees during employment without regard to their race, religion, creed, color, national origin, sex, or age.

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

18. Consultant and subconsultants shall pay prevailing wage rates when required by the Labor Laws of the State of California.

19. (a) The Consultant shall deliver to the Public Works Director/City Engineer of the City or his/her designated representative, immediately upon request in both hard copy and electronic format, all documents, drawings, models, presentation materials, renderings, calculations, specifications, permits and permit-related documents, surveys, materials tests, geotechnical reports, etc., if available, developed to date for the City's project and any other City-provided documents, which shall become the property of the City for all purposes, which also includes the patent rights with respect to any discovery or invention which arises or is developed in the course of or under this Agreement, and copyrights. The Consultant may retain for its files, at its expense, copies of any and all materials, including drawings, documents, and specifications, produced by the Consultant in performance of this Agreement. It shall be understood that the City shall be the owner of all project-related documents and drawings at all times and during all phases of the project. The City reserves the right to ask for a hard copy and/or an electronic copy of the documents developed to date at any time during the period of this agreement.

(b) The Consultant shall be entitled to copies of all furnished materials for his files and his subconsultants, if any, for professional services related to the City's project.

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

(c) The City agrees to hold the Consultant free and harmless from any claim arising from any unauthorized use of computations, maps, and other documents prepared or provided by the Consultant under this Agreement, if used by the City on other projects without the permission of the Consultant. Consultant acknowledges that Consultant work product produced under this agreement may be public record under State law.

20. (a) The City may terminate this Agreement without cause on the part of Consultant by giving at least ten (10) days written notice to the Consultant. The written notice shall specify the date of termination. Upon receipt of such notice, the Consultant may continue services on the project through the date of termination, provided that no service(s) shall be commenced or continued after receipt of the notice, which is not intended to protect the interest of the City. The City shall pay the Consultant within thirty (30) days after the date of termination for all non-objected to services performed by the Consultant in accordance herewith through the date of termination.

(b) Upon notice of termination, the Consultant shall deliver to the Public Works Director/City Engineer of the City or his/her designated representative, in both hard copy and electronic format, all documents, drawings, models, presentation materials, renderings, calculations, specifications, permits and permit-related documents, surveys, materials tests, geotechnical reports, etc., if available, developed to date for the City's project and any other City-provided documents, which shall become the property of the

**AGREEMENT FOR PROFESSIONAL
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PROJECT NO. 803 0002 70 77**

City. The Consultant may retain for its files, at its expense, copies of any and all materials, including drawings, documents, and specifications, produced by the Consultant in performance of this Agreement. It shall be understood that the City shall be the owner of all project-related documents and drawings, regardless of the completeness of said documents.

(c) The Consultant shall be entitled to copies of all furnished materials for his files and his subconsultants, if any, for professional services related to the City's project.

(d) The City agrees to hold the Consultant harmless from any claim arising from any unauthorized use of computations, maps, and other documents prepared or provided by the Consultant. Consultant acknowledges that Consultant work product produced under this Agreement may be public record under State law.

(e) Either party may terminate this Agreement for cause. In the event the City terminates this Agreement for cause, the Consultant shall perform no further service(s) under the Agreement unless the notice of termination authorizes such further work.

21. This Agreement is binding upon the City and the Consultant and their successors and assigns. Except as otherwise provided herein, neither the City nor the Consultant shall assign, sublet, or transfer its interest in this Agreement or any part thereof without the prior written consent of the other.

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

22. A City representative shall be designated by the City and a Consultant representative shall be designated by the Consultant. The City representative and the Consultant representative shall be the primary contact person for each party regarding performance of this Agreement. The City representative shall cooperate with the Consultant, and the Consultant's representative shall cooperate with the City in all matters regarding this Agreement and in such a manner as will result in the performance of the services in a timely and expeditious fashion.

23. This Agreement represents the entire and integrated Agreement between the City and the Consultant, and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be modified or amended only by a subsequent written Agreement signed by both parties.

24. Where the payment terms provide for compensation on a time and materials basis, the Consultant shall maintain adequate records to permit inspection and audit of the Consultant's time and materials charges under this Agreement. The Consultant shall make such records available to the City at the Consultant's office during normal business hours upon reasonable notice. Nothing herein shall convert such records into public records. Except as may be otherwise required by law, such records will be available only to the City. Such records shall be maintained by the Consultant for three (3) years following completion of the services under this Agreement.

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

25. The City and the Consultant agree that, to the extent permitted by law, until final approval by the City, all data shall be treated as confidential and will not be released to third parties without the prior written consent of both parties.

26. The Consultant shall employ no City official or employee in the work performed pursuant to this Agreement. No officer or employee of the City shall have any financial interest in this Agreement in violation of federal, state, or local law.

27. Subject to the provisions of Section 19 (a) above, all plans, drawings, specifications, reports, logs, and other documents prepared by the Consultant in its performance under this Agreement shall, upon demand by the City, be delivered to and become the property of the City for the limited use as set out above, provided that the Consultant shall be entitled, at its own expense, to make copies thereof for its own use.

28. The laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement, and shall also govern the interpretation of this Agreement. Venue shall be vested in the Superior Court of the State of California, County of Riverside.

29. If the funding source for this Agreement includes Federal funds, the following provisions must be complied with:

(a) Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60);

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

(b) the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3);

(c) the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5);

(d) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5);

(e) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions;

(f) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed;

(g) All applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15);

(h) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871);

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

(i) all requirements and regulations pertaining to reporting;

(j) in the case of occurrence of termination for cause, the City shall use all retained payments and any progress payments due for work completed before the termination to liquidate the Consultant's liability to the City. If the retained and unpaid amounts are insufficient, the City shall take steps to recover the additional sum from the Consultant.

SIGNATURE PAGE FOLLOWS

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. 803 0002 70 77**

IN WITNESS HEREOF, the parties have each caused their authorized representative to execute this Agreement.

City of Moreno Valley

Pitassi Architects, Inc.

BY: _____
City Manager

BY: _____

Date

TITLE: _____
(President or Vice President)

| |
|--|
| <p><u>INTERNAL USE ONLY</u></p> <p>APPROVED AS TO LEGAL FORM:</p> <p>_____ City Attorney</p> <p>_____ Date</p> <p>RECOMMENDED FOR APPROVAL:</p> <p>_____ Department Head</p> <p>_____ Date</p> |
|--|

Date

BY: _____

TITLE: _____
(Corporate Secretary)

Date

- Attachments: Exhibit "A" – City's Request for Proposal
 Exhibit "B" – Consultant's Proposal
 Exhibit "C" – City's Responsibility
 Exhibit "D" – Terms of Payment

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EXHIBIT "A"

TEL: 951.413.3100
WWW.MOVAL.ORG



14177 FREDERICK STREET
P.O. BOX 88005
MORENO VALLEY, CA 92552-0805

September 24, 2013

VIA E-MAIL

Mr. Peter J. Pitassi, AIA, LEED AP
Pitassi Architects, Inc.
8439 White Oak Avenue, Suite 105
Rancho Cucamonga, CA 91730

Subject: Request for Proposal and Not-to-Exceed Fee for
Professional Consultant Services for the Corporate Yard Facility Phase I-
Administration Building
Project No. 803 0002 70 77

Dear Mr. Pitassi:

Pitassi Architects, Inc. has been providing architectural and design services since the initial agreement executed on January 28, 2010 for the Corporate Yard Facility & Sewer project. The initial Design phase has been completed. Additional funding for project construction has been approved in the fiscal year 2013/14 Capital Improvement Plan.

The City of Moreno Valley is requesting a proposal for Professional Consultant Services and not-to-exceed fee to update the project Construction Documents cost estimate for bidding for the subject project. The Scope of work shall include:

1. Modifications to Construction Documents, Code Updates, and processing required permits.
2. Final Cost Estimate.
3. Assisting during Bidding Phase.
4. Construction Administration.
5. Assisting in project closeout.

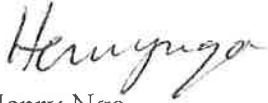
Please forward your proposal and not-to-exceed fee to:

Henry Ngo, Senior Engineer, P.E.
Capital Projects Division
14177 Frederick Street (*hand delivery*)
P.O. Box 88005 (*mail delivery*)
Moreno Valley, California 92552-0805

Letter to Peter J. Pitassi
September 24, 2013
Page 2

If you have any questions, please contact Henry Ngo, Senior Engineer, P.E., at 951.413.3106.

Sincerely,



Henry Ngo
Senior Engineer, P.E.

Enclosures: Original Request for Proposal
Sample of City Standard Consultant Agreement

**** Consultant should be able to execute the agreement without any revisions***

c: Project File (Original)

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\Agreement\New Agreement\Request for Fee Proposal 9-24-13.doc

**REQUEST FOR PROPOSALS
FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES FOR THE
CORPORATE YARD PHASE 1 OFFICE BUILDING AND NEW SEWER LINE**

PROJECT NO. 05-41266522

I. INVITATION

You are invited to submit a Proposal for a Phase I of a 10-phase project. Phase I includes environmental analysis, public meetings, office building and a sewer line.

Please submit the proposal in three parts, **Part 1**: Environmental Site Assessment of the 18 acre project site; **Part 2**: Public presentations of the 10 phase project and accommodate comments and A&E services for PS&E and design support during construction for an approximately 5300 sq. ft. office building; **Part 3**: Engineering Services for PS&E and design support during construction for a new Sewer Line.

The Corporate Yard is located on an 18-acre plot at 15670 Perris Boulevard (Exhibit "A").

Currently, the Corporate Yard Facility design is approximately at the Conceptual Design completion level (Exhibit "B"). The City will provide a full-sized reproducible of the Conceptual Design level set to the selected consultant only prior to fee negotiations. The fee proposal shall be separated for Parts 1, 2 and 3 of the project.

The contract award will take place in the form of several Notices to Proceed (NTPs) within Parts 1, 2 and 3 work. Each NTP will be issued, depending on completion of the previously completed work to the City's satisfaction and available funding.

A mandatory pre-proposal meeting will be held on May 21, 2009, from 9:00 to 11:00 a.m. at the City's Corporate Yard located at the northwest corner of Perris Boulevard and Santiago Drive in the City of Moreno Valley. All participants will gather at the entrance gate located on the east side of Perris Boulevard, just north of Santiago Drive.

FEE PROPOSAL REQUIREMENTS

Do not submit a fee proposal with your response to the RFP. A fee proposal will be requested from the top-ranked consultant following interviews of selected short-listed consultants.

Consultant selection will be based on qualifications and not on the cost of performing the services.

**REQUEST FOR PROPOSAL FOR
PROFESSIONAL CONSULTANT SERVICES
PROJECT NO. 05-41266522**

Seven (7) copies of your Proposal (five bound, one unbound/clipped copy plus an electronic copy on compact disk) shall be submitted no later than **5:00 p.m., June 17, 2009**, addressed to: Capital Projects Division, 14177 Frederick Street (hand delivery), P.O. Box 88005, Moreno Valley, California 92552-0805 (mail delivery), Attention: Jack Shah, R.A., M.S. (Civil) - Consultant Project Manager.

II. PROJECT DESCRIPTION

The existing 60,000 square foot Corporate Yard is located on an 18-acre plot at 15670 Perris Boulevard. The existing facilities are utilized by staff and house equipment for various maintenance units of the City that provide critical public services.

The proposed facility is designed to meet the City's near-term needs. The Space Needs Analysis and Conceptual Design have been completed, and the City intends to move forward with the design and construction of the Corporate Yard Facility in ten phases. Details of future phases and the schedule are yet not decided and are subject to available funding.

The City Council has approved the "Corporate Yard Facility Space Need Analysis, Conceptual Design Study, and Phasing Presentation," during its Study Session meeting on April 21, 2009, and has directed staff to proceed with the project in several phases. The proposed new Sewer Line project will provide sewer services for the ultimate corporate yard, i.e. when it is fully built and functioning.

III. PROJECT BUDGET AND SCHEDULE

Sufficient funds exist to complete the design and construction of Phase 1 of the Corporate Yard Facility project and the sewer line.

The current total estimated project cost (hard and soft) is approximately \$2.3 million for Parts 1 and 2 and approximately \$350,000 for Part 3.

Schedule

| | |
|---|---------------|
| Select Design Consultant and Award Design Contract..... | July 2009 |
| Begin Design Work..... | August 2009 |
| Complete Bid Documents..... | February 2010 |
| Perform Plan Check and Advertise for Construction | April 2010 |
| Start Construction..... | August 2010 |
| End Construction | April 2011 |

**REQUEST FOR PROPOSAL FOR
PROFESSIONAL CONSULTANT SERVICES
PROJECT NO. 05-41266522**

IV. SCOPE OF SERVICES

PART 1: ENVIRONMENTAL SITE ASSESSMENT

The scope includes an Environmental Site Assessment (ESA): Phase I and, if necessary and if directed by the City as an additional scope of service, Phase II services. The work effort for this project may be subdivided into two (2) discrete tasks as follows:

- Task 1.0: Perform Phase I Environmental Site Assessment – provide draft and final ESA Report. Environmental analysis services provided by the Consultant are not intended to include the Initial Study or any other document related to the completion of the project's California Environmental Quality Act CEQA) documentation.
- Task 2.0: Depending on the findings of the Phase I assessment, develop a Phase II Work Plan – provide Draft and Final Work Plan

PART 2: PUBLIC PRESENTATIONS OF THE 10-PHASE PROJECT AND ACCOMMODATE COMMENTS AND A&E SERVICES FOR PS&E AND DESIGN SUPPORT DURING CONSTRUCTION FOR AN APPROXIMATELY 5300 SQ. FT. OFFICE BUILDING

The scope includes, but is not limited to:

1. Holding public meeting(s), receiving comments, and making changes to the 10-phase Corporate Yard conceptual design.
2. Investigate/research/data gathering of all existing utilities
3. Site survey and geotechnical investigation in support of the proposed building and parking lot design.
4. PS&E, design support during bid and award, and construction. PS&E services includes Fixed Furniture and Equipment (FF&E), coordination and data gathering from City's various departments, obtaining approvals and permits, plan checks, presentations to City staff and/or City council, value analysis, constructability/biddability/claim avoidance reviews, bid document preparation for advertisement, preparation and distribution of addenda, participation in pre-bid conference and job walk, bid evaluation(s), performing reference checks, assistance in contract award, assistance and participation in pre-construction conference, support in administration and management of all construction activities, including QA/QC, reviews/responses and processing of RFIs, Change Notices/Orders, negotiations, shop drawing approvals, contract close-out,

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as-built document preparation, services associated with guarantee and warranties, maintenance of equipment training and documentation, etc.

**PART 3: ENGINEERING SERVICES FOR PS&E AND DESIGN SUPPORT
DURING CONSTRUCTION FOR A NEW SEWER LINE**

The scope includes, but is not limited to:

1. If needed, holding public meeting(s), receiving comments, and making changes to the Sewer Line design.
2. Collecting existing survey data, if any, and perform survey.
3. Performing geotechnical investigation.
4. PS&E, design support during bid and award, and construction. The new sewer line will be connected to an existing sewer line located outside the Corporate Yard compound. PS&E activities include review of existing conditions, design, coordination and data gathering from various City departments, obtaining approvals and permits, plan checks, presentations to City staff and/or City council, value analysis, constructability/biddability/claim avoidance reviews, bid document preparation for advertisement, preparation and distribution of addenda, participation in pre-bid conference and job walk, bid evaluation(s), performing reference checks, assisting with the contract award, assisting and participating in pre-construction conference, supporting administration and management with all construction activities, including QA/QC, reviews/responses and processing of RFIs, Change Notices/Orders, negotiations, shop drawing approvals, contract close-out, as-built document preparation, services associated with guarantees and warranties, maintenance of equipment training and documentation, etc.

There are no existing as-built documents for the Corporate Yard site survey, geotechnical work or existing buildings. Therefore, the proposal shall consider performing all necessary preparatory work to support the design work.

Submit all documents such as files, drawings, QA/QC reports, other reports, calculations, specifications, presentation materials, contracts, permits, etc., related to this project at the conclusion of each phase of work or at any time when requested by the City's Consultant Project Manager. Two (2) copies of the documentation shall be submitted as follows: one copy in an electronic format and one copy in 3-ring binder(s), bound volume(s) or in plastic covers for CDs as directed by the City's Consultant Project Manager.

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(a) General Requirements

1. Prepare a detailed design schedule, including identifiable milestones for City review and approval. The initial design schedule with identifiable milestones shall be prepared within fifteen (15) working days after the Notice to Proceed (NTP). Schedule updates shall be prepared and submitted once a month or earlier, if necessary, showing progress and necessary adjustments. The schedule shall establish and identify a "Base Line Schedule," and all updates shall relate to the Base Line Schedule.
2. The schedule shall have a Preliminary Level (approximately 50% complete), Pre-final Level (approximately 90% complete), Final Level (100% complete), and Bid-Document Ready for Advertisement Submittals as milestones. Assume the Conceptual Level documents at a zero percent (0%) completion level. The design documents will be reviewed by the City and all affected parties at the Preliminary and Pre-final levels only, while Final Level documents will be checked against incorporation of all comments made at the Pre-final level.
3. Develop and submit a QA/QC plan for the City's review and approval within fifteen (15) calendar days after the NTP.
4. Submit a cost estimate at the Preliminary and Pre-final levels of submittals. The Final Estimate and Engineer's Estimate shall be submitted at the Bid Document submittal level and one day before the bid opening date.
5. Hold public meetings, receive comments, and make changes to the current conceptual design of 10-phase Corporate Yard facilities. Changes impacting Phase I work shall apply to PS&E activities enumerated in this RFP.
6. Schedule/hold/attend/manage monthly Project Development Team (PDT) meetings. Invite City staff and other agencies, such as utility companies, as appropriate.
7. Prepare and distribute meeting agendas and minutes for all meetings. The minutes shall include a list of attendees with phone numbers and e-mail addresses, a synopsis of discussion items, any pertinent information, action items, and all follow-up action items.
8. Ensure that bid documents receive approvals from all approving authorities.

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9. Coordinate with all associated and involved City personnel and other participating entities, including all utility companies, etc., to ensure review, participation, input and resolution of issues related to design, schedule and costs.
10. Attend and present the project to the City Council, City Committee or Commission, and/or any task force meetings.
11. Ensure that the documents meet all applicable standards and codes.
12. Perform a value analysis of the design, construction materials and methods and recommend/make changes.
13. Develop and prepare budget and funding controls to ensure the project is completed within the available budget.
14. Assist in preparation and/or compliance of project funding documentation, if requested.
15. Prepare Specifications and review, annotate, and make project-specific revisions to the City's boilerplate specifications.
16. Compile and complete bid packages for the advertisement for construction by the City. Assist with preparation of the construction contract bid advertisement.
17. Perform Constructability, Biddability, and Claim Avoidance reviews.
18. Coordinate and ensure the City Building Department approves/signs-off on the Plan Check.
19. Assist in obtaining all required permits.

(b) Bid (PS&E) - Documents

Bid documents include, but are not limited to, architectural floor plans, elevations, sections, renderings, design and calculations related to structural, civil, mechanical, HVAC, and Fire/Life/Safety systems, power, electrical lighting, utilities, computer-related wiring and/or special arrangements and fixtures, all floor landscape layouts, fixed furniture and equipment (FF&E) layouts and spreadsheet for procurement and installation, wall elevations showing furnishings and equipment, landscaping and irrigation, site lighting and security, specifications, cost estimating, and site and street improvements (if applicable). The Consultant shall develop bid documents with necessary and required

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coordination with all affected parties. The bid documents shall meet all requirements to obtain all necessary and available permits (available prior to construction NTP) to perform the construction. The design shall meet all necessary and required State of California Energy Savings and ADA requirements, local, state and federal applicable codes and criteria. Following is a general description for PS&E work:

1. Architectural design services to include architectural site and building plans, sections, elevations, details, building systems, rendering, specifications and estimates.
2. Structural design services to include structural plans, sections, elevations, details and all structural components, including associated calculations, materials, systems, specifications and estimates.
3. Mechanical, HVAC and Fire/Life/Safety design services to include site and building plans, sections, elevations, details, design for energy conservation, heating and ventilation, air conditioning, plumbing and fire protection systems, calculations, drawings, specifications and estimates.
4. Electrical design services to include site and building plans, sections, elevations, details of power systems, electrical materials, lighting, voice/data systems, UPS services for computer systems, provision for an emergency generator, a "pigtail" hook-up for a mobile generator as an optional emergency power supply, alarms, security systems, conduit runs and any special electrical requirements deemed necessary for the Corporate Yard, calculations, drawings, specifications and estimates.
5. Civil design services to include surveying, site plans, sections, elevations, details, on- and off-site utility systems, fire protection system, site drainage and paving, parking lot layout including related details, calculations, drawings, specifications and estimates.

A Preliminary and Final Water Quality Management Plan (WQMP) for the first phase shall be prepared in accordance with the latest edition of "Riverside County Water Quality Management Plan for Urban Runoff/ Santa Ana River and Santa Margarita River Regions." The plans shall be reviewed for consistency with the guidance document and approval is required as part of the initial civil design process. The plans should address only the contract limits, but shall make reference to and provide essential data for the overall Corporate Yard site.

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Utilities work shall include investigation and review of all existing utilities. All tie-in of future utilities shall be examined, and loads should be calculated to ensure the ultimate Corporate Yard needs.

Currently the site is served by septic tanks. The City wishes to provide sanitary sewer services for the Corporate Yard Phase I office building and all future buildings and facilities. The design shall provide for a new sewer line connection to an existing sewer line located outside the corporate yard compound, calculations, agency coordination/approvals, permits and all related activities to complete bid documents.

6. Landscape design services to include site planting and irrigation system plans, sections, elevations, details, specifications and estimate.
7. Investigate which LEED level can be achieved with a cost benefit analysis and then advise the City for consideration and approval for additional design activities to support LEED accreditation. **The City desires to achieve a LEED Certification level, but not necessarily secure the certification.**
8. Interior design services (fixed and free-standing furniture and equipment included) to include plans, sections, elevations, details, equipment schedules, specifications and estimate of furnishings based on recommendations provided by the City staff. Interior design work shall also include floor plans indicating the location of furniture, furniture systems or other items.

Provide FF&E matrix, specifications and cost estimate. The City will either procure the furniture or decide to include it in the bid documents to be supplied by the contractor. Coordinate and support all activities associated with selection, procurement and installation of the FF&E.
9. Specifications are to follow the latest CSI format. The City will provide General Conditions (GCs), while the consultant shall develop Special Conditions (SCs), technical specifications and liquidated damages calculations. Review, annotate, and make project-specific revisions to the City's boilerplate GC document.
10. Estimates to include quantities, schedule of values and any other assumptions in support of the estimates. Estimates to reflect mid-point of construction.
11. Perform a value analysis of site, building materials, systems and interior elements to ensure the best value for the City's investment. This analysis

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shall be carried out to ensure that the facility is being built within the available budget.

12. Perform Biddability, Constructability, and Claim Avoidance reviews.
13. Develop interface design documents for future Corporate Yard buildings and utilities.
14. Investigate and advise the benefits for the use of Solar Energy for Phase I project.

(i) Format for Plans And Specifications

1. The PS&E must conform to the City of Moreno Valley's standards and format. The Consultant shall provide clear, concise, and complete plans, which shall include, where applicable, the title sheet, General Notes and Abbreviations, Civil, Geotechnical, Survey, Grading and Drainage, Architectural, Utilities, Structural, HVAC, Mechanical, Electrical Lighting and Power, Plumbing, Landscaping, Irrigation and other appropriate and necessary disciplines. The scales for the plans are 1" = 4' or 8' (as necessary) and 1" = 20' or 1" = 40' for site civil, or utilities plan sheets, if desired. The City of Moreno Valley's standard title block shall be used for all sheets.

The Consultant shall indicate on the plans the stationing of all intersections, beginning and end of curves, and breaks in alignment. Survey monuments and monument wells shall be noted on the plans for preservation. Missing monuments shall be installed per City Standards. Monuments are to be placed in all street intersections, public and private. The setting or marking of the actual monuments shall be done under the direction of a licensed land surveyor at the end of construction, and a Record of Survey shall be filed with the County and a copy shall be submitted to the City. These items must be quantified and shown in the PS&E. The Consultant shall note that the Contractor shall be responsible for replacing disturbed monuments or ties after construction is completed.

2. The Title Sheet shall include, but not be limited to: Project title, vicinity (location) map, title block, north arrow, scales, general notes, telephone numbers of utilities and other affected agencies and businesses, sheet index and other required notes and information.

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3. Traffic Control Plans shall address handling of traffic, long-term closures, and representative construction signage for the major elements in logical stages of the project construction and shall be in accordance with the latest California Manual on Uniform Traffic Control Devices (MUCTD) and/or Work Area Traffic Control Handbook (WATCH) Manual, as appropriate.
4. Detail Plans shall be provided where standard plans are not available or where specific dimensioning cannot be readily shown on the improvement plans or provided by description in the project specifications or as needed to insure project constructability.
5. All drawings shall be prepared with AutoCAD Land Development software or design software that is compatible with the Land Development software approved by the City. The design shall be plotted using permanent drafting ink on Mylar and drafted on twenty-four inch by thirty-six inch (24" x 36"). The Consultant is required to put hanging file tabs on all Mylar sheets. The Final Plans shall be signed by a Registered Architect or Engineer (as appropriate in their discipline specialty) registered in the State of California, which is complete and ready for bidding purposes. No "stick-ons" will be allowed.

The originals and the electronic data of these drawings are to be considered the property of the City at all times and shall be submitted to the City, along with a CD-RW disk in AutoCAD Land Development format, upon completion or as and when directed or any other time when the contract is terminated or temporarily stopped or any other time as directed by the City. The electronic data shall also include all survey data and point information.

6. Specifications - The Consultant shall be responsible for compiling the project Specifications in the manner established in **CSI format**, signed by a Registered Architect or Engineer (as appropriate in their discipline specialty) registered in the State of California, which is complete and ready for bidding purposes. The latest edition of the Greenbook (Standard Specifications for Public Works Construction and subsequent amendments) may be used on the project, except for traffic signals, striping and traffic signs. The technical portion of the Caltrans Standard Specifications shall be used for the traffic signals, striping and traffic signs.

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(ii) General Design Submission Requirements

Refer to section IV (a) 2 of this document.

(iii) Submittal Requirements for the City, Agencies, Utilities, Etc.

1. The Consultant shall submit six (6) sets of bound copies of the design drawings, specifications and estimate with each submittal for checking to the City, along with the previous redlined check prints. At 50% submittal, submit only the Index Sheet of the specifications and estimate appropriate to the completion of the design development. At 95% completion, a complete set of specifications, including general conditions, City's Boilerplate GC's, modified as appropriate, technical specifications, and special provisions, including liquidated damage calculations. In addition the estimate shall be complete and shall include quantities and a bid item list. The design drawings shall be as complete, accurate, and error-free as possible before plan checking is considered in order to reduce the number of plan checks required and related costs to the City and Consultant. Incomplete submittals may be rejected.
2. The Consultant shall submit four (4) sets of any reports, such as geotechnical and/or quantity calculations, with each submittal for checking to the City, along with the previously checked reports. All reports and calculations shall be signed by a State of California Registered Architect or Engineer in their appropriate discipline.
3. The Consultant shall, at no cost to the City, correct errors, omissions, and unworkable and/or improper design/drafting on the original drawings that are discovered subsequent to the completion of the plan checking process.
4. The City shall receive a copy of all transmittals, submittals, and letters sent to utilities and agencies regarding the project.

(iv) Estimate of Quantities and Cost

The estimated quantities shall itemize all new, remodeled, reconstructed and relocated improvements. The estimated quantities shall be arranged in chronological order of construction and shall contain all the information necessary to prepare the estimate in the format specified by the City or associated agencies. The estimate and bid schedule shall be broken out by funding

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source or as otherwise directed by the City's Consultant Project Manager.

Computations showing estimated quantities, costs and sum totals shall be submitted to the City for review. Submission of computations does not relieve the Consultant of responsibility for submitting an accurate estimate of quantities. The Consultant shall, at the 50%, 95%, and Final Plan stages, submit estimated quantities calculated for review by the City. The Consultant's final construction cost estimate shall be based upon, and in agreement with, the final estimate of quantities.

The final cost estimate must be 5% below the City's construction cost budget.

(v) Storm Water Pollution Prevention Plan (SWPPP) (if needed)

The Consultant shall prepare a Storm Water Pollution Prevention Plan (SWPPP), if required for this project, in accordance with either the San Jacinto Construction Activity Permit or the General Construction Activity Permit, depending on the permit area of coverage. The Consultant shall also prepare, if applicable, the Notice of Intent (NOI) and process the SWPPP for approval through the Regional Water Quality Control Board and other appropriate authorities and agencies.

(vi) Copies of Contract Document Package

The Consultant shall make two full-size and two half-size sets of the bid documents for the City's files and shall also submit the bid documents in electronic format so that it can be reproduced in an electronic medium for distribution to all potential bidders.

(vii) Owner of Original Drawings, Documents and Other Information

The City will be the owner of all original drawings, documents and digital information. All digital and or computer-generated drawings shall be the property of the City, and a copy shall be submitted to the City on a CD-RW or DVD disk or as directed by the City's Consultant Project Manager.

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(viii) Project Schedule

The Consultant shall prepare a project schedule and provide hard and electronic copies for reports and staff usage. The project schedule shall be updated regularly and handed out during the PDT meetings.

The project schedule shall be divided into tasks and subtasks in full detail, showing their critical path for expeditious project completion. The schedule shall include, but not be limited to, three design stages, final plan check, bid document preparation, advertising, construction, and any other applicable tasks. All time required for project reviews and processing and associated agency and utility contacts and coordination shall be shown.

(c) Support Services During Bid and Award Period

The services shall include, but not be limited to, the following:

1. Development of a bid set and assistance with document reproduction and distribution.
2. Assistance with preparation of advertisement, developing a list of potential contractor, and a list of pre-qualified bidders, if requested.
3. Attendance at pre-bid meeting(s), job walk and bid opening(s).
4. Responses to all bidders' questions/queries.
5. Preparation of any addenda.
6. Assistance with bid review/evaluation, technical qualifications/ background checks/verification of contractor/subcontractors licenses for validity of three lowest responsible bidders, recommend approval of Schedule of Values.
7. Assistance with preparation of staff report(s) and presentation to the City Council for the contract award.
8. Assist with the award and execution of the contract between the City and the Contractor, including review of insurance, bonding, and other required documents.

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9. Assist or perform the activities associated with advertising and retaining specialty contractors or services such as materials testing, surveying, building furnishing and furniture procurement and/or suppliers and/or installers, etc.

(d) Design Support Services During Construction

Design support activities include, but are not limited to, the following:

1. Coordinate and participate in pre-construction contract award activities.
2. Assist City with the procurement of furniture and furniture systems, including, but not limited to, coordination with vendors, manufacturers and suppliers to verify lead times and ensure proper delivery dates for placement/installation.
3. Management and coordination for the processing of submittals, including receipt, review of, and appropriate action on Request for Information (RFIs), shop drawings, product data, samples and other submittals required by the Contract Documents.
4. Review, analysis, and development of independent cost estimate(s) of all Value Engineering Proposals (VEPs) provided by the Contractor.
5. Field observation services consisting of visits to the site at intervals appropriate to the stage of construction to review and report the progress and quality of the work and to determine in general if the work is proceeding in accordance with the intended design goals and objectives.
6. Preparation, reproduction and distribution of written directions, drawings and specifications to describe work to be added, deleted or modified. Preparation of drawings, including calculations, for design work associated with change orders and review of proposals from contractor(s) for reasonableness of quantities and materials.
7. Assistance with change order negotiations with contractor(s) on the relative costs of work proposed to be added, deleted, or modified.
8. Preparation of as-built drawings based on red-lined documents received from the field.
9. Recommend courses of action when the Contractor's or sub-contractor's performance is unsatisfactory and assist with carrying out the necessary corrective actions.

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10. Maintain continuous 24-hour telephone accessibility during construction activity for emergency use.
11. Assist the Contractor in obtaining all building, grading, and other permits necessary for the project.
12. Ensure timely completion/approvals in response to all RFIs, shop drawings, product data samples, Change Notices, Intent to File Change Notice, and Construction Change Order (CCOs) reviews, negotiations and issuance of Change Order(s) to the Contractor.
13. Prepare independent cost estimates for comparison and review by the City for all Contractor-submitted change notices/orders.
14. Assist with required inspections by certified building inspector(s) provided by the City.
15. Assist with the activities of City-retained specialty contractors such as inspections, testing, furniture and furnishing-related activities, move-in phase, etc.
16. Assist with monitoring and updating the construction schedule.
17. Participate in weekly construction meetings with the Contractor, City staff, and other involved parties. Prepare and distribute meeting minutes.
18. Prepare and distribute all required notices, respond to complaints and resolve problems as necessary.
19. Review Contractor pay requests and prepare necessary documentation for submittal and approval by the City.
20. Coordinate and assist in observing the initial start-up and testing of utilities, systems and equipment utilized on the project.
21. Ensuring that the project site has record copies of the following:
 - a. Plans, specifications and contract documents with all changes and modifications.
 - b. Permits.
 - c. Addenda, change order(s), shop drawings, product data, submittals and samples.

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- d. Survey and layout data and certifications and photographs of as-built locations and depths.
 - e. List of addresses, telephone and license numbers of General Contractor, all sub-contractors, material suppliers and utility agencies.
- 22. Conduct project walk-through(s) and prepare punch list(s).
 - 23. Ensure the project is implemented per the approved set of bid documents.
 - 24. Incorporate approved changes to the plans, specifications and contract documents as they occur and ensure that the red-line set for the as-built is maintained on regular basis.
 - 25. Prepare as-built drawings at the completion of construction.
 - 26. Coordinate close-out of the project; obtain necessary operation manuals, warranties, guarantees and other applicable necessary information. Provide all documentation in a well-organized manner in either electronic and/or hard copy formats (binders, folders, CDs, etc.).
 - 27. Obtain all releases and warranty bonds from the General Contractor and sub-contractors. Provide all documentation in a well-organized manner in either electronic and/or hard copy formats (binders, folders, CDs, etc.).
 - 28. Deliver manuals and record drawings to the City and coordinate all final inspections. Provide all documentation in a well-organized manner in either electronic and/or hard copy formats (binders, folders, CDs, etc.).
 - 29. Prepare status report(s) for project close-out and filing of Notice of Completion.
 - 30. Present the City with a complete project close-out file.
 - 31. Perform such other project-related duties as may be required by the City.
 - 32. Perform warranty walk approximately one (1) year from the City Council's acceptance of the project.
 - 33. Resolve all warranty issues so that the City can release the Warranty Bond.

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V. QUALITY CONTROL

Develop and submit a QA/QC plan. The plan shall include QA/QC administration and application during bid document, bid and award, and construction phases of the work. The City's review and approval is required for this plan.

VI. SCHEDULE

The Consultant shall develop a detailed schedule of activities. The time required to complete each activity shall be based on the City's pre-established time frame for bid documents, bid and award period, and construction. Each task shall include the man-hours needed to complete the task.

VII. CONSULTANT'S PROPOSAL AND COMPENSATION

The Consultant's proposal shall be no more than 40 pages, excluding a cover letter of up to two (2) pages, dividers, City-requested forms and certificates. Proposals failing to provide sufficient information and assurances of performance to accurately assess each category of the required services, and failing to comply with requirements and conditions of the RFP will not be given further consideration. The Consultant's proposal shall include a list of at least three (3) Corporate Yard design projects and at least three (3) Sewer Line Design (or similar) projects of approximately similar size and/or magnitude in dollar value, of which at least one (1) project shall have been designed and/or built within the past ten years in the State of California that the team and/or the Prime Consultant have designed as Prime Consultant and/or were involved as Prime Consultant. Please provide a description of the Consultant's involvement along with the agency and a contact person's name, title, telephone and e-mail address for each facility.

At a minimum, the Proposal shall include the following sections:

- A. **Project Understanding:** This section should clearly convey a clear understanding of the nature of the work, identification of major project issues and proposed solutions thereof, from both the Consultant and the sub-consultants (Consultant Team).
- B. **Approach and Management Plan:** This section provides the Consultant Team's proposed approach and management plan for providing services. Include an organization chart showing proposed relationships among Consultant Team/staff as well as any other parties that may have a significant role in the delivery of this project.

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- C. **Qualifications and Experience:** Provide the qualifications and experience of the team for this project. Emphasize the specific qualifications and experience from projects similar to this project for the key team members, including references. Identify and provide in-depth information for the proposed project manager's qualifications, track record and relevant experience.
- D. **Staffing Plan:** Discuss the staffing plan and the current and anticipated workloads for all key team members and their capacity to perform the requested services according to the proposed schedule. Discuss the firm's/team's approach for completing the services required for this project within budget and schedule.
- E. **Work Plan and Schedule:** Include a description of how each task of the project will be conducted and identify deliverables for each task and implementation schedule. The work plan should include sufficient detail to demonstrate a clear understanding of the project. Discuss the Consultant Team's approach for completing the project.
- F. **Quality Control and Assurance:** Discuss QA/QC proposed for each phase/deliverable for this project, including various independent plan check reviews and 95% Plan Biddability/Constructability/Claims Avoidance reviews.
- G. **Additional Relevant Information:** Provide additional relevant information that may be helpful in the selection process (not to exceed two pages).

The Consultant's proposal shall include the following statements:

1. A statement that the Request for Proposal (RFP) shall be incorporated by reference in its entirety as a part of the Consultant's proposal. The Price Proposal, along with the resource allocation matrix submitted following design cost/schedule negotiations, will also become an attachment to the Consultant Proposal.
2. A statement that the Request for Proposal and the Consultant's proposal, along with the Price Proposal, will jointly become part of the Agreement for Professional Consultant Services for this project when said Agreement is fully executed by the Consultant and the Mayor or City Manager of Moreno Valley.
3. A statement that the Consultant's services to be provided, and fees therefor, will be in accordance with the City's Request for Proposal

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except as otherwise specified in the Consultant's proposal under the heading "ADDITIONS OR EXCEPTIONS TO THE CITY'S REQUEST FOR PROPOSAL."

4. A single and separate section with the heading "ADDITIONS OR EXCEPTIONS TO THE CITY'S REQUEST FOR PROPOSAL" containing a complete and detailed description of all exceptions to the provisions and conditions of this Request for Proposal upon which the Consultant's proposal is contingent and which shall take precedence over the Request for Proposal for Professional Consultant Services. EXCEPTIONS TO THE INDEMNIFICATION, LIABILITY, AND TERMINATION FOR CONVENIENCE OF THE CITY CLAUSES OF THE CITY'S STANDARD "AGREEMENT FOR DESIGN PROFESSIONAL CONSULTANT SERVICES" SHALL NOT BE ACCEPTABLE. ANY EXCEPTIONS TO THESE CLAUSES SHALL DISQUALIFY THE CONSULTANT'S PROPOSAL FROM FURTHER CONSIDERATION.

A sample Agreement is attached for your reference (Exhibit "F").

5. A statement of qualifications applicable to this project, including the names, qualifications and proposed duties of the Consultant's staff to be assigned to this project; a listing of recent similar projects completed including the names, titles, addresses and telephone numbers of the appropriate persons whom the City could contact. If one or more of the Consultant's staff should become unavailable, the Consultant may substitute other staff of *at least* equal competence only after prior written approval by the City.
6. A resource allocation matrix along with Price Proposal (to be submitted after selected firms are interviewed). The resource allocation matrix must list detailed tasks in rows and the appropriate individual (job title only), as well as the number of hours that these individuals will be working on each task listed, will be included in adjacent columns. The resource allocation matrix and the project design schedule are required from both the primary consultant, as well as any sub-consultant(s). Failure to do so will result in the Consultant's Price Proposal being deemed incomplete.

The Price Proposals and the allocation of dollars in various design tasks/groups/sub-groups provided by the design consultant is for convenience only and can be reallocated among various tasks, provided the total sum does not exceed the maximum negotiated

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contract value, to reflect the work in progress subject to prior approval by the City.

The resource allocation matrix, in addition to any tasks the Consultant chooses to list, shall include but not be limited to: meetings, traffic studies, hydrology/hydraulics studies, Storm Water Pollution Prevention plans, right-of-way investigations, as-built drawings, and GASB 34 documentation.

7. A rate schedule *must* be submitted with the Price Proposal, and must list names, titles, roles and hourly billing rates in rows. A statement that said hourly rate schedule is part of the Consultant's Price Proposal for use in invoicing for progress payments and for extra work incurred shall also be included. All extra work will require prior approval from the City.
8. A statement of sub-consultant(s) qualifications, including relief personnel, applicable to this project to include the names, qualifications and proposed duties of the sub-consultant's staff to be assigned to this project; a listing of recent similar projects completed including the names, titles, addresses, and telephone numbers of the appropriate persons whom the City could contact.

A statement that the Consultant acknowledges and understands that the Consultant will not be allowed to change sub-consultant(s) without written permission from the City.

9. A statement that all charges for Consultant services is a "Not-to-Exceed Fee," which must include conservatively-estimated reimbursable expenses, as submitted with and made a part of said Consultant's proposal.
10. A statement that the Consultant will document and provide the results of the work to the satisfaction of the City. This may include preparation of field and final reports or similar evidence of attainment of the Agreement objectives.
11. A statement that the Consultant will immediately document and notify the City of any defects or hazardous conditions observed in the vicinity of the project site prior, during, or after the construction work.
12. All extra work requires prior approval from the City.

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13. A statement that the Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin.
14. A statement that all federal laws and regulations shall be adhered to, notwithstanding any state or local laws and regulations. In a case of a conflict between federal, state or local laws or regulations, the strictest shall be adhered to.
15. A statement that the Consultant shall allow all authorized federal, state, County and City officials access to place of work, books, documents, papers, fiscal, payroll, materials and other relevant contract records pertinent to this special project. All relevant records shall be retained for at least three years.
16. A statement that the Consultant shall comply with the Davis-Bacon Fair Labor Standards Act (40 USC 276-a through a-7); and the implementation regulations issued pursuant thereto (29 CFR Section 1, 5), any amendments thereto and the California Labor Code. Pursuant to the said regulations entitled "Federal Labor Standards Provisions," Federal Prevailing Wage Decision" and State of California prevailing wage rates, respectively.
17. A statement that the Consultant shall comply with the Copeland Anti-Kickback Act (18 USC 874) and the Implementation Regulation (29 CFR 3) issued and any amendments thereto.
18. A statement that the Consultant offers and agrees to assign to the City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 USC Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works or the subcontract. This assignment shall be made and become effective at the time the City tenders final payment to the Consultant, without further acknowledgment by the parties.
19. The City encourages the use of Disadvantaged Business Enterprise (DBE) participation.
20. Complete "Disclosure of Lobbying Activities" (see attached Exhibit "C").
21. Complete "List of Subconsultants" (see Exhibit "D").

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22. Complete "Proposer's List of Subconsultants (DBE and Non-DBE) - Parts I and II (see attached Exhibit "E").

VIII. GENERAL COMPLIANCE WITH LAWS AND WAGE RATES

The Consultant shall be required to comply with all federal, state, and local laws and ordinances applicable to the work. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775. The Consultant is required to submit certified payrolls weekly. This applies to all applicable field personnel working on the project. In accordance with Section 1771.5 (b) (5) of the California Labor Code, the City will withhold payments when the payroll records are delinquent or inadequate.

IX. FEDERAL EMPLOYEE BENEFIT

No member of, or delegate to, the Congress of the United States, and no Resident Commissioner shall be admitted to any share or part of the Agreement to the said project or to any benefit to arise from the same.

The Consultant shall complete and include the "Certification for Contracts, Grants, Loans, and Cooperative Agreements" and "Disclosure of Lobbying Activities" forms (attached) with the Proposal.

X. PAYMENT TO CONSULTANT

- A. This work is to be performed for a "Not-to-Exceed" fee.

The Consultant shall provide a "Project Fee Schedule" indicating the fee for individual tasks with a "Not-to-Exceed Fee" which shall be the sum of all tasks by part, phase, and milestone. The Price Proposals and the distribution of dollars in various design tasks/groups/sub-groups, provided by the design consultant, is for convenience only and can be reallocated among various tasks (provided the total sum does not exceed the maximum negotiated contract value) to reflect the work in progress subject to prior approval by the City.

- B. Tasks shall include, but not be limited to, all Professional Consultant Services necessary to complete the work covered by this Proposal.

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C. The City will pay the Consultant for work completed based on milestones completed and accepted by the City. These milestones are (all percentages are approximate):

1. 50% Level (Preliminary) complete.
2. 95% Level (Pre-final) complete.
3. 100% Level (Final – Bid documents ready for advertisement) complete.
4. Project Bidding and Construction Support complete.
5. Any other additional authorized work on a task successfully completed and accepted basis.

The City shall make sole and final determination if a milestone, as described above, is complete and acceptable for payment. The City reserves the right to add new, revise, change, or delete milestones from the above list.

- D. Monthly invoices will specifically identify job title, person-hours, and costs incurred for each task.
- E. Reimbursement costs such as mileage, printing, telephone, photographs, postage and delivery, etc. are to be included in the "Not-to-Exceed Fee."
- F. All tasks, including labor and reimbursable costs such as printing, postage, delivery, etc., shall have supporting documentation presented at the time payment is requested.
- G. The City will pay the Consultant for all acceptable services rendered in accordance with the "Agreement for Professional Design Consultant Services."
- H. When the Consultant is performing, or is requested to perform, work beyond the scope of service in the "Agreement for Design Professional Consultant Services," an "Amendment to the Agreement" will be executed between the City and Consultant.
- I. The Consultant shall receive no compensation for any re-work necessary as result of Consultant errors or oversight.

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XI. INSURANCE

- A. The Consultant shall provide Errors and Omissions Professional Insurance. Such coverage limits shall not be less than \$1,000,000 per claim and aggregate.
- B. The Consultant shall have Public Liability and Property Damage Insurance in the amounts as follows:

GENERAL LIABILITY

| | | |
|-----------------|-------------|----------------|
| Bodily Injury | \$1,000,000 | per occurrence |
| Property Damage | \$ 500,000 | per occurrence |

A combined single limit policy with aggregate limits in the amount of \$2,000,000 will be considered equivalent to the above minimum limits.

- C. The Consultant shall have Public Liability and Property Damage Insurance coverage for owned and non-owned automotive equipment in the amount of not less than \$1,000,000.
- D. The Consultant shall have Workers' Compensation Insurance in the amounts as will fully comply with the laws of the State of California.
- E. A Certificate of Insurance or an appropriate binder shall bear an endorsement containing the following provisions:

"Solely as respect to services done by or on behalf of the named insured for the City of Moreno Valley, it is agreed that the City of Moreno Valley, the Community Redevelopment Agency of the City of Moreno Valley, and the Moreno Valley Community Services District, its officers, employees and agents are included as additional insured under this general liability policy and the coverage(s) provided shall be primary insurance and not contributing with any other insurance available to the City of Moreno Valley, the Redevelopment Agency of the City of Moreno Valley, and the Moreno Valley Community Services District, its officers and employees and agents, under any third party liability policy."

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- F. Insurance companies providing insurance hereunder shall be rated (A minus: VII - Admitted) or better in Best's Insurance Rating Guide and shall be legally licensed and qualified to conduct insurance business in the State of California.
- G. The terms of the insurance policy or policies issued to provide the above insurance coverage shall not be amended to reduce the above required insurance limits and coverages, nor shall such policies be canceled by the carrier without thirty (30) days' prior written notice by certified or registered mail of amendment or cancellation to the Agency, except that cancellation for non-payment of premium shall require ten (10) days prior written notice by certified or registered mail. In the event the said insurance is canceled, the Consultant shall, prior to the cancellation date, submit to the City Clerk new evidence of insurance in the amount established.
- H. It is the consultant's responsibility to ensure that all subconsultants comply with the following: Each subconsultant that encroaches within the City's right-of-way *and* affects (i.e., damages or impacts) City infrastructure must comply with the liability insurance requirements of the City's Land Development Division. Examples of such subconsultant work include soil sample borings, utility potholing, etc.

The "Application for Encroachment Permit" form (four pages), including "Application for Encroachment Permit Liability Insurance Requirements," is available in the Land Development Division and must be completed and submitted in full to the City. It is the Consultant's responsibility to ensure that all subconsultants submit the appropriate encroachment permit and insurance documentation at the same time that the Consultant's insurance documentation is submitted.

XII. INDEMNIFICATION [CITY WILL NOT ACCEPT ANY EXCEPTIONS TO THIS CLAUSE]

- A. To the maximum extent allowable by law, the Consultant, when functioning in the capacity of a design professional, agrees to indemnify, defend, and save the City, the Community Redevelopment Agency of the City of Moreno Valley (RDA), and the Moreno Valley Community Services District (CSD), their officers, agents and employees harmless from any and all liability, claims, demands, damages, or injuries to any person, including injury to the Consultant's employees and all claims that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of the Consultant, its officers, agents or employees, or its subconsultant(s) or any person acting for the Consultant or under its

**REQUEST FOR PROPOSAL FOR
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control or direction; provided, however, that this indemnification and hold harmless shall not include claims arising from the negligence or willful misconduct of the City, RDA and CDS, their officers, agents or employees.

B. The Consultant, when *not* functioning in the capacity of a design professional, agrees to indemnify, defend, and save the City, the Moreno Valley Community Redevelopment Agency (RDA), and the Moreno Valley Community Services District (CSD), their officers, agents and employees harmless from any and all liability, claims, demands, damages, or injuries to any person, including injury to the Consultant's employees and all claims which arise from or are connected with the negligent performance of or failure to perform the work or other obligations of the Consultant under this Agreement, or are caused or claim to be caused by the negligent acts of the Consultant, its officers, agents or employees, or its subconsultant(s) or any person acting for the Consultant or under its control or direction; provided, however, that this indemnification and hold harmless shall not include claims arising from the sole negligence or willful misconduct of the City, RDA, and CSD, their officers, agents or employees.

C. The City agrees to indemnify, defend and save the Consultant and their officers, agents and employees harmless from any and all liability, claims, damages or injuries to any person, including injury to the City's, RDA's and CSD's employees and all claims which arise from or are connected with the negligent performance or failure to perform the services or other obligations of the City under this Agreement, or are caused or claim to be caused by the negligent acts of the City, RDA and CSD, their officers, agents or employees, or its subcontractor(s) or any person acting for the City or under its control or direction; provided, however, that this indemnification and hold harmless shall not include any claims arising from the negligence or willful misconduct of the Consultant, its officers, agents or employees.

XIII. TERMINATION FOR CONVENIENCE OF THE CITY [CITY WILL NOT ACCEPT ANY EXCEPTIONS TO THIS CLAUSE].

The City reserves the right to terminate the "Agreement for Design Professional Consultant Services" for the convenience of the City at any time by giving ten (10) days' written notice to the Consultant of such termination and specifying the effective date thereof. All finished or unfinished drawings, maps, documents, field notes and other materials produced and procured by the Consultant under the said aforementioned Agreement is, at the option of the City, City property and shall be delivered to the City by the Consultant within ten (10) working days from

**REQUEST FOR PROPOSAL FOR
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PROJECT NO. 05-41266522**

the date of such termination. The City will reimburse the Consultant for all acceptable work performed as set forth in the executed Agreement.

XIV. INDEPENDENT CONTRACTOR

The Consultant's relationship to the City in the performance of the Consultant's services for this project is that of an independent contractor. The personnel performing said services shall, at all times, be under the Consultant's exclusive direction and control and shall be employees of the Consultant and not employees of the City. The Consultant shall pay all wages, salaries and other amounts due his employees in connection with the performance of said work and shall be responsible for all employee reports and obligations, including but not necessarily restricted to, social security, income tax withholding, unemployment compensation, and Workers' Compensation.

XV. CONTRACT

The Contract includes the "Agreement for Design Professional Consultant Services" (see Exhibit "F"), the City's Request for Proposal, the Consultant's Proposal, and exhibits.

The Political Reform Act and the City's Conflict of Interest Code require that consultants be considered as potential filers of Statements of Economic Interest. Consultants, as defined by Section 18701, may be required to file an Economic Interest Statement (Form 700) within 30 days of signing a Consultant Agreement with the City, on an annual basis thereafter if the contract is still in place, and within 30 days of completion of the contract.

XVI. GENERAL CONDITIONS

A. Pre-contractual expenses are defined as expenses incurred by the Consultant in: (1) preparing the Proposal; (2) submitting the Proposal to the City; (3) presentation during selection interview; (4) negotiating with the City any matter related to this Proposal; and (5) any other expenses incurred by the Consultant prior to an executed Agreement.

The City shall not, in any event, be liable for any pre-contractual expenses incurred by the Consultant.

B. The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the Proposal for its own

**REQUEST FOR PROPOSAL FOR
PROFESSIONAL CONSULTANT SERVICES
PROJECT NO. 05-41266522**

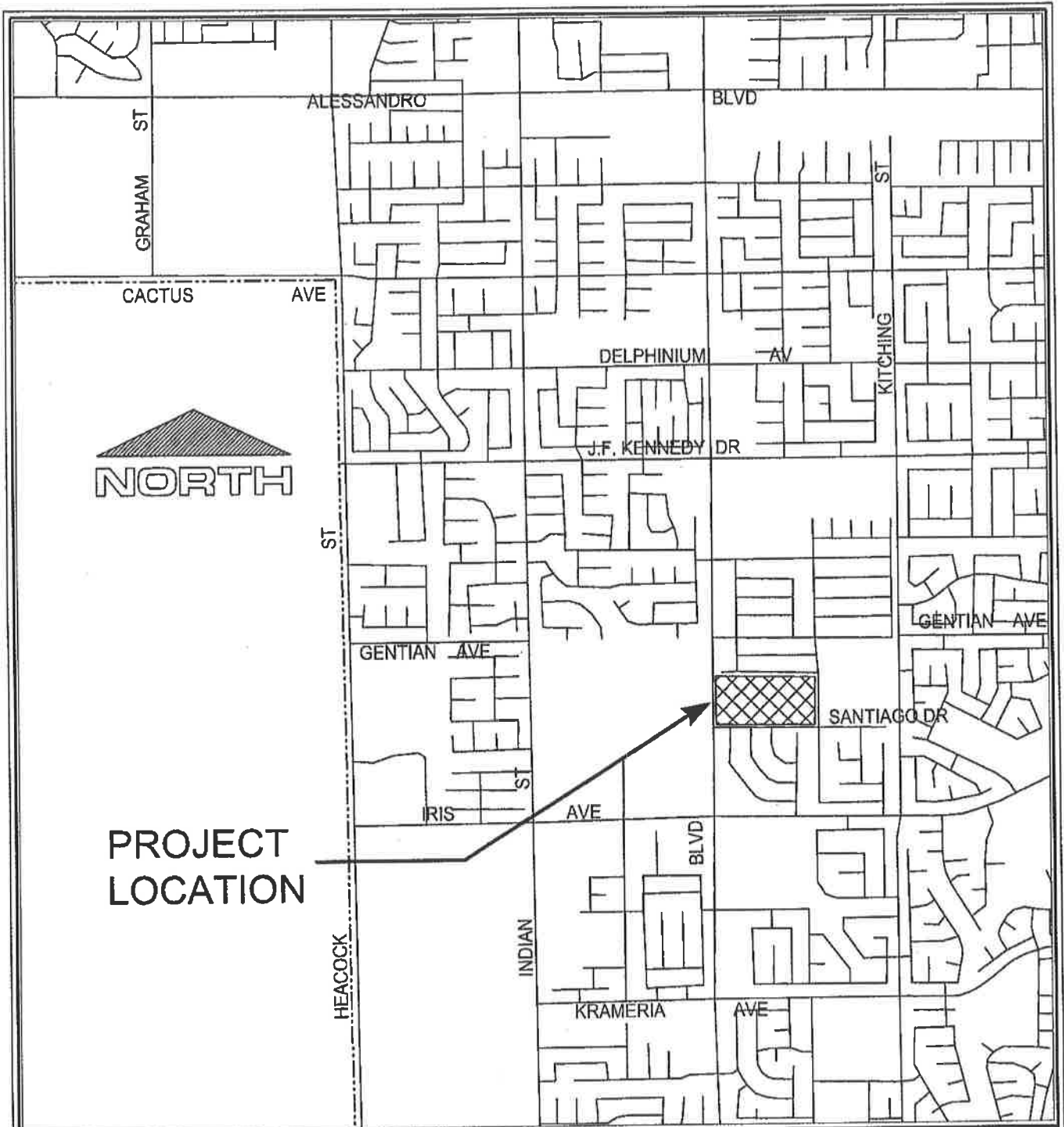
convenience and to reject any and all Proposals responding to this RFP without indicating any reasons for such rejection(s).

- C. The City reserves the right to reject any or all Proposals submitted. Any contract awarded for these Consultant engagements will be made to the Consultant who, in the opinion of the City, is best qualified.

XVII. SELECTION CRITERIA

| CRITERIA | MAXIMUM POINTS |
|---|----------------|
| <p><i>The Firm's General Experience and Qualification Information –</i></p> <p><i>Information about the company (and all sub-consultants) including:</i></p> <ol style="list-style-type: none"> 1. Details about comparable projects completed by the firm (9 pts) 2. Local experience of firm on comparable projects (7 pts) 3. Ability to provide the required services (4 pts) <p>Comments:</p> | 20 |
| <ol style="list-style-type: none"> 4. Experience of Project/Program Manager in managing design/CM combined projects (10 pts) 5. Experience of the Design Project Manager (20 pts) 6. Local experience of key personnel on comparable projects (10 pts) <p>Comments:</p> | 40 |
| <ol style="list-style-type: none"> 7. Project Approach/Understanding (10 pts) 8. Discussion of major issues identified on the project (10 pts) 9. How the consultant team plans to address them (8 pts) 10. Management approach and organization necessary to complete the specific project (7 pts) 11. Quality control measures to ensure delivery of a quality product on time and within budget (5 pts) <p>Comments:</p> | 40 |
| TOTAL: | 100 |

W:\CapProj\CapProj\PROJECTS\Larry - 05-41266522 Corporate Yard Facility\Design Phase\Consultant -\RFP\RFP for Corporate Yard - FINAL- 5-4-09.doc



PROJECT
LOCATION

LOCATION MAP

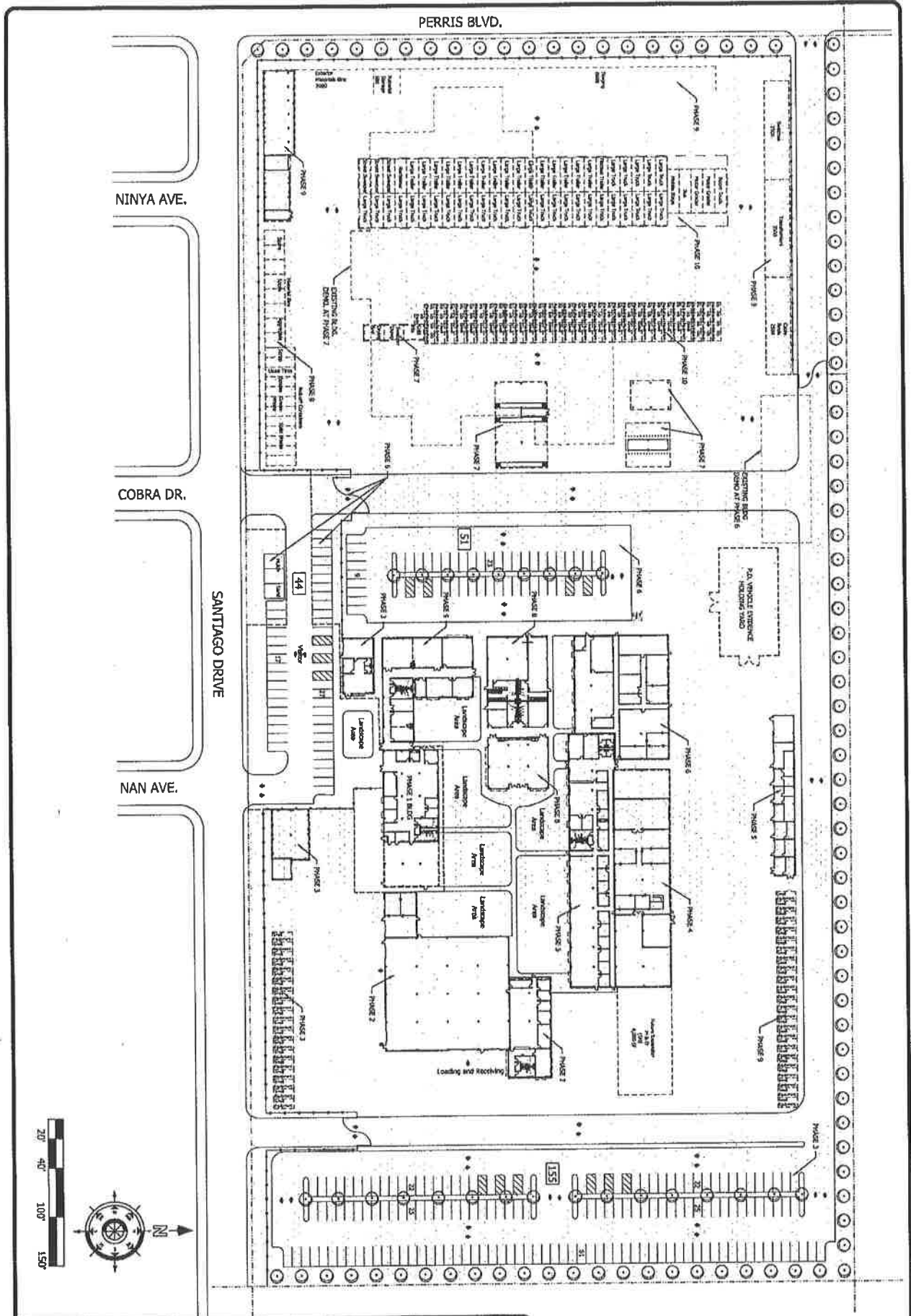


Public Works Department
Capital Projects Division

Scale: None

Exhibit "A"

CORPORATE YARD FACILITY
PROJECT NUMBER 05-41266522



A-1 New Corporate Yard Facility
City of Moreno Valley, California

EXHIBIT B

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of covered Federal action or a material change to previous filing pursuant to Title 31 U.S.C. section 1352. The filing of a form is required for such payment or agreement to make payment to lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with a covered Federal action. Attach a continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence, the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last, previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee if the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identification in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitments for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influenced the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB NO. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

LIST OF SUBCONSULTANTS

PROJECT NAME: _____

PROJECT NO: _____

CONSULTANT NAME: _____

| | |
|-----------------|--------------------------------------|
| NAME | DESCRIPTION OF SUBCONSULTANT'S WORK: |
| TELEPHONE | |
| ADDRESS | |
| CITY, STATE ZIP | |

| | |
|-----------------|--------------------------------------|
| NAME | DESCRIPTION OF SUBCONSULTANT'S WORK: |
| TELEPHONE | |
| ADDRESS | |
| CITY, STATE ZIP | |

| | |
|-----------------|--------------------------------------|
| NAME | DESCRIPTION OF SUBCONSULTANT'S WORK: |
| TELEPHONE | |
| ADDRESS | |
| CITY, STATE ZIP | |

Duplicate this form as necessary to report all subconsultant(s) information.

Exhibit "D"

PROPOSER'S LIST OF SUBCONSULTANTS (DBE AND NON-DBE) - PART I

The proposer shall list all subconsultants (both DBE and non-DBE) in accordance with Section 2-1.054 of the Standard Specifications and per Title 49, Section 26.11 of the Code of Federal Regulations. This listing is required in addition to listing DBE subconsultants elsewhere in the proposal. **Photocopy this form for additional firms.**

| Firm Name/ Address/ City, State, ZIP | Phone/ Fax | Annual Gross Receipts | Description of Portion of Work to be Performed | Certified DBE? |
|--|---------------|---|--|------------------------------|
| Name | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | <input type="checkbox"/> > \$15 million | | |
| Name | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | <input type="checkbox"/> > \$15 million | | |
| Name | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | <input type="checkbox"/> > \$15 million | | |
| Name | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | <input type="checkbox"/> > \$15 million | | |
| Name | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | <input type="checkbox"/> > \$15 million | | |

Distribution: 1) Original - Local Agency File

PROPOSER'S LIST OF SUBCONSULTANTS (DBE AND NON-DBE) – PART II

The proposer shall list all subconsultants who provided a quote or proposal but were not selected to participate as a subconsultant on this project. This is required for compliance with Title 49, Section 26 of the Code of Federal Regulations. Photocopy this form for additional firms.

| Firm Name/ Address/ City, State, ZIP | | Phone/ Fax | Annual Gross Receipts | Description of Portion of Work to be Performed | Certified DBE? |
|--|--|---------------|---|--|------------------------------|
| Name | | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | | <input type="checkbox"/> > \$15 million | | |
| Name | | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | | <input type="checkbox"/> > \$15 million | | |
| Name | | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | | <input type="checkbox"/> > \$15 million | | |
| Name | | Phone | <input type="checkbox"/> < \$1 million | | <input type="checkbox"/> YES |
| Address | | | <input type="checkbox"/> < \$5 million | | <input type="checkbox"/> NO |
| City State ZIP | | Fax | <input type="checkbox"/> < \$10 million | | If YES list DBE #: |
| | | | <input type="checkbox"/> < \$15 million | | Age of Firm (Yrs.) |
| | | | <input type="checkbox"/> > \$15 million | | |

Distribution: 1) Original – Local Agency File

**AGREEMENT FOR DESIGN PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. XX-XXXXXXX**

This Agreement is by and between the City of Moreno Valley, California, a municipal corporation, hereinafter described as "City," and _____, a (California corporation, partnership, sole ownership) hereinafter described as "Consultant." This Agreement is made and entered into effective on the date the City signs this Agreement.

RECITALS

WHEREAS, the City has determined it is in the public interest to proceed with the work hereinafter described as "Project"; and

WHEREAS, the City has determined the Project involves the performance of professional and technical services of a temporary nature as more specifically described in Exhibit "A" (City's Request for Proposal) and Exhibit "B" (Consultant's Proposal) hereto; and

WHEREAS, the City does not have available employees to perform the services for the Project; and

WHEREAS, the City has requested the Consultant to perform such services for the Project; and

WHEREAS, the Consultant is professionally qualified in California to perform the professional and technical services required for the Project;

THEREFORE, the City and the Consultant, for the consideration hereinafter described, mutually agree as follows:

Exhibit "F"

**AGREEMENT FOR DESIGN PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. XX-XXXXXXX**

DESCRIPTION OF PROJECT

1. The Project is described as professional consultant _____ services for:

Project Name

Project No. XX-XXXXXXX

SCOPE OF SERVICES

2. The Consultant's scope of service is described on Exhibit "B" attached hereto and incorporated herein by this reference. In the event of a conflict, the City's Request for Proposal shall take precedence over the Consultant's Proposal.

3. The City's responsibility is described on Exhibit "C" attached hereto and incorporated herein by this reference.

PAYMENT TERMS

4. The City agrees to pay the Consultant and the Consultant agrees to receive a "Not-to-Exceed" fee of \$ _____ in accordance with the payment terms provided on Exhibit "D" attached hereto and incorporated herein by this reference.

TERM OF AGREEMENT

5. This agreement will terminate on **Month Date, Year** unless the termination date is extended by an amendment to the agreement.

TIME FOR PERFORMANCE

6. The Consultant shall commence services upon receipt of written direction to proceed from the City.

7. The Consultant shall perform the work described on Exhibit "A" in accordance with the schedule set forth in Exhibit "E" attached hereto and incorporated by this reference.

Or

2

**AGREEMENT FOR DESIGN PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. XX-XXXXXXX**

7. The Consultant shall perform the work described on Exhibit "A" in accordance with the design/construction schedule as stated in the Notice to Proceed.

8. The Consultant and the City agree that the schedule in Paragraph 7 above represents their best estimates with respect to completion dates, and both the Consultant and the City acknowledge that it will not unreasonably withhold approval of the Consultant's requests for extensions of time in which to complete the work required of the Consultant hereunder.

9. The Consultant shall not be responsible for performance delays caused by others or delays beyond the Consultant's reasonable control, and such delays shall extend the time for performance of the work by the Consultant. Delays caused by non-performance or unjustified delay in performance by a subconsultant of the Consultant are not considered to be beyond the Consultant's reasonable control.

10 (a) The Consultant agrees that the personnel, including the principal Project manager, and all subconsultants assigned to the Project by the Consultant, shall be subject to the prior approval of the City.

(b) No change in subconsultants or key personnel shall be made by the Consultant without written prior approval of the City.

SPECIAL PROVISIONS

11. It is understood and agreed that the Consultant is, and at all times shall be, an independent contractor and nothing contained herein shall be construed as making the Consultant or any individual whose compensation for services is paid by the Consultant, an agent or employee of the City, or authorizing the Consultant to create or assume any obligation or liability for or on behalf of the City.

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12. The Consultant may also retain or subcontract for the services of other necessary consultants with the prior written approval of the City. Payment for such services shall be the responsibility of the Consultant. Any and all subconsultants employed by the Consultant shall be subject to the terms and conditions of this Agreement, except that the City shall have no obligation to pay any subconsultant for services rendered on the Project.

13. The Consultant and the City agree to use reasonable care and diligence to perform their respective services under this Agreement. Unless hereinafter specified, neither party shall be responsible for the services of the other or any subcontractor or sub-consultant employed by the other party.

14. The Consultant shall comply with all applicable federal, state, and local laws in the performance of work under this Agreement.

15. (a) To the maximum extent allowable by law, the Consultant agrees to indemnify, defend, and save the City, the Community Redevelopment Agency of the City of Moreno Valley (RDA), and the Moreno Valley Community Services District (CSD), their officers, agents and employees harmless from any and all liability, claims, demands, damages, or injuries to any person, including injury to the Consultant's employees and all claims that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of the Consultant, its officers, agents or employees, or its subconsultant(s) or any person acting for the Consultant or under its control or direction; provided, however, that this indemnification and hold harmless shall not include claims arising from the negligence or willful misconduct of the City, RDA and CDS, their officers, agents or employees.

(b) The City agrees to indemnify, defend and save the Consultant and their officers, agents and employees harmless from any and all liability, claims, damages or injuries to any

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person, including injury to the City's, RDA's and CSD's employees and all claims which arise from or are connected with the negligent performance or failure to perform the services or other obligations of the City under this Agreement, or are caused or claim to be caused by the negligent acts of the City, RDA and CSD, their officers, agents or employees, or its subcontractor(s) or any person acting for the City or under its control or direction; provided, however, that this indemnification and hold harmless shall not include any claims arising from the negligence or willful misconduct of the Consultant, its officers, agents or employees.

16. (a) The Consultant shall procure and maintain, at its sole expense, throughout the term of this Agreement and any extension thereof, Professional Errors and Omission Insurance coverage in the form and substance and with carriers acceptable to the City. Such coverage limits shall not be less than \$1,000,000 per claim and aggregate.

(b) During the entire term of this Agreement, the Consultant agrees to procure and maintain General Liability Insurance in form and substance and with carriers acceptable to the City at its sole expense to protect against loss from liability imposed by law for damages on account of bodily injury, including death therefrom, suffered or alleged to be suffered by any person or persons whomever, resulting directly or indirectly from any act or activities of the Consultant its sub-consultant or any person acting for the Consultant or under its control or direction, and also to protect against loss from liability imposed by law for damages to any property of any persons caused directly or indirectly by or from acts or activities of the Consultant or its subconsultants, or any person acting for the Consultant or under its control or direction.

(c) Such General Liability Insurance shall be maintained in full force and effect throughout the terms of the Agreement and any extension thereof in the minimum limits provided below:

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General Liability

| | |
|-----------------|----------------------------|
| Bodily Injury | \$1,000,000 per occurrence |
| Property Damage | \$ 500,000 per occurrence |

A combined single limit policy with aggregate limits in the amount of \$2,000,000 will be considered equivalent to the above minimum limits.

(d) If the operation under this Agreement results in an increased or decreased risk in the opinion of the City Manager, then the Consultant agrees that the minimum limits hereinabove designated shall be changed accordingly upon request by the City Manager.

(e) The Consultant shall procure and maintain, at its sole expense, and throughout the term of this Agreement and any extension thereof, Public Liability and Property Damage Insurance coverage for owned and non-owned automotive equipment operated on City premises. Such coverage limits shall not be less than \$1,000,000 combined single limit.

(f) The Consultant shall procure and maintain, at its sole expense, Workers' Compensation Insurance in such amounts as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both the Consultant and the City, RDA and CSD against any loss, claim, or damage arising from any injuries or occupational diseases happening to any worker employed by the Consultant in the course of carrying out the Agreement.

(g) The City of Moreno Valley, the Community Redevelopment Agency of the City of Moreno Valley, and the Moreno Valley Community Services District, their officers, employees and agents shall be named as additional insured on all policies of insurance except errors and omissions and worker's compensation.

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(h) A Certificate of Insurance and appropriate additional insured endorsement evidencing the above insurance coverage shall be submitted to the City Clerk prior to the execution of this Agreement on behalf of the City.

(i) The Certificate of Insurance or an appropriate binder shall bear an endorsement containing the following provisions:

"Solely as respect to services done by or on behalf of the named insured for the City of Moreno Valley, it is agreed that the City of Moreno Valley, the Community Redevelopment Agency of the City of Moreno Valley, and the Moreno Valley Community Services District, their officers, employees and agents are included as additional insured under this general liability policy and the coverage(s) provided shall be primary insurance and not contributing with any other insurance available to the City of Moreno Valley, the Moreno Valley Community Redevelopment Agency, and the Moreno Valley Community Services District, its officers, employees and agents, under any third party liability policy."

(j) Insurance companies providing insurance hereunder shall be rated (A minus: VII - Admitted) or better in Best's Insurance Rating Guide and shall be legally licensed and qualified to conduct insurance business in the State of California.

(k) The terms of the insurance policy or policies issued to provide the above insurance coverage shall not be amended to reduce the above required insurance limits and coverages nor shall such policies be canceled by the carrier without thirty (30) days prior written notice by certified or registered mail of amendment or cancellation to the City, except that cancellation for non-payment of premium shall require ten (10) days prior written notice by

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certified or registered mail. In the event the said insurance is canceled, the Consultant shall, prior to the cancellation date, submit to the City Clerk new evidence of insurance in the amounts established.

17. During the performance of this Agreement, the Consultant will not unlawfully discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, sex, or age. The Consultant will take affirmative action to ensure that applicants are legally employed, and that employees are treated during employment without regard to their race, religion, creed, color, national origin, sex, or age.

18. Consultant and subconsultants shall pay prevailing wage rates when required by the Labor Laws of the State of California.

19. (a) The Consultant shall deliver to the Public Works Director/City Engineer of the City or his/her designated representative, immediately upon request in both hard copy and electronic format, all documents, drawings, models, presentation materials, renderings, calculations, specifications, permits and permit-related documents, surveys, materials tests, geotechnical reports, etc., if available, developed to date for the City's project and any other City-provided documents, which shall become the property of the City. The Consultant may retain for its files, at its expense, copies of any and all materials, including drawings, documents, and specifications, produced by the Consultant in performance of this Agreement. It shall be understood that the City shall be the owner of all project-related documents and drawings at all times and during all phases of the project. The City reserves the right to ask for a hard copy and/or an electronic copy of the documents developed to date at any time during the period of this agreement.

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(b) The Consultant shall be entitled to copies of all furnished materials for his files and his subconsultants, if any, for professional services related to the City's project.

(c) The City agrees to hold the Consultant free and harmless from any claim arising from any unauthorized use of computations, maps, and other documents prepared or provided by the Consultant under this Agreement, if used by the City on other projects without the permission of the Consultant. Consultant acknowledges that Consultant work product produced under this agreement may be public record under State law.

20. (a) The City may terminate this Agreement without cause on the part of Consultant by giving at least ten (10) days written notice to the Consultant. The written notice shall specify the date of termination. Upon receipt of such notice, the Consultant may continue services on the project through the date of termination, provided that no service(s) shall be commenced or continued after receipt of the notice, which is not intended to protect the interest of the City. The City shall pay the Consultant within thirty (30) days after the date of termination for all non-objected to services performed by the Consultant in accordance herewith through the date of termination.

(b) Upon notice of termination, the Consultant shall deliver to the Public Works Director/City Engineer of the City or his/her designated representative, in both hard copy and electronic format, all documents, drawings, models, presentation materials, renderings, calculations, specifications, permits and permit-related documents, surveys, materials tests, geotechnical reports, etc., if available, developed to date for the City's project and any other City-provided documents, which shall become the property of the City. The Consultant may retain for its files, at its expense, copies of any and all materials, including drawings, documents, and specifications, produced by the Consultant in performance of this Agreement. It shall be

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understood that the City shall be the owner of all project-related documents and drawings, regardless of the completeness of said documents.

(c) The Consultant shall be entitled to copies of all furnished materials for his files and his subconsultants, if any, for professional services related to the City's project.

(d) The City agrees to hold the Consultant harmless from any claim arising from any unauthorized use of computations, maps, and other documents prepared or provided by the Consultant. Consultant acknowledges that Consultant work product produced under this Agreement may be public record under State law.

(e) Either party may terminate this Agreement for cause. In the event the City terminates this Agreement for cause, the Consultant shall perform no further service(s) under the Agreement unless the notice of termination authorizes such further work.

21. This Agreement is binding upon the City and the Consultant and their successors and assigns. Except as otherwise provided herein, neither the City nor the Consultant shall assign, sublet, or transfer its interest in this Agreement or any part thereof without the prior written consent of the other.

22. A City representative shall be designated by the City and a Consultant representative shall be designated by the Consultant. The City representative and the Consultant representative shall be the primary contact person for each party regarding performance of this Agreement. The City representative shall cooperate with the Consultant, and the Consultant's representative shall cooperate with the City in all matters regarding this Agreement and in such a manner as will result in the performance of the services in a timely and expeditious fashion.

23. This Agreement represents the entire and integrated Agreement between the City and the Consultant, and supersedes all prior negotiations, representations or Agreements, either

**AGREEMENT FOR DESIGN PROFESSIONAL
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written or oral. This Agreement may be modified or amended only by a subsequent written Agreement signed by both parties.

24. Where the payment terms provide for compensation on a time and materials basis, the Consultant shall maintain adequate records to permit inspection and audit of the Consultant's time and materials charges under this Agreement. The Consultant shall make such records available to the City at the Consultant's office during normal business hours upon reasonable notice. Nothing herein shall convert such records into public records. Except as may be otherwise required by law, such records will be available only to the City. Such records shall be maintained by the Consultant for three (3) years following completion of the services under this Agreement.

25. The City and the Consultant agree that, to the extent permitted by law, until final approval by the City, all data shall be treated as confidential and will not be released to third parties without the prior written consent of both parties.

26. The Consultant shall employ no City official or employee in the work performed pursuant to this Agreement. No officer or employee of the City shall have any financial interest in this Agreement in violation of federal, state, or local law.

27. Subject to the provisions of Section 19 (a) above, all plans, drawings, specifications, reports, logs, and other documents prepared by the Consultant in its performance under this Agreement shall, upon demand by the City, be delivered to and become the property of the City for the limited use as set out above, provided that the Consultant shall be entitled, at its own expense, to make copies thereof for its own use.

28. The laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement, and shall also govern the interpretation of this

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Agreement. Venue shall be vested in the Superior Court of the State of California, County of
Riverside.

SIGNATURE PAGE FOLLOWS

SAMPLE

**AGREEMENT FOR DESIGN PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO.**

IN WITNESS HEREOF, the parties have each caused their authorized representative to execute this Agreement.

City of Moreno Valley

Consultant Name

BY: _____
Mayor/City Manager/Department Head
(Select only one please)

BY: _____

Date

TITLE: _____
(President or Vice President)

Date

BY: _____

TITLE: _____
(Corporate Secretary)

Date

ATTEST:

City Clerk *(only needed if Mayor signs)*

APPROVED AS TO LEGAL FORM:

City Attorney

DATE: _____

- Attachments:
- Exhibit "A" – City's Request for Proposal
 - Exhibit "B" – Consultant's Proposal
 - Exhibit "C" – City's Responsibility
 - Exhibit "D" – Terms of Payment
 - Exhibit "E" – Consultant's Schedule

EXHIBIT C

CITY - SERVICES TO BE PROVIDED

TO CONSULTANT

1. Furnish the Consultant all in-house data which is pertinent to services to be performed by the Consultant and which is within the custody or control of the City, including, but not limited to, copies of record and off-record maps and other record and off-record property data, right-of-way maps and other right-of-way data, pending or proposed subject property land division and development application data, all newly developed and pertinent design and project specification data, and such other pertinent data which may become available to the City.
2. Provide timely review, processing, and reasonably expeditious approval of all submittals by the Consultant.
3. Provide timely City staff liaison with the Consultant when requested and when reasonably needed.

EXHIBIT C

EXHIBIT D

TERMS OF PAYMENT

1. The Consultant's compensation shall not exceed \$_____.
2. The consultant will submit an invoice to the City once a month for work completed based on milestones completed and accepted by the City, which documentation evidencing milestones completed to date (refer to milestones identified in Section VIII, Payment to Consultant in Exhibit "A" – City's Request for Proposal). At no time will the City pay for more services than have been satisfactorily completed, and the City Engineer's (or his/her representative's) determination of the amount due for any progress payment shall be final.
3. The Consultant's invoice shall include all subconsultant invoices for the same period as the Consultant's invoice.
4. The City shall pay the Consultant for all invoiced, authorized professional services within thirty (30) days of completing the referenced milestones as determined by the City.
6. Any fees for authorized professional services furnished by the Consultant which have not been paid or contested by the City within thirty (30) days of the City's receipt of the invoice for such services will be subject to a late charge of one percent (1%) of the unpaid amount for each month for which payment has not been received by the Consultant.

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Revised 8/23/07

EXHIBIT D

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. XXX XXXX XX XX**

This Agreement is by and between the City of Moreno Valley, California, a municipal corporation, hereinafter described as "City," and **Name of Consultant Firm**, a (California corporation, partnership, sole ownership), hereinafter described as "Consultant." This Agreement is made and entered into effective on the date the City signs this Agreement.

RECITALS

WHEREAS, the City has determined it is in the public interest to proceed with the work hereinafter described as "Project"; and

WHEREAS, the City has determined the Project involves the performance of professional and technical services of a temporary nature as more specifically described in Exhibit "A" (City's Request for Proposal) and Exhibit "B" (Consultant's Proposal) hereto; and

WHEREAS, the City does not have available employees to perform the services for the Project; and

WHEREAS, the City has requested the Consultant to perform such services for the Project; and

WHEREAS, the Consultant is professionally qualified in California to perform the professional and technical services required for the Project;

THEREFORE, the City and the Consultant, for the consideration hereinafter described, mutually agree as follows:

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. XXX XXXX XX XX**

DESCRIPTION OF PROJECT

1. The Project is described as professional consultant design services for:

NAME OF CONSULTANT FIRM

Project No. xxx xxxx xx xx

SCOPE OF SERVICES

2. The Consultant's scope of service is described on Exhibit "B" attached hereto and incorporated herein by this reference. In the event of a conflict, the City's Request for Proposal shall take precedence over the Consultant's Proposal.

3. The City's responsibility is described on Exhibit "C" attached hereto and incorporated herein by this reference.

PAYMENT TERMS

4. The City agrees to pay the Consultant and the Consultant agrees to receive a "Not-to-Exceed" fee of \$_____ in accordance with the payment terms provided on Exhibit "D" attached hereto and incorporated herein by this reference.

TERM OF AGREEMENT

5. This agreement will terminate on _____ unless the termination date is extended by an amendment to the agreement.

TIME FOR PERFORMANCE

6. The Consultant shall commence services upon receipt of written direction to proceed from the City.

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PROJECT NO. xxx xxxx xx xx**

7. The Consultant shall perform the work described on Exhibit "A" in accordance with the schedule set forth in Exhibit "E" attached hereto and incorporated by this reference.

Or

7. The Consultant shall perform the work described on Exhibit "A" in accordance with the design/construction schedule as stated in the Notice to Proceed.

8. The Consultant and the City agree that the schedule in Paragraph 7 above represents their best estimates with respect to completion dates, and both the Consultant and the City acknowledge that it will not unreasonably withhold approval of the Consultant's requests for extensions of time in which to complete the work required of the Consultant hereunder.

9. The Consultant shall not be responsible for performance delays caused by others or delays beyond the Consultant's reasonable control, and such delays shall extend the time for performance of the work by the Consultant. Delays caused by non-performance or unjustified delay in performance by a subconsultant of the Consultant are not considered to be beyond the Consultant's reasonable control.

10 (a) The Consultant agrees that the personnel, including the principal Project manager, and all subconsultants assigned to the Project by the Consultant, shall be subject to the prior approval of the City.

(b) No change in subconsultants or key personnel shall be made by the Consultant without written prior approval of the City.

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PROJECT NO. xxx xxxx xx xx**

SPECIAL PROVISIONS

11. It is understood and agreed that the Consultant is, and at all times shall be, an independent contractor and nothing contained herein shall be construed as making the Consultant or any individual whose compensation for services is paid by the Consultant, an agent or employee of the City, or authorizing the Consultant to create or assume any obligation or liability for or on behalf of the City.

12. The Consultant may also retain or subcontract for the services of other necessary consultants with the prior written approval of the City. Payment for such services shall be the responsibility of the Consultant. Any and all subconsultants employed by the Consultant shall be subject to the terms and conditions of this Agreement, except that the City shall have no obligation to pay any subconsultant for services rendered on the Project.

13. The Consultant and the City agree to use reasonable care and diligence to perform their respective services under this Agreement. Unless hereinafter specified, neither party shall be responsible for the services of the other or any subcontractor or subconsultant employed by the other party.

14. The Consultant shall comply with all applicable federal, state, and local laws in the performance of work under this Agreement.

15. To the maximum extent allowable by law, the Consultant agrees to indemnify, defend, and save the City, the Moreno Valley Housing Authority (MVHA), and the Moreno Valley Community Services District (CSD), their officers, agents and employees harmless

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from any and all liability, claims, demands, damages, or injuries to any person, including injury to the Consultant's employees and all claims that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of the Consultant, its officers, agents or employees, or its subconsultant(s) or any person acting for the Consultant or under its control or direction; provided, however, that this indemnification and hold harmless shall not include claims arising from the negligence or willful misconduct of the City, MVHA and CDS, their officers, agents or employees.

16. (a) The Consultant shall procure and maintain, at its sole expense, throughout the term of this Agreement and any extension thereof, Professional Errors and Omission Insurance coverage in the form and substance and with carriers acceptable to the City. Such coverage limits shall not be less than \$1,000,000 per claim and aggregate.

(b) During the entire term of this Agreement, the Consultant agrees to procure and maintain General Liability Insurance in form and substance and with carriers acceptable to the City at its sole expense to protect against loss from liability imposed by law for damages on account of bodily injury, including death therefrom, suffered or alleged to be suffered by any person or persons whomever, resulting directly or indirectly from any act or activities of the Consultant its sub-consultant or any person acting for the Consultant or under its control or direction, and also to protect against loss from liability imposed by law for damages to any property of any persons caused directly or indirectly by or from acts

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or activities of the Consultant or its subconsultants, or any person acting for the Consultant or under its control or direction.

(c) Such General Liability Insurance shall be maintained in full force and effect throughout the terms of the Agreement and any extension thereof in the minimum limits provided below:

| | <u>General Liability</u> |
|-----------------|----------------------------|
| Bodily Injury | \$1,000,000 per occurrence |
| Property Damage | \$ 500,000 per occurrence |

A combined single limit policy with aggregate limits in the amount of \$2,000,000 will be considered equivalent to the above minimum limits.

(d) If the operation under this Agreement results in an increased or decreased risk in the opinion of the City Manager, then the Consultant agrees that the minimum limits hereinabove designated shall be changed accordingly upon request by the City Manager.

(e) The Consultant shall procure and maintain, at its sole expense, and throughout the term of this Agreement and any extension thereof, Public Liability and Property Damage Insurance coverage for owned and non-owned automotive equipment operated on City premises. Such coverage limits shall not be less than \$1,000,000 combined single limit.

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(f) The Consultant shall procure and maintain, at its sole expense, Workers' Compensation Insurance in such amounts as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both the Consultant and the City, MVHA and CSD against any loss, claim, or damage arising from any injuries or occupational diseases happening to any worker employed by the Consultant in the course of carrying out the Agreement.

(g) The City of Moreno Valley, the Moreno Valley Housing Authority, and the Moreno Valley Community Services District, their officers, employees and agents shall be named as additional insured on all policies of insurance except errors and omissions and worker's compensation.

(h) A Certificate of Insurance and appropriate additional insured endorsement evidencing the above insurance coverage shall be submitted to the City Clerk prior to the execution of this Agreement on behalf of the City.

(i) The Certificate of Insurance or an appropriate binder shall bear an endorsement containing the following provisions:

"Solely as respect to services done by or on behalf of the named insured for the City of Moreno Valley, it is agreed that the City of Moreno Valley, the Moreno Valley Housing Authority, and the Moreno Valley Community Services District, their officers, employees and agents are included as additional insured under this general liability

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policy and the coverage(s) provided shall be primary insurance and not contributing with any other insurance available to the City of Moreno Valley, the Moreno Valley Housing Authority, and the Moreno Valley Community Services District, its officers, employees and agents, under any third party liability policy."

(j) Insurance companies providing insurance hereunder shall be rated (A minus: VII - Admitted) or better in Best's Insurance Rating Guide and shall be legally licensed and qualified to conduct insurance business in the State of California.

(k) The terms of the insurance policy or policies issued to provide the above insurance coverage shall not be amended to reduce the above required insurance limits and coverages nor shall such policies be canceled by the carrier without thirty (30) days prior written notice by certified or registered mail of amendment or cancellation to the City, except that cancellation for non-payment of premium shall require ten (10) days prior written notice by certified or registered mail. In the event the said insurance is canceled, the Consultant shall, prior to the cancellation date, submit to the City Clerk new evidence of insurance in the amounts established.

17. During the performance of this Agreement, the Consultant will not unlawfully discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, sex, or age. The Consultant will treat employees during employment without regard to their race, religion, creed, color, national origin, sex, or age.

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18. Consultant and subconsultants shall pay prevailing wage rates when required by the Labor Laws of the State of California.

19. (a) The Consultant shall deliver to the Public Works Director/City Engineer of the City or his/her designated representative, immediately upon request in both hard copy and electronic format, all documents, drawings, models, presentation materials, renderings, calculations, specifications, permits and permit-related documents, surveys, materials tests, geotechnical reports, etc., if available, developed to date for the City's project and any other City-provided documents, which shall become the property of the City for all purposes, which also includes the patent rights with respect to any discovery or invention which arises or is developed in the course of or under this Agreement, and copyrights. The Consultant may retain for its files, at its expense, copies of any and all materials, including drawings, documents, and specifications, produced by the Consultant in performance of this Agreement. It shall be understood that the City shall be the owner of all project-related documents and drawings at all times and during all phases of the project. The City reserves the right to ask for a hard copy and/or an electronic copy of the documents developed to date at any time during the period of this agreement.

(b) The Consultant shall be entitled to copies of all furnished materials for his files and his subconsultants, if any, for professional services related to the City's project.

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(c) The City agrees to hold the Consultant free and harmless from any claim arising from any unauthorized use of computations, maps, and other documents prepared or provided by the Consultant under this Agreement, if used by the City on other projects without the permission of the Consultant. Consultant acknowledges that Consultant work product produced under this agreement may be public record under State law.

20. (a) The City may terminate this Agreement without cause on the part of Consultant by giving at least ten (10) days written notice to the Consultant. The written notice shall specify the date of termination. Upon receipt of such notice, the Consultant may continue services on the project through the date of termination, provided that no service(s) shall be commenced or continued after receipt of the notice, which is not intended to protect the interest of the City. The City shall pay the Consultant within thirty (30) days after the date of termination for all non-objected to services performed by the Consultant in accordance herewith through the date of termination.

(b) Upon notice of termination, the Consultant shall deliver to the Public Works Director/City Engineer of the City or his/her designated representative, in both hard copy and electronic format, all documents, drawings, models, presentation materials, renderings, calculations, specifications, permits and permit-related documents, surveys, materials tests, geotechnical reports, etc., if available, developed to date for the City's project and any other City-provided documents, which shall become the property of the

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City. The Consultant may retain for its files, at its expense, copies of any and all materials, including drawings, documents, and specifications, produced by the Consultant in performance of this Agreement. It shall be understood that the City shall be the owner of all project-related documents and drawings, regardless of the completeness of said documents.

(c) The Consultant shall be entitled to copies of all furnished materials for his files and his subconsultants, if any, for professional services related to the City's project.

(d) The City agrees to hold the Consultant harmless from any claim arising from any unauthorized use of computations, maps, and other documents prepared or provided by the Consultant. Consultant acknowledges that Consultant work product produced under this Agreement may be public record under State law.

(e) Either party may terminate this Agreement for cause. In the event the City terminates this Agreement for cause, the Consultant shall perform no further service(s) under the Agreement unless the notice of termination authorizes such further work.

21. This Agreement is binding upon the City and the Consultant and their successors and assigns. Except as otherwise provided herein, neither the City nor the Consultant shall assign, sublet, or transfer its interest in this Agreement or any part thereof without the prior written consent of the other.

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22. A City representative shall be designated by the City and a Consultant representative shall be designated by the Consultant. The City representative and the Consultant representative shall be the primary contact person for each party regarding performance of this Agreement. The City representative shall cooperate with the Consultant, and the Consultant's representative shall cooperate with the City in all matters regarding this Agreement and in such a manner as will result in the performance of the services in a timely and expeditious fashion.

23. This Agreement represents the entire and integrated Agreement between the City and the Consultant, and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be modified or amended only by a subsequent written Agreement signed by both parties.

24. Where the payment terms provide for compensation on a time and materials basis, the Consultant shall maintain adequate records to permit inspection and audit of the Consultant's time and materials charges under this Agreement. The Consultant shall make such records available to the City at the Consultant's office during normal business hours upon reasonable notice. Nothing herein shall convert such records into public records. Except as may be otherwise required by law, such records will be available only to the City. Such records shall be maintained by the Consultant for three (3) years following completion of the services under this Agreement.

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CONSULTANT SERVICES
PROJECT NO. xxx xxxx xx xx**

25. The City and the Consultant agree that, to the extent permitted by law, until final approval by the City, all data shall be treated as confidential and will not be released to third parties without the prior written consent of both parties.

26. The Consultant shall employ no City official or employee in the work performed pursuant to this Agreement. No officer or employee of the City shall have any financial interest in this Agreement in violation of federal, state, or local law.

27. Subject to the provisions of Section 19 (a) above, all plans, drawings, specifications, reports, logs, and other documents prepared by the Consultant in its performance under this Agreement shall, upon demand by the City, be delivered to and become the property of the City for the limited use as set out above, provided that the Consultant shall be entitled, at its own expense, to make copies thereof for its own use.

28. The laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement, and shall also govern the interpretation of this Agreement. Venue shall be vested in the Superior Court of the State of California, County of Riverside.

29. If the funding source for this Agreement includes Federal funds, the following provisions must be complied with:

(a) Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60);

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. xxx xxxx xx xx**

(b) the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3);

(c) the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5);

(d) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5);

(e) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions;

(f) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed;

(g) All applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15);

(h) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871);

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. xxx xxxx xx xx**

(i) all requirements and regulations pertaining to reporting;

(j) in the case of occurrence of termination for cause, the City shall use all retained payments and any progress payments due for work completed before the termination to liquidate the Consultant's liability to the City. If the retained and unpaid amounts are insufficient, the City shall take steps to recover the additional sum from the Consultant.

SIGNATURE PAGE FOLLOWS

**AGREEMENT FOR PROFESSIONAL
CONSULTANT SERVICES
PROJECT NO. xxx xxxx xx xx**

IN WITNESS HEREOF, the parties have each caused their authorized representative to execute this Agreement.

City of Moreno Valley

Name of Consultant Firm

BY: _____
City Manager

BY: _____

Date

TITLE: _____
(President or Vice President)

| | |
|----------------------------|-----------------|
| <u>INTERNAL USE ONLY</u> | |
| APPROVED AS TO LEGAL FORM: | |
| _____ | City Attorney |
| _____ | Date |
| RECOMMENDED FOR APPROVAL: | |
| _____ | Department Head |
| _____ | Date |

Date

BY: _____

TITLE: _____
(Corporate Secretary)

Date

- Attachments: Exhibit "A" – City's Request for Proposal
 Exhibit "B" – Consultant's Proposal
 Exhibit "C" – City's Responsibility
 Exhibit "D" – Terms of Payment
 Exhibit "E" – Consultant's Schedule

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CITY - SERVICES TO BE PROVIDED
TO CONSULTANT

1. Furnish the Consultant all in-house data which is pertinent to services to be performed by the Consultant and which is within the custody or control of the City, including, but not limited to, copies of record and off-record maps and other record and off-record property data, right-of-way maps and other right-of-way data, pending or proposed subject property land division and development application data, all newly developed and pertinent design and project specification data, and such other pertinent data which may become available to the City.
2. Provide timely review, processing, and reasonably expeditious approval of all submittals by the Consultant.
3. Provide timely City staff liaison with the Consultant when requested and when reasonably needed.

EXHIBIT "C"

TERMS OF PAYMENT

1. The Consultant's compensation shall not exceed \$_____.
2. The Consultant will obtain, and keep current during the term of this Agreement, the required City of Moreno Valley business license. Proof of a current City of Moreno Valley business license will be required prior to any payments by the City. Any invoice not paid because the proof of a current City of Moreno Valley business license has not been provided will not incur any fees, late charges, or other penalties. Complete instructions for obtaining a City of Moreno Valley business license are located at: http://www.moval.org/do_biz/biz-license.shtml
3. The Consultant will electronically submit an invoice to the City for milestone payments along with documentation evidencing services completed to date. The milestone payment is based on actual time and materials expended in furnishing authorized professional services during the preceding period. The project milestones are identified in Section VIII titled "Payment to Consultant" of the City's Request for Proposal. At no time will the City pay for more services than have been satisfactorily completed and the City Engineer's determination of the amount due for any milestone payment shall be final. The consultant will submit all original invoices to Accounts Payable staff at AccountsPayable@moval.org. Accounts Payable questions can be directed to (951) 413-3073. Copies of invoices may be submitted to the Capital Projects Division at miab@moval.org or calls directed to (951) 413-3155.

EXHIBIT "D"

EXHIBIT "D"
PROJECT NO. 803 0021 70 77

4. The Consultant agrees that City payments will be received via Automated Clearing House (ACH) Direct Deposit and that the required ACH Authorization form will be completed prior to any payments by the City. Any invoice not paid because the completed ACH Authorization Form has not been provided will not incur any fees, late charges, or other penalties. The ACH Authorization Form is located at:

http://www.moval.org/city_hall/forms.shtml#bf
5. The minimum information required on all invoices is:
 - A. Vendor Name, Mailing Address, and Phone Number
 - B. Invoice Date
 - C. Vendor Invoice Number
 - D. City-provided Reference Number (e.g. Project, Activity)
 - E. Detailed work hours by class title (e.g. Manager, Technician, or Specialist), services performed and rates, explicit portion of a contract amount, or detailed billing information that is sufficient to justify the invoice amount; single, lump amounts without detail are not acceptable.
6. The City shall pay the Consultant for all invoiced, authorized professional services within forty-five (45) days of receipt of the invoice for same.

EXHIBIT "B"



PITASSI ARCHITECTS, INC.

September 26, 2013

Mr. Henry Ngo, P.E.
Project Manager
City of Moreno Valley
14177 Frederick Street
P.O. Box 88005
Moreno Valley, CA 92552-0805

Subject: Building Code and City Updates of Construction Documents,
Specifications, and Final Cost Estimate Update
Corporate Yard Facility Phase I Administration Building
Project No. 803-00027077

Dear Henry,

Per your request, this letter shall serve to describe our Proposal for the Corporate Yard Facility Phase I Administration Building.

You have now requested that we prepare the existing Construction Documents for bidding and update the final cost estimate since the City Council has authorized funding for construction.

Since the project was suspended by the City in 2011, the Building Code has been amended and the 2010 California Building Code (CBC) has been adopted by the city.

After meeting with the Interim Building Official and yourself on July 16th, we and our consulting team have reviewed the drawings and specifications as they were approved in August 2011. The Building Official has required that the documents be brought into compliance with the 2010 CBC, as well as, the 2010 California Green Code.

In addition, you have requested that the drawings now indicate Add Alternates 1 and 2 rather than Deductive Alternates 1 and 2. This will require the definition of the Base Bid and the Add Alternates through modification of drawings, details, and specification descriptions.

All revisions will be clouded and noted as "Delta 1" for clarity.

When our original contract was issued, the City's "Notice to Proceed" letter of February 8, 2010 did not authorize the "Bidding" and "Construction Administration" phases. You now would like those services provided as we complete the project, therefore, this Proposal will provide those services as described below.

- Additional services to modify the documents for compliance with the 2010 CBC and 2010 California Green Code.
- Preparation of an updated Final Cost Estimate to list the Base Bid and Add Alternates 1 and 2. This estimate will project cost to the midpoint of construction, anticipated to be the summer of 2014. It will also reflect the deduction of offsite sewer work which the city completed under separate contract.
- Our soils consultant will amend the Geotechnical Report for compliance with the 2010 CBC.
- We will verify finish materials, equipment model numbers, and update the specifications with current information.
- We will process the revised documents through the Building and Fire Departments for review of revisions. (The Building Official indicated that the new plan check will only review revised conditions.)
- We will modify all documents to indicate Add Alternate No. 1 (the western half of the parking area) and Add Alternate No. 2 (the PV system and its support structure).
- We will update all General and Special Conditions as directed by the City.
- We will modify Civil Plans to reflect the sewer work already completed by the City under a previous and separate contract. Civil Plans shall show the new sewer line extending to the north side of the existing building to connect the existing building to the new sewer.
- The City will authorize the Bidding and Construction Administration phases as described in our Agreement and as modified with this Proposal.
 1. Our contract with the City has attached to it the original Request For Proposal (RFP). Our Scope of Services (also attached to the contract) supersedes the RFP however, for clarity; this Proposal lists the modifications and amendments necessary for consistency with our Scope of October 13, 2009 as attached to the contract. Modify RFP Section IV(c) "Support Services during Bid and Award Period" as follows:

- a. Modify Item 6 to read as follows: "Assistance with bid review/evaluation and recommend approval of Schedule of Values".
 - b. Omit Items 7, 8, and 9 in their entirety.
2. Modify RFP Section IV (d) "Design Support Services during Construction" as follows:
- a. Modify Item 1 to read "Participate in a pre-construction meeting".
 - b. Omit Items 2, 10, 11, 13, 14, 18, 20, 23, 25, 31, 32, and 33.
 - c. Modify Item 4 to read "Review all Value Engineering Proposals (VEPs) provided by the contractor".
 - d. Modify Item 9 to omit all language after the word "unsatisfactory".
 - e. Modify Item 15 to read "Assist City-retained specialty contractors as may be requested but only as it relates to the Architect's scope".
 - f. Modify Item 16 to read "Monitor the construction schedule as prepared by the contractor".
 - g. Modify Item 17 to read "bi-weekly" in lieu of "weekly".
 - h. Modify Item 21 to read "The Architect shall provide the contractor with record copies of the following:" Retain Items a, b, and c but omit Items d and e.
 - i. Modify Item 24 by inserting the "Architect's copy of the" between the words "the" and "plans". Omit all after the word "occur".
 - j. Items 26, 27, and 28 all describe tasks normally provided by the contractor and coordinated by the Owner's representative and/or the Construction Manager (CM). Omit from Architect's scope.
 - k. Modify Item 30 by adding "as it relates to the Architect's scope".
3. In our Scope of Services, dated October 13, 2009, and attached to our contract, modify as follows:
- a. Item E.1 to read "bi-weekly" in lieu of "weekly".
 - b. Omit Item E.8 in its entirety.
 - c. Under Item E. "Deliverables" omit Item h. in its entirety.
4. See pages 13 through 16 of the RFP and pages 13 and 14 of the Scope attached here and edited as noted above.

Our fees will be as follows:

| | |
|--|---------------------|
| • Modifications to Construction Documents, Code Updates, and Processing through the Building Dept. | \$55,300.00 |
| • Final Cost Estimate | \$3,135.00 |
| • Bidding Phase (per original agreement as modified by this Proposal) | \$4,500.00 |
| • Construction Administration (per original agreement as modified by this Proposal)) | \$47,690.00 |
| • Allowance for Reimbursable Expenses | \$5,000.00 |
| • Additional services per City request | \$4,375.00 |
| Total Fees | \$120,000.00 |

We thank you for the opportunity to complete the project and are appreciative of the City's commitment to provide this fine facility for their staff.

Very truly yours,
Pitassi Architects, Inc.



Peter J. Pitassi, AIA, LEED AP
President

PJP:cas
Attachments

**REQUEST FOR PROPOSAL FOR
PROFESSIONAL CONSULTANT SERVICES
PROJECT NO. 05-41266522**

(viii) Project Schedule

The Consultant shall prepare a project schedule and provide hard and electronic copies for reports and staff usage. The project schedule shall be updated regularly and handed out during the PDT meetings.

The project schedule shall be divided into tasks and subtasks in full detail, showing their critical path for expeditious project completion. The schedule shall include, but not be limited to, three design stages, final plan check, bid document preparation, advertising, construction, and any other applicable tasks. All time required for project reviews and processing and associated agency and utility contacts and coordination shall be shown.

(c) Support Services During Bid and Award Period

The services shall include, but not be limited to, the following:

1. Development of a bid set and assistance with document reproduction and distribution.
2. Assistance with preparation of advertisement, developing a list of potential contractor, and a list of pre-qualified bidders, if requested.
3. Attendance at pre-bid meeting(s), job walk and bid opening(s).
4. Responses to all bidders' questions/queries.
5. Preparation of any addenda.
6. Assistance with bid review/evaluation, ~~technical qualifications/ background checks/verification of contractor/subcontractors licenses for validity of three lowest responsible bidders;~~ recommend approval of Schedule of Values. insert "and"
7. ~~Assistance with preparation of staff report(s) and presentation to the City Council for the contract award.~~
8. ~~Assist with the award and execution of the contract between the City and the Contractor, including review of insurance, bonding, and other required documents.~~

**REQUEST FOR PROPOSAL FOR
PROFESSIONAL CONSULTANT SERVICES
PROJECT NO. 05-41266522**

9. ~~Assist or perform the activities associated with advertising and retaining specialty contractors or services such as materials testing, surveying, building furnishing and furniture procurement and/or suppliers and/or installers, etc.~~

(d) Design Support Services During Construction

Design support activities include, but are not limited to, the following: insert "meeting"

1. ~~Coordinate and participate in pre-construction contract award activities.~~
2. ~~Assist City with the procurement of furniture and furniture systems, including, but not limited to, coordination with vendors, manufacturers and suppliers to verify lead times and ensure proper delivery dates for placement/installation.~~
3. Management and coordination for the processing of submittals, including receipt, review of, and appropriate action on Request for Information (RFIs), shop drawings, product data, samples and other submittals required by the Contract Documents.
4. Review, ~~analysis, and development of~~ independent cost estimate(s) of all Value Engineering Proposals (VEPs) provided by the Contractor.
5. Field observation services consisting of visits to the site at intervals appropriate to the stage of construction to review and report the progress and quality of the work and to determine in general if the work is proceeding in accordance with the intended design goals and objectives.
6. Preparation, reproduction and distribution of written directions, drawings and specifications to describe work to be added, deleted or modified. Preparation of drawings, including calculations, for design work associated with change orders and review of proposals from contractor(s) for reasonableness of quantities and materials.
7. Assistance with change order negotiations with contractor(s) on the relative costs of work proposed to be added, deleted, or modified.
8. ~~Preparation of as-built drawings based on red-lined documents received from the field.~~
9. Recommend courses of action when the Contractor's or sub-contractor's performance is unsatisfactory ~~and assist with carrying out the necessary corrective actions.~~

**REQUEST FOR PROPOSAL FOR
PROFESSIONAL CONSULTANT SERVICES
PROJECT NO. 05-41266522**

10. ~~Maintain continuous 24-hour telephone accessibility during construction activity for emergency use.~~
11. ~~Assist the Contractor in obtaining all building, grading, and other permits necessary for the project.~~
12. Ensure timely completion/approvals in response to all RFIs, shop drawings, product data samples, Change Notices, Intent to File Change Notice, and Construction Change Order (CCOs) reviews, negotiations and issuance of Change Order(s) to the Contractor.
13. ~~Prepare independent cost estimates for comparison and review by the City for all Contractor submitted change notices/orders.~~
14. ~~Assist with required inspections by certified building inspector(s) provided by the City.~~
15. Assist with the activities of City-retained specialty contractors such as inspections, testing, furniture and furnishing-related activities, move phase, etc.
16. ~~Assist with monitoring and updating the construction schedule.~~
17. Participate in ~~weekly~~ construction meetings with the Contractor, City staff, and other involved parties. Prepare and distribute meeting minutes.
18. ~~Prepare and distribute all required notices, respond to complaints and resolve problems as necessary.~~
19. Review Contractor pay requests and prepare necessary documentation for submittal and approval by the City.
20. ~~Coordinate and assist in observing the initial start-up and testing of utilities, systems and equipment utilized on the project.~~
21. ~~Ensuring that the project site has~~ record copies of the following:
 - a. Plans, specifications and contract documents with all changes and modifications.
 - b. Permits.
 - c. Addenda, change order(s), shop drawings, product data, submittals and samples.

Insert "as may be requested but only as it relates to the Architect's scope".

insert "as prepared by the contractor"

insert "bi-weekly"

insert "The Architect shall provide the contractor"

**REQUEST FOR PROPOSAL FOR
PROFESSIONAL CONSULTANT SERVICES
PROJECT NO. 05-41266522**

- ~~d. --- Survey and layout data and certifications and photographs of as-built locations and depths.~~
 - ~~e. --- List of addresses, telephone and license numbers of General Contractor, all sub-contractors, material suppliers and utility agencies.~~
22. Conduct project walk-through(s) and prepare punch list(s).
 23. ~~Ensure the project is implemented per the approved set of bid documents.~~
 24. Incorporate approved changes to the plans, specifications and contract documents as they occur and ensure that the red line set for the as-built is maintained on regular basis.
 25. ~~Prepare as-built drawings at the completion of construction.~~
 26. ~~Coordinate close-out of the project; obtain necessary operation manuals; warranties, guarantees and other applicable necessary information. Provide all documentation in a well-organized manner in either electronic and/or hard copy formats (binders, folders, CDs, etc.).~~
 27. ~~Obtain all releases and warranty bonds from the General Contractor and sub-contractors. Provide all documentation in a well-organized manner in either electronic and/or hard copy formats (binders, folders, CDs, etc.).~~
 28. ~~Deliver manuals and record drawings to the City and coordinate all final inspections. Provide all documentation in a well-organized manner in either electronic and/or hard copy formats (binders, folders, CDs, etc.).~~
 29. Prepare status report(s) for project close-out and filing of Notice of Completion.
 30. Present the City with a complete project close-out file.
 31. ~~Perform such other project-related duties as may be required by the City.~~
 32. ~~Perform warranty walk approximately one (1) year from the City Council's acceptance of the project.~~
 33. ~~Resolve all warranty issues so that the City can release the Warranty Bond.~~

insert "Architect's copy of the"

insert "as it relates to the Architect's scope."

- **Deliverables:**

- a. Construction Documents and Specifications at the 65% and 100% completion level (6 sets of each submittal)
- b. Structural and Energy Calculations (2 sets)
- c. Cost Estimates at the 65% and 100% completion stages (2 sets of each submittal)
- d. Final Grading and Erosion Control Plan (6 sets)
- e. WQMP for Phase I (4 sets)
- f. Phase I Hydrology and Hydraulic Analysis and Drainage Report (4 sets)
- g. Final Onsite Wet Utility Plans including; sewer, water, storm drainage, irrigation stub outs and onsite fire loop (6 sets)
- h. Final SWPPP (6 sets)
- i. Q/A and Q/C reviews at each milestone submittal.

D. Bidding Through Notice to Proceed (NTP)

1. Prepare all documents for bidding and coordinate with City staff.
2. Respond to all Requests for Information (RFI) and prepare addenda as required.
3. Assist the City in analyzing bids and identifying the lowest responsible bidder for contract award.

E. Construction Administration

insert "bi-weekly"

1. Attend ~~weekly~~ construction meetings and prepare field reports documenting observations.
2. Respond to all Requests for Information (RFI).
3. Review and approve all shop drawings and submittals.
4. Prepare construction bulletins when requested or required.

5. Review all payment requests and forward recommendations to the City's project manager.
 6. Provide final punch list walk through and coordinate project closeout.
 - ~~7. Prepare "As-Built" drawings by incorporating contractor's information onto CAD construction documents.~~
 - ~~8. We shall provide an inspection prior to the expiration of the one year warranty period.~~
- **Deliverables:**
 - a. One (1) copy of all approved shop drawings and submittals.
 - b. One (1) copy of all RFI's with the Design Team's response.
 - c. Minutes of all job meetings.
 - d. One (1) copy of any Field Reports.
 - e. One (1) copy of all Bulletins as issued.
 - f. One (1) copy of the Final Punch List.
 - ~~g. One (1) copy of "As Built" drawings prepared from Contractor's information.~~
 - ~~h. One (1) copy of our Observation Report prepared after our 1 year inspection.~~

Part 3: NEW SEWER LINE

Our Civil Engineer, under the direction of PAI, will provide these services concurrent with the services described in Part 2. They will include the following:

A. OFF-SITE SEWER STUDY

1. Sewer Study

- a. Perform sewer generation flow calculations expected from the site for the ultimate development condition.

EXHIBIT "C"

CITY - SERVICES TO BE PROVIDED
TO CONSULTANT

1. Furnish the Consultant all in-house data which is pertinent to services to be performed by the Consultant and which is within the custody or control of the City, including, but not limited to, copies of record and off-record maps and other record and off-record property data, right-of-way maps and other right-of-way data, pending or proposed subject property land division and development application data, all newly developed and pertinent design and project specification data, and such other pertinent data which may become available to the City.
2. Provide timely review, processing, and reasonably expeditious approval of all submittals by the Consultant.
3. Provide timely City staff liaison with the Consultant when requested and when reasonably needed.

EXHIBIT "C"

EXHIBIT "D"

TERMS OF PAYMENT

1. The Consultant's compensation shall not exceed **\$120,000**.
2. The Consultant will obtain, and keep current during the term of this Agreement, the required City of Moreno Valley business license. Proof of a current City of Moreno Valley business license will be required prior to any payments by the City. Any invoice not paid because the proof of a current City of Moreno Valley business license has not been provided will not incur any fees, late charges, or other penalties. Complete instructions for obtaining a City of Moreno Valley business license are located at: http://www.moval.org/do_biz/biz-license.shtml
3. The Consultant will electronically submit an invoice to the City for milestone payments along with documentation evidencing services completed to date. The milestone payment is based on actual time and materials expended in furnishing authorized professional services during the preceding period. At no time will the City pay for more services than have been satisfactorily completed and the City Engineer's determination of the amount due for any milestone payment shall be final. The consultant will submit all original invoices to Accounts Payable staff at AccountsPayable@moval.org. Accounts Payable questions can be directed to (951) 413-3073. Copies of invoices may be submitted to the Capital Projects Division at miab@moval.org or calls directed to (951) 413-3155.

EXHIBIT "D"

EXHIBIT "D"
PROJECT NO. 803 0002 70 77

4. The Consultant agrees that City payments will be received via Automated Clearing House (ACH) Direct Deposit and that the required ACH Authorization form will be completed prior to any payments by the City. Any invoice not paid because the completed ACH Authorization Form has not been provided will not incur any fees, late charges, or other penalties. The ACH Authorization Form is located at:

http://www.moval.org/city_hall/forms.shtml#bf

5. The minimum information required on all invoices is:
- A. Vendor Name, Mailing Address, and Phone Number
 - B. Invoice Date
 - C. Vendor Invoice Number
 - D. City-provided Reference Number (e.g. Project, Activity)
 - E. Detailed work hours by class title (e.g. Manager, Technician, or Specialist), services performed and rates, explicit portion of a contract amount, or detailed billing information that is sufficient to justify the invoice amount; single, lump amounts without detail are not acceptable.
6. The City shall pay the Consultant for all invoiced, authorized professional services within forty-five (45) days of receipt of the invoice for same.



| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Ahmad R. Ansari, P.E., Public Works Director/City Engineer

AGENDA DATE: October 22, 2013

TITLE: PA12-0007 (PM 36449) – REDUCE FAITHFUL PERFORMANCE BOND AND ADOPT THE RESOLUTION AUTHORIZING ACCEPTANCE OF THE PUBLIC IMPROVEMENTS AS COMPLETE AND ACCEPTING THE PORTION OF PERRIS BOULEVARD ASSOCIATED WITH THE PROJECT INTO THE CITY’S MAINTAINED STREET SYSTEM

RECOMMENDED ACTION

Recommendations:

1. Adopt Resolution No. 2013-81. A Resolution of the City Council of the City of Moreno Valley, California, authorizing the acceptance of the public improvements as complete within project PA12-0007 as complete and accepting the portion of Perris Boulevard associated with the project into the City’s Maintained Street system.
2. Authorize the City Engineer to execute the 90% reduction to the Faithful Performance Bond, exonerate the Material and Labor Bond in 90 days if there are no stop notices or liens on file with the City Clerk, and exonerate the final 10% of the Faithful Performance Bond in one year when all clearances are received.

SUMMARY

This report recommends acceptance of the improvements into the City’s maintained street system and to provide a 90% reduction to the Faithful Performance bond of \$101,000 issued by Travelers Casualty & Surety Company of America.

DISCUSSION

The completed improvements have received a final inspection, and the improvements were completed in accordance with the approved plans and the standards of the City of Moreno Valley. In accordance with the Streets and Highway Code, the method for acceptance of improvements, per Section 1806, (a), and (b), is by action of the governing body, by resolution.

It is therefore appropriate to accept those improvements into the City's maintained street system and to provide a 90% reduction to the Faithful Performance bond of \$101,000 issued by Travelers Casualty & Surety Company of America. Ninety days after City Council approves the Faithful Performance Bond reduction, the Material and Labor Bond will be exonerated by the City Engineer provided there are no stop notices or liens on file with the City Clerk. The remaining 10% of the bond will be held for the one-year guarantee and warranty period. At the end of the guarantee and warranty period the bond will be released by the City Engineer subject to completion of any defective work that may have appeared during this period.

On May 10, 2012, the Planning Commission of the City of Moreno Valley approved Tentative Parcel Map No. 36449 (PA12-0007) along with a plot plan (PA11-0041) for a retail store. The parcel map is a proposal to subdivide 7.77 gross acres into five (5) parcels and the plot plan is a proposal to construct a Family Dollar store on Parcel 3 of the proposed TPM 36449. The project location is bounded by Perris Boulevard to the east and John F. Kennedy Drive to the north.

On November 13, 2012, the City Council of the City of Moreno Valley approved the Public Improvement Agreement and bonds. The developer was required to construct all applicable public street improvements that generally include, but are not limited to, asphalt pavement, curb, gutter, sidewalk, driveway approaches, street lights, landscaping, storm drain, traffic signal modifications, sewer and water. The Agreement for Public Improvements required the developer to provide security for the appropriate improvements. Project PA12-0007 provided a Faithful Performance bond in amount of \$101,000 and a Material and Labor bond in the amount of \$50,500. The bonds were issued by Travelers Casualty & Surety Company of America.

The required improvements received on-going inspection during the construction process. Upon completion of the improvements, Public Works Department/Land Development Division performed an inspection, and a punch list was generated. The required corrective actions have been completed, and the improvements are now eligible for acceptance into the City's maintained street system.

ALTERNATIVES

1. Adopt the proposed Resolution authorizing the acceptance of the public improvements within project PA12-0007 as complete and accepting the portion of Perris Boulevard associated with the project into the City's Maintained Street system. Authorize the City Engineer to execute the 90% reduction to the Faithful

Performance Bond, exonerate the Material and Labor Bond in 90 days if there are no stop notices or liens on file with the City Clerk, and exonerate the final 10% of the Faithful Performance Bond in one year when all clearances are received. *The required improvements have been completed according to City of Moreno Valley Standards and approved plans, therefore should be included in the City's maintained street system.*

2. Do not adopt the proposed Resolution authorizing the acceptance of the public improvements within project PA12-0007 as complete and accepting the portion of Perris Boulevard associated with the project into the City's Maintained Street system. Do not authorize the City Engineer to execute the 90% reduction to the Faithful Performance Bond, exonerate the Material and Labor Bond in 60 days if there are no stop notices or liens on file with the City Clerk, and exonerate the final 10% of the Faithful Performance Bond in one year when all clearances are received. *The required improvements have been completed according to City of Moreno Valley Standards and approved plans, therefore should be included in the City's maintained street system.*

FISCAL IMPACT

The acceptance of these street improvements into the City's maintained street system will create an additional fiscal impact to the street maintenance program of the City (Fund 2000-Gas Tax, Fund 2001-Measure "A", and Fund 2008-NPDES. Fund 2000 is restricted to the construction and maintenance of streets and roadways. Fund 2001 is restricted for transportation projects only for the purposes of construction, maintenance and operation of streets and roadways. The County Service Area (CSA) levy collected from property owners support current NPDES Permit programs and reduce the level of General Fund support necessary to remain in compliance with unfunded federal mandates, as administered by the State. Funds collected from the CSA 152 annual levy are restricted for use only within the Storm Water Management program).

CITY COUNCIL GOALS

PUBLIC FACILITIES AND CAPITAL PROJECTS:

Ensure that needed public facilities, roadway improvements, and other infrastructure improvements are constructed and maintained.

NOTIFICATION

Publication of agenda

ATTACHMENTS

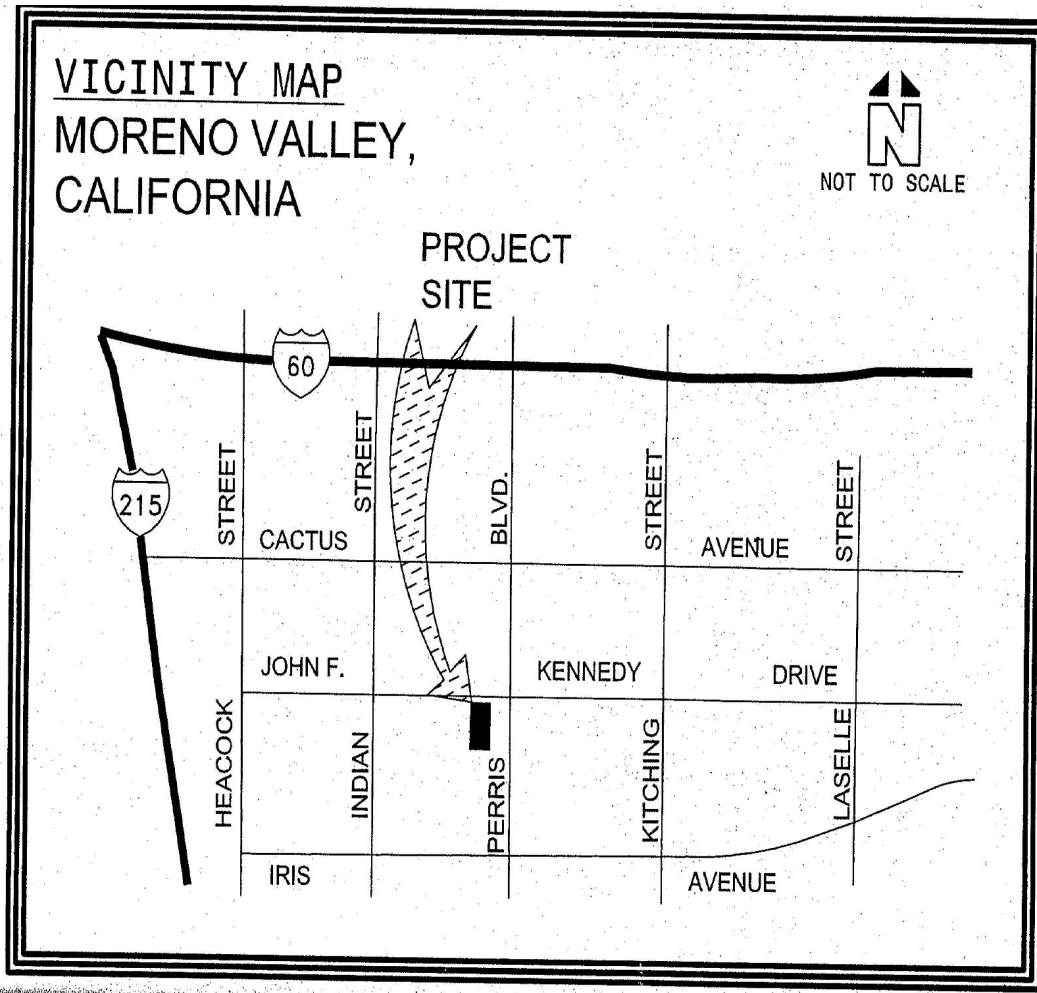
Attachment 1 – Vicinity Map
Attachment 2 – Proposed Resolution

Prepared By:
Ken Hinton
Management Analyst

Concurred By:
Vince Girón
Associate Engineer

Department Head Approval:
Ahmad R. Ansari, P.E.
Public Works Director/City Engineer

Concurred By:
Mark W. Sambito, P.E.
Engineering Division Manager



CITY OF MORENO VALLEY
PUBLIC WORKS DEPARTMENT - LAND DEVELOPMENT
Attachment 1

PA12-0007

W:\LandDev\MANAGEMENT ASSISTANT\Staff Reports\Vicinity Map format surround - Portrait.doc

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RESOLUTION NO. 2013-81

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, AUTHORIZING THE ACCEPTANCE OF THE PUBLIC IMPROVEMENTS AS COMPLETE WITHIN PROJECT PA12-0007 AND ACCEPTING THE PORTION OF PERRIS BOULEVARD ASSOCIATED WITH THE PROJECT INTO THE CITY'S MAINTAINED STREET SYSTEM

WHEREAS, the City Engineer has determined that the public improvements constructed by Family Dollar, Inc., a North Carolina Corporation, on Perris Boulevard associated with the project were constructed according to the approved plans on file with the City of Moreno Valley; and

WHEREAS, the City Engineer has determined that those improvements were inspected during construction and were completed in an acceptable manner; and

WHEREAS, the City Engineer has requested that the City Council authorize the acceptance of said public improvements as complete within project PA12-0007 and accept Perris Boulevard associated with the project into the City's maintained street system; and

WHEREAS, it is in accordance with Streets and Highway Code, Section 1806, (a) and (b), for City Council to perform this action by resolution;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS: that the public improvements within Project PA12-0007 are complete, and Perris Boulevard associated with the project are accepted into the City's maintained street system.

APPROVED AND ADOPTED this 22nd day of October, 2013.

Mayor of the City of Moreno Valley

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

RESOLUTION JURAT

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF MORENO VALLEY)

I, Jane Halstead, City Clerk of the City of Moreno Valley, California, do hereby certify that Resolution No. 2013-81 was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 22nd day of October, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

CITY CLERK

(SEAL)

Resolution No. 2013-81
Date Adopted: October 22, 2013



| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Abdul Ahmad, Fire Chief

AGENDA DATE: October 22, 2013

TITLE: ACCEPTANCE OF THE FISCAL YEAR 2013 EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM (EMPG) AWARD

RECOMMENDED ACTION

Recommendation:

1. Accept the Fiscal Year 2013 Emergency Management Performance Grant Program (EMPG) grant award of \$48,380 from the Riverside County Fire Office of Emergency Services.

SUMMARY

This report recommends acceptance of the Fiscal Year 2013 Emergency Management Performance Grant Program (EMPG) in the amount of \$48,380. Funds will be utilized to support Emergency Management related activities which will include WebEOC training for City staff.

DISCUSSION

The purpose of the Emergency Management Performance Grant (EMPG) is to sustain and improve comprehensive emergency management programs at the state, tribal and local levels from all man-made and natural disasters through the prevention, mitigation, response, and recovery of all hazard events. An all hazards approach to emergency response, including the development of a comprehensive program of planning, training, and exercises, means that there can be an effective and consistent response to disasters and emergencies regardless of the cause. Additionally, it involves building long-term strategic partnerships within the emergency management community.

This grant is authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.) and provides a system of emergency preparedness for the protection of life and property in the United States from hazards. The EMPG grant program provides reimbursement of up to 50 percent of allowable costs, with the City providing the other 50 percent match. The City's match requirement is typically met each year when City Council adopts the budget and allocates funding for the Office of Emergency Management Program Manager.

The Riverside County Office of Emergency Services (OES), on behalf of all jurisdictions in Riverside County, applies for this grant on an annual basis. Riverside County OES then distributes the grant funding to eligible agencies throughout the Operational Area. This year, the Fire Department has submitted to utilize the grant funding for WebEOC training. WebEOC is a crisis information management system that provides secure real-time information sharing during a natural or man-made disaster. This software is already available in the City's Emergency Operations Center; however, the Fire Department has identified the need to train City staff in the proper use of this software so that the City can manage a disaster in a highly efficient manner.

ALTERNATIVES

1. Approve and authorize the recommended action as presented in this staff report. *This alternative will allow the City to receive Emergency Management Grant money which will allow the Office of Emergency Management to better prepare City staff to operate efficiently during a disaster.*
2. Do not approve and authorize the recommended action as presented in this staff report. *This alternative will prohibit the City from receiving Emergency Management Grant money which will inhibit the City's ability to operate efficiently during a disaster.*

FISCAL IMPACT

The funding for this grant has already been allocated by City Council through the budget adoption process as this is an annual, reoccurring grant. The revenue and expenditures for this grant have been allocated in 2503-40-47-74101. The City's 50 percent match requirement has also been allocated by City Council in 1010-40-47-30310 for the salaries and benefits associated with the Office of Emergency Management Program Manager.

CITY COUNCIL GOALS

PUBLIC SAFETY:

Provide a safe and secure environment for people and property in the community, control the number and severity of fire and hazardous material incidents, and provide protection for citizens who live, work and visit the City of Moreno Valley.

NOTIFICATION

N/A

ATTACHMENTS

N/A

Prepared By:
Cynthia Owens
Management Analyst

Department Head Approval:
Abdul Ahmad
Fire Chief

Concurred By:
Alia Rodriguez
Office of Emergency Management Program Manager

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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Jane Halstead, City Clerk, CMC

AGENDA DATE: October 22, 2013

TITLE: RESOLUTION ADOPTING UPDATED RECORDS RETENTION SCHEDULES AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS

RECOMMENDED ACTION

Recommendation:

1. Adopt Resolution No. 2013-82. A Resolution of the City Council of the City of Moreno Valley, California, rescinding and restating the provisions of Resolution Nos. 2007-60, 2003-07 and 2003-86, adopting updated records retention schedules; authorizing destruction of certain city records; authorizing future changes with authorization; and rescinding all prior enactments which are in conflict with this resolution.

SUMMARY

In 2007, the City updated the records retention schedules. It is now necessary to update the retention schedules again in order to comply with current law. With the assistance of the city's records management consultant, the retention schedules have been updated and provide clear, specific records descriptions and retention periods, applying current law and technology to the management of the city's records. By identifying which department/division is responsible for maintaining the original records, and by establishing clear retention periods for different categories of records, the city has realized significant savings in labor costs, storage costs, freeing filing cabinet and office space.

DISCUSSION

The purpose of a records management program and records retention schedules is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all city records. The need for a well-defined records management program is driven by such factors as: limited space in City Hall and offsite facilities; duplication of records by various departments; city's permanent records; technological advancements, including document imaging; and changes in law. By adopting the proposed resolution, the city will have updated retention schedules for the various departments and will be in compliance with current state law.

ALTERNATIVES

Not adopting the proposed resolution will ensure that the retention schedules do not comply with current law, this is not recommended by staff.

FISCAL IMPACT

There is no fiscal impact associated with staff's recommendation.

NOTIFICATION

Publication of the agenda

ATTACHMENTS

Proposed resolution

Prepared By:
Jane Halstead, City Clerk, CMC

Department Head Approval:
Jane Halstead, City Clerk, CMC

RESOLUTION NO. 2013-82

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, RESCINDING AND RESTATING THE PROVISIONS OF RESOLUTION NOS. 2007-60, 2003-07 and 2003-86, ADOPTING UPDATED RECORDS RETENTION SCHEDULES; AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS; AUTHORIZING FUTURE CHANGES WITH AUTHORIZATION; AND RESCINDING ALL PRIOR ENACTMENTS WHICH ARE IN CONFLICT WITH THIS RESOLUTION

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval and is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of Moreno Valley; and

WHEREAS, §34090 of the California Government Code provides a procedure 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 periods for various government records; and

WHEREAS, the City previously adopted Resolution Nos. 2007-60, 2003-07 and 2003-86, adopting records retention schedules and authorizing destruction of certain city records;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The records of the City of Moreno Valley, as set forth in the Records Retention Schedules on Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by §34090, et seq. of the California Government Code and in accordance with the provisions of said schedules upon the request of the appropriate Department Head and with the consent in writing of the City Attorney and City Clerk, without further action by the City Council of the City of Moreno Valley.

Section 2. With the consent of the City Clerk, City Manager, and City Attorney updates are hereby authorized to be made to the Records Retention Schedules without further action by the City Council of the City of Moreno Valley.

Section 3. The term "records" as used herein shall include, but not be limited to, documents, instructions, books, microforms, electronic files, magnetic tapes, optical

1
Resolution No. 2013-82
Date adopted: October 22, 2013

media, or papers, as defined by the California Public Records Act (Government Code §6250, et seq. or any successor provisions thereto).

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

Section 5. This Resolution shall become effective immediately upon the date of its adoption.

APPROVED AND ADOPTED this 22nd day of October, 2013.

Mayor

ATTEST:

City Clerk

(SEAL)

APPROVED AS TO FORM:

City Attorney

Resolution No. 2013-82²
Date adopted: October 22, 2013

RESOLUTION JURAT

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF MORENO VALLEY)

I, Jane Halstead, City Clerk of the City of Moreno Valley, California, do hereby certify that Resolution No. 2013-82 was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 22nd day of October, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

CITY CLERK

(SEAL)

Resolution No. 2013-82³
Date adopted: October 22, 2013

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RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|--|----------------------------------|--|--|--------------------------------------|--|------------------------|-------------------|---------------------------------------|--|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | CW-001 | Abatements, Code Violations | Resolution | 2 years | Resolution + 2 years | Yes: Until Resolution | Mag, Ppr | | | GC §34090 |
| Lead Dept. | CW-002 | Advertising | 2 years | | 2 years | | Mag, Ppr | | | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1) |
| Lead Dept. | CW-003 | Agenda Staff Reports | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | Mag, Mfr, OD, Ppr | S | Yes: When No Longer Required | GC §34090 et seq. |
| Lead Dept. | CW-004 | Agreements & Contracts NOT Approved by Council: ALL LAND AND INFRASTRUCTURE: Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving | Completion + 2 years | P | P | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | All infrastructure, JPAs, & Mutual Aid contracts are 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 |

-177-

Item No. A.10

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|--|----------------------------------|---------------------|---|--------------------------------------|--------------------|-----------------------|------------------------|---------------------------------------|--|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| -178- | Lead Dept. | CW-005 | Agreements & Contracts NOT Approved by Council: NON-INFRASTRUCTURE: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects) | Completion + 2 years | 8 years | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §34090 |
| | Lead Dept. | CW-006 | Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration , Project Schedules , Certified Payrolls , Invoices , Insurance Certificates , RFP , etc.) Also see grant retention, if applicable. | Completion | 10 years | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090 |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | | Comments / Reference | | |
|--|----------------------------------|---------------------|--|---|--|---|------------------------|---------------------------------------|--|----------------------|--|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | | |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | | |
| Item No. A.10 -179- | Lead Dept. | CW-007 | Agreements & Contracts: ADMINISTRATIVE FILES - WITH grant funding (Correspondence, Project Administration , Project Schedules , Certified Payrolls , Invoices , Insurance Certificates , RFP , etc.) Also see grant retention, if applicable. | Completion | 10 years or After Funding Agency Audit, if required, whichever is longer | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: 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; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090 | |
| | Lead Dept. | CW-008 | Agreements & Contracts: UNSUCCESSFUL BIDS / PROPOSALS | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 | |
| | Staffing Dept. | CW-009 | Boards, Commissions, & Committees: AUDIO TAPES of Meetings (except Council - see City Clerk's schedule) | 30 days or after Minutes Approved, whichever is | | 30 days or after Minutes Approved, whichever is | | Tape (Mag) | | | | GC §54953.5(b) |
| | Staffing Dept. | CW-010 | Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (Agendas, Notices, Affidavits of Postings, Proof of Publications, etc.) | 2 years | | 2 years | | Mag, Ppr | | | | Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1) |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|--|----------------------------------|--|----------------------------------|--------------------------------------|----------------------------------|--------|-------------------|---------------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Staffing Dept. | CW-011 | Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (MINUTES & BYLAWS) (except Council & Planning Commission - see City Clerk's schedule) | P | | P | Yes | Mag, Mfr, OD, Ppr | S | Yes: After 2 years | Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 |
| Staffing Dept. | CW-012 | Boards, Commissions, & Committees: Citizens Task Force formed by Management (All records) | 2 years | | 2 years | | Mag, Ppr | | | Not formed by City Council; advisory capacity only GC §34090 et seq. |
| Staffing Dept. | CW-013 | Boards, Commissions, & Committees: City Council Subcommittees formed solely of Council Members (All records) | 2 years | | 2 years | | Mag, Ppr | | | Subcommittees can not take action -- all recommendations go to the full Council; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1) |
| | CW-014 | Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | Non-records |
| | CW-015 | Copies or duplicates of any record | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag Ppr | | | GC §34090.7 |
| Lead Dept. | CW-016 | Committees: Internal attended by employees (e.g. Records Management Committee, Project Review Committee, In-House Task Forces, etc.) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|--|----------------------------------|--|-----------------------------|--------------------------------------|-----------------------------|-------------------------|------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Lead (Responding) Dept. | CW-017 | Complaints (against Personnel - e.g. misconduct, abuse, excessive force, etc.) | Final Disposition + 5 years | | Final Disposition + 5 years | Yes: Before Disposition | Mag, Ppr | | Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC § 1045, GC §§12946, 34090; PC §§801.5, 803(c), VC §2547 |
| -181- Lead Dept. | CW-018 | Complaints / Service Orders (operational) | 3 years | | 3 years | | Mag Ppr | | 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-019 | Contracts: See Agreements | | | | | | | |
| Dept. that Authors Document or Receives the City's Original Document (from an outside source) | CW-020 | Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases , Public Records Act Requests , Reading, Working Files, etc.) | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |

Item No. A.10

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|--|----------------------------------|---|--|--------------------------------------|-------------------------|-------------------------|------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Dept. that Authors Document or receives the y's Original Document (from an outside source) Lead-Dept. | CW-021 | Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail or social media posting NOT made or retained for the purpose of preserving the informational content for future reference, that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | Refer to the City's Administrative Policies. <u>Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference E-mails that have a material impact on business</u> are saved outside the e-mail system 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 drafts. GC §34090, GC §6252 |
| | Lead Dept. | CW-022 | Drafts & Notes: Drafts that are revised (retain final version) | When No Longer Required | | When No Longer Required | | Mag, Ppr | |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|--|-------------------------------|--|--|--|--|-----------------------------|-------------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| -183- Lead Dept. | CW-023 | Grants / <u>CDBG</u> (SUCCESSFUL Reports, and Financial Information) | 2 years | After Funding Agency Audit, if Required - Minimum 5 years | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 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; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090 |
| | Lead Dept. | CW-024 | Grants (UNSUCCESSFUL Applications, Correspondence) | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| | ad Dept. | CW-025 | Grievances Resolved at Department Level | Final Disposition + 5 years | | Final Disposition + 5 years | Yes: Before Disposition | Mag, Ppr | | |

Item No. A.10

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|--|----------------------------------|---|-------------------------------|--------------------------------------|-------------------------------|--|-------------------------|---------------------------------------|------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | CW-026 | Historical Landmarks (Properties on Local, State, or National Registers) | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | GC §34090 |
| Lead Dept. | CW-027 | Insurance Certificates (for Agreements, Contracts, Facility Rentals, Special Events, etc.) | 2 years | 9 years | 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | Mfr | Yes: After Inactive | If you cannot determine what is the lead department, send to Risk Management. Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090 |
| Lead Dept. | CW-028 | Newspaper Clippings | When No Longer Required | | When No Longer Required | | Ppr | | | Non-records - may be obtained from the newspaper company; GC §34090 |
| Staffing Dept. | CW-029 | Notices: Public Hearing Notices | 2 years | | 2 years | | Mag, Ppr | | | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; CCP§337 et seq, 349.4; GC §§34090, 54960.1(c)(1) |
| Lead Dept. | CW-030 | Personnel Work Schedules | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Lead Dept. | CW-031 | Personnel Files (Supervisors File of notes - incorporated into Annual Performance Appraisals) | 1 year | | 1 year | Before Annual Performanc e Evaluation | Mag, Ppr | | | Notes maintained in a separate folder to be incorporated into performance evaluation; GC §34090 et seq. |

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RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|--|----------------------------------|--|-------------------------|--------------------------------------|-------------------------|--------|-------------------------|----------------------|---|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | CW-032 | Records Destruction Lists | P | | P | | Mag, Ppr | | Department Preference; GC §34090 | |
| Lead Dept. | CW-033 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc.: Produced by OTHER Departments | When Superseded | | When Superseded | | Mag, Ppr | | Copies; GC §34090.7 | |
| -185- | CW-034 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | Non-Records | |
| Lead Dept. | CW-035 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc.: Produced by YOUR Department | Minimum of 2 years | | Minimum of 2 years | | Mag, Ppr | | Statewide guidelines propose superseded + 2 or 5 years; GC §34090 | |
| | CW-036 | Reference or Working Files: See Correspondence | | | | | | | | |
| Lead Dept. | CW-037 | Reports and Studies (Historically significant) | 10 years | P | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After 10 years | Administratively and Historically significant, therefore retained permanently; GC §34090 |
| Lead Dept. | CW-038 | Reports and Studies (other than Historically significant reports - e.g. Annual Reports) | ≥ 10 years | | ≥ 10 years | | Mag, Ppr | | | Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|--|----------------------------------|---|-------------------------------|--------------------------------------|-------------------------------|----------------------|------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Lead Dept. | CW-039 | Special Event Permits | 2 4 years | | 2 4 years | Yes: Before Event | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| -186- Lead Dept. | CW-040 | Surveys / Questionnaires (that the City issues) If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required) | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| | CW-041 | Tapes: See Boards & Commissions | | | | | | | |
| Lead Dept. | CW-042 | Telephone Messages | When No Longer Required | | When No Longer Required | | Ppr | | As long as they are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252 |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|--|-------------------------------|--|-------------------------|--------------------------------|------------------------|--------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | CW-043 | Training - COURSE RECORDS (Attendance Rosters, Outlines and Materials) Includes safety and ethics training | 2 years | 3 5 years | 5 7 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b) |
| Lead Dept. | CW-044 | Video Tapes: Security / Facility Monitoring | 100 days | | 100 days | | Tape (Mag) | | | Routine video monitoring tapes are only required for 100 days; GC §§34090.6, 34090.7 |
| Lead Dept. | CW-045 | Warranties | Expiration of Warranty | | Expiration of Warranty | | Mag, Ppr | | | GC §34090 et seq. |
| Dept. Providing Service / Work | CW-046 | Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy) | 3 years | | 3 years | | Mag Ppr | | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: ANIMAL SERVICES

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|----------------------------|--------------------------------|----------------------------|------------------------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Animal Services | AN-001 | Adoption Applications | 3 5-years | | 3 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090 |
| Animal Services | AN-002 | Animal Services Database | 3 30 years | | 3 30 years | Yes | Mag, Ppr | | | Used for locating animals; 3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq. |
| Animal Services | AN-003 | Bite Reports / Rabies Control Records | 3 30 years | | 3 30 years | Yes | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| Animal Services | AN-004 | Citations | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 et seq. |
| Animal Services | AN-005 | Controlled Substance Inventory Records | 3 years | | 3 years | Yes | Mag, Ppr | | | Department Preference; 21 CFR §1304.04, 1310.04 |
| Animal Services | AN-006 | Field Activity Logs | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 et seq. |
| Animal Services | AN-007 | Field Notes (1-time warnings) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 et seq. |
| Animal Services | AN-008 | Investigations (barking, loose dogs, cruelty, etc.) | Resolution + 10 years | | Resolution + 10 years | | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| Animal Services | AN-009 | Microchip Records | 20 years | | 20 years | | Mag, Ppr | | | Used for locating animals; GC §34090 et seq. |
| Animal Services | AN-010 | Owner Turn-in Forms ("OTI" forms, stray forms) | 3 5-years | | 3 5-years | | Mag, Ppr | | | Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090 |

RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|--|--------------------------------|--|-----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Building & Safety | B&S-001 | Americans with Disabilities Act (ADA) Files and Requests | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department Preference; GC §34090 et seq. |
| Building & Safety | B&S-002 | Applications | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090 |
| Building & Safety | B&S-003 | Building Permits | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 90 days | Statewide guidelines propose permanent; UAC §303.2, UBC §106.4.2, GC §34090, H&S §19850 |
| Building & Safety | B&S-004 | Certificates of Occupancy | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Statewide guidelines propose life of building; GC §34090 |
| Building & Safety | B&S-005 | Housing Abatement Cases | Resolution + 2 years | | Resolution + 2 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Case is open until satisfactorily resolved; GC §34090 |
| Building & Safety | B&S-006 | Inspection Records: Correspondence, Fees, Appeal Requests, Inspection Reports | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090 |
| Building & Safety | B&S-007 | Lien Files | Release of Lien + 5 years | | Release of Lien + 5 years | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department Preference to cover all statute of limitations; GC §34090 et seq., CCP §337 et seq. |
| Building & Safety | B&S-008 | Lists: Correction, Building, Plan Review, Plan Check Form, Building Correction List, etc. | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Transitory Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|--|-------------------------|--------------------------------|-----------------|-----------|-------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Building & Safety -190- | B&S-009 | Project Files - COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION (includes soils reports, energy calculations, commercial structural plans, commercial structural calculations) | 10 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No | Department Preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 90 days from completion date; CBC §104.7 & 107.5. ; H&S§19850, UAC §303.2; UBC §106.4.2 ; H&S§19850, GC §34090 |
| Building & Safety | B&S-010 | Project Files - EXPIRED PERMITS AND PLAN CHECKS | 1 year | | 1 years | Yes (all) | Mag, Ppr | | | Permits expire if work is not commenced within 180 days, and may be extended for 180 days if requested; CBC §104.7 & 107.5. ; H&S§19850, UAC §303.4; GC §34090 |
| Building & Safety | B&S-011 | Project Files - RESIDENTIAL (includes soils reports, energy calculations, structural plans, structural calculations) | 10 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department Preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 90 days from completion date; CBC §104.7 & 107.5. ; H&S§19850, UAC §303.2; UBC §106.4.2 ; H&S§19850, GC §34090 |

RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|-----------------------------|---|-------------------------|--------------------------------|-------------------------|--------|--------------------------|------------------------------|-----------------------------------|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Building & Safety | B&S-012 | Requests & Permissions to Receive Copies of Plans (Correspondence to and from Architects) | 2 years | | 2 years | | Mag. Ppr | | GC §34090 et seq. |
| Building & Safety | B&S-013 | Uniform Building Codes / California Building Code / UBC, UPC, etc. | P | | P | | Mag. Ppr | | GC §50022.6 |

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Item No. A.10

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

| Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------------|--|--|-----------------|--|-----------------------|------------------------------|----------------------|--|
| | | Active (in office) | Closed, Inactive / OD or Mfr | Total Retention | Vital? | Media | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| City Attorney AS+ Risk Manage: | CA-006 | Accident / Incident / Injury Reports: PUBLIC ADULTS (medical and non-medical.) | 3 years | | 3 years | | Mag. Ppr | | Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090 |
| City Attorney AS+ Risk Manage: | CA-007 | Accident / Incident / Injury Reports: PUBLIC JUVENILES (medical and non-medical.) | Age 18 or 3 years, whichever is longer | | Age 18 or 3 years, whichever is longer | | Mag. Ppr | | Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090 |
| City Attorney AS+ Risk Manage: | CA-008 | Accident / Incident Reports: CITY VEHICLES with no injuries | 2 years | | 2 years | | Mag. Mfr, OD, Ppr | S | Yes: When Inactive Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6 |
| Lead Depart. | CA-001 | Agreements: Backup material, correspondence, drafts | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive Drafts; GC §34090 et seq. |
| AS+ Risk Manage: | CA-002 | Claims | Copies—When No Longer Required | | Copies—When No Longer Required | Yes: Until Settlement | Mag, Mfr, OD, Ppr | S | Yes: After Inactive Statute of Limitations runs 6 months—5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945.6, 34090, 34090.6; PC §832.5 |

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|--------------------------------------|------------------------------|--|------------------------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Closed, Inactive / OD or Mfr | Total Retention | Vital? | Media | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Attorney AS/Risk Manage: -193- Item No. A.10 | CA-009 | Claims - Adults | Settlement | 5 years | Settle + 5 years | Yes: Until Settlement | Mag. Mfr, OD, Ppr | S | Yes: After Settled | If litigation is filed, the claim is sent to the City Attorney's office after settlement; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5 |
| | CA-010 | Claims - Juveniles | Age of Majority (minimum Settlement) | 5 years | Age of Majority (minimum Settle + 5 years) | Yes: Until Settlement | Mag. Mfr, OD, Ppr | S | Yes: After Settled | If litigation is filed, the claim is sent to the City Attorney's office after settlement; Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5 |
| | CA-011 | Employee Fidelity Bonds | Expiration + 10 years | | Expiration + 10 years | | Mag. Mfr, OD, Ppr | S | Yes: When Inactive | Covers various Statute of Limitations; Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113 |
| | CA-012 | Insurance Policies & Certificates (City-owned): Liability (General & Public), Workers Compensation | P | | P | Yes: Before Expiration | Mag. Mfr, OD, Ppr | S | Yes: After Expiration | For protection from litigation; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

| Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | | |
|---|---------------------|--|--|-----------------|--|------------------------------|------------------------------|----------------------|------------------------------------|--|
| | | Active (in office) | Closed, Inactive / OD or Mfr | Total Retention | Vital? | Media | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Attorney AS+ Risk- Manage; | CA-013 | <u>Insurance Policies & Certificates: City-owned</u> - property insurance (NOT liability insurance - boiler maintenance, etc.) | Expiration + 10 years | | Expiration + 10 years | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S | Yes: After Expiration | Consistent with Agreement retention; GC §34090 |
| City Attorney AS+ Risk- Manage; | CA-014 | <u>Insurance Policies Issued to Organizations</u> conducting activities on City Property (e.g. special events) | 5 years | 7 years | 12 years | | Mag, Ppr | | | Department preference; GC §34090 |
| -194- Lead Depart. | CA-003 | Issue or Parties: Issues, Individuals, and/or projects will vary over time (e.g. Trails, etc.) | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: While Active Issues | Mag, Ppr | | | GC §34090 |
| City Attorney | CA-004 | Legal Opinions ("Chron File") - by Author | 5 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Department Preference; Statewide guidelines propose superseded + 2 years; GC §34090 |
| City Attorney | CA-005 | Litigation Files / Legal Case Files / Lawsuits | Final Disposition + 1 year | 4 years | Final Disposition + 5 years | Yes: Until Final Disposition | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945.6, 34090, 34090.6, 68150; PC §832.5 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | | |
|---|---------------|--|--------------------------------------|----------------------|--------------------------------------|--------|---------------|------------------------------|----------------------|--|--|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| CITY COUNCIL OFFICE | | | | | | | | | | | |
| City Clerk / City Council | CC-001 | Council Administration (Correspondence filed by Council Member) | Duration of Office (minimum 2 years) | | Duration of Office (minimum 2 years) | | | Mag, Ppr | | Administrative value to cover terms of office; GC §34090 | |
| City Clerk / City Council | CC-002 | Presentations / Commendations / Memoriums | 2 years | | 2 years | | | Mag, Ppr | | GC § 34090 | |
| City Clerk / City Council | CC-003 | Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.) | When No Longer Required | | When No Longer Required | | | Mag, Ppr | | Non-records used for administrative value | |
| CITY CLERK | | | | | | | | | | | |
| City Clerk | CC-004 | Advertising (City Clerk) | 2 years | | 2 years | | | Mag, Ppr | | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1) | |
| City Clerk | CC-005 | Affidavits of Postings | 2 years | | 2 years | | | Mag, Mfr, OD, Ppr | | Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090 | |
| Clerk | CC-006 | Agendas (City Council) | 10 years | P | P | | | Mag, Mfr, OD, Ppr | S | No | Department Preference; GC §34090 |
| Clerk | CC-007 | Agenda Packets (copies) | 6 months | | 6 months | | | Mag, Mfr, OD, Ppr | S | Yes: When No Longer Required | Department Preference; Originals are filed in subject files; GC §34090.7 |

Item No. A.10

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|---------------------------|----------------------|---------------------------|------------------------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
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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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Clerk | CC-008 | Agreements & Contracts Approved by Council: ALL LAND AND INFRASTRUCTURE: Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving | Completion + 2 years | P | P | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | All infrastructure, JPAs, & Mutual Aid contracts are 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-009 | Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers Agreements (JPAs) | Superseded + 2 years | P | P | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S | No | Administrative & legal value (Emergency Preparedness), GC §34090 |
| City Clerk | CC-010 | Agreements & Contracts Approved by Council: NON-INFRASTRUCTURE: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects) | Completion + 2 years | 8 years | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| City Clerk | CC-011 | Annexations / LAFCO | P | | P | | Mag, Mfr, OD, Ppr | S / I | Yes | Land Records; GC §34090 |
| City Clerk | CC-012 | Audio Tapes or Recordings of Council Meetings | <u>30 days</u> 6-years | | <u>30 days</u> 6-years | | Mag | | | Department Preference: (only required for 30 days); GC §54953.5(b) |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|--|---|---|------------------------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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> | | | | | | | | | | |
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| City Clerk | CC-013 | Audits, CAFR (Comprehensive Annual Financial Report) | P | | P | | Mag, Mfr, OD, Ppr | S | No | City Preference; GC §34090 |
| Lead Dept. | CC-014 | Bids: Unsuccessful (Successful bids are filed with the appropriate agreement or contract) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| City Clerk | CC-015 | Boards, Commissions & Committees - APPLICATIONS: APPOINTED | Duration of Office + 4 years | | Duration of Office + 4 years | | Mag, Ppr | | | Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803c |
| City Clerk | CC-016 | Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 et seq. |
| Finance / City Clerk | CC-017 | Bonds (issuing documents retained by City Clerk) | Cancellat., Redemption, or Maturity + 5 years | | Cancellat., Redemption or Maturity + 5 years | Yes: Until Maturity | Ppr | | | Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. |
| City Clerk | CC-018 | Budgets (Final) | P | | P | | Mag, Mfr, OD, Ppr | S | No | City Preference; GC §34090 |
| Item No. A.10 | Clerk | CC-019 | Cash Deposits, Certificate of Deposit, Bonds & Subdivision Securities (Refundable Deposits for Subdivision Improvements, Building or Planning Permits, etc.) | Release of Bond, Deposit or Certificate + 2 years | Release of Bond, Deposit or Certificate + 2 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | No | Records retained for auditing purposes; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|------------------------------|----------------------|------------------------------|--------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards</i> | | | | | | | | | | |
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| City Clerk | CC-020 | Chronological History of Board and Committee Members | 2 years | P | P | | Mag, Ppr | | | Historical Value; GC §34090 |
| City Clerk | CC-021 | Chronological History of Mayors and City Council | 2 years | P | P | | Mag, Ppr | | | Historical Value; GC §34090 |
| City Clerk | CC-022 | City History, Historical Records (e.g. Incorporation, City Seal, Redistricting, etc.) | P | | P | | Mag, Mfr, OD, Ppr | S | 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-023 | City Land and Property: Deeds, Abandonments, Easements, Vacations, etc. | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | No | GC §34090 |
| City Clerk | CC-024 | Claims Log | 10 years | | 10 years | | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| City Clerk | CC-025 | Committee Rosters | Superseded (minimum 2 years) | | Superseded (minimum 2 years) | | Mag, Ppr | | | GC §34090 |
| City Clerk | CC-026 | Council Oaths of Office | Separation + 6 years | | Separation + 6 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---|--|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|----------------------|--|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Clerk -199- | CC-027 | Economic Development Plans & Programs (that are approved by Council) | Superseded + 5 years | | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S | After Superseded | Meets uniform grant requirements; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| | CC-028 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the City's Conflict of Interest code) | 7 years | | 7 years | | Mag, Mfr, OD, Ppr | S | After 2 years | City maintains original statements; GC §81009(e)&(g) |
| | CC-029 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney) | 4 years | | 4 years | | Mfr, OD, Ppr | S | After 2 years | City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g) |
| | Clerk CC-070 | FPPC Form 801 (Gift to Agency Report) | 4 years | | 4 years | | Mag, Ppr | | | Must post on website; 2 CCR 18944(c)(3)(G) |
| Clerk CC-071 | FPPC Form 802 (Tickets Provided by Agency Report) | 7 years | | 7 years | | Mag, Ppr | | | Must post on website for 4 years; GC §81009(e) | |
| Clerk CC-072 | FPPC Form 806 (Agency Report of Public Official Appointments) | 2 years | | 2 years | | Mag, Ppr | | | Must post on website; 2 CCR 18705.5; GC §34090 | |

Item No. A.10

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|------------------------------|-------------------------|------------------------------|--------|-------------------|----------------------|---------------------------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| ELECTIONS - CONSOLIDATED | | | | | | | | | | |
| City Clerk | CC-030 | Campaign Filings (FPPC 400 Series Forms & Form 501): OTHER COMMITTEES (PACS - not candidate-controlled) | 7 years | | 7 years | | Mfr, OD, Ppr | S | After 2 years | Paper must be retained for at least 2 years; GC §81009©&(g) |
| City Clerk | CC-031 | Campaign Filings (FPPC 400 Series Forms & Form 501): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies) | 4 years | | 4 years | | Mfr, OD, Ppr | S | After 2 years | Paper must be retained for at least 2 years; GC §81009(f)&(g) |
| City Clerk | CC-032 | Campaign Filings (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES | 5 years | | 5 years | | Ppr | | | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-033 | Campaign Filings (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES (Elected Officials) | 2 years | P | P | | Mfr, OD, Ppr | S | After 2 years | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-034 | Elections - Candidate Statements (to be printed in the sample ballot) | Duration of Office + 4 years | | Duration of Office + 4 years | | Mag, Mfr, OD, Ppr | S / M / I | No | Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090 |
| City Clerk | CC-035 | Elections - Certificates of Election | Duration of Office + 4 years | | Duration of Office + 4 years | | Mag, Mfr, OD, Ppr | S | No | Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; GC § 34090 |
| City Clerk | CC-036 | Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Workers, County Election Services, etc.) | 2 years | | 2 years | | Mag, Ppr | | | Used for a model for the next election, GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|---|---|----------------------|---|--------|---------------|------------------------------|------------------------------------|----------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards</i> | | | | | | | | | | | |
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| City Clerk | CC-037 | Elections - HISTORICAL File (Sample ballot, all Resolutions - calling the election, canvass, etc., election summary) | 8 years | P | P | | | Mag, Mfr, OD, Ppr | S | No | Retained for Historical Value, GC §34090 |
| City Clerk | CC-038 | Elections - Nomination Papers: SUCCESSFUL CANDIDATES | Duration of Office + 4 years | | Duration of Office + 4 years | | | Mag, Mfr, OD, 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 and does not delineate between the two; EC §17100 |
| City Clerk | CC-039 | Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES | Election + 4 years | | Election + 4 years | | | Mag, Mfr, OD, 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 and does not delineate between the two; EC §17100 |
| City Clerk | CC-040 | Elections - Petitions (Initiative, Recall or Referendum) | Results or Final Examination if No Election + 8 mo. | | Results or Final Examination if No Election + 8 mo. | | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400 |
| Item No. A.10 | Clerk | CC-041 | Elections - Precinct Maps | 2 years | 2 years | | | Mag, Ppr | | | No specific legal requirement; Statewide guidelines propose 2 years; County Clerk sends to Secretary of State; EC §17501, GC §34090 |

| Item No. of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|------------------------------|------------------------------|--------|-------------------|----------------------|---|
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| ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated) | | | | | | | | | |
| City Clerk | CC-042 | Vote-by-Mail Absentee Applications, Roster of Absentee Applications | | 6 mo. | 6 mo. | | Ppr | | EC §17505 |
| City Clerk | CC-043 | Vote-by-Mail Absentee Identification Envelopes | | 6 mo. | 6 mo. | | Ppr | | EC §17302 |
| City Clerk | CC-044 | Elections - Ballots - After Election | | 6 mo. | 6 mo. | | Ppr | | EC §17302 |
| City Clerk | CC-045 | Elections - Ballots - After Recount | | 6 mo. | 6 mo. | | Ppr | | EC §17306 |
| -202- City Clerk | CC-046 | Elections - Assessment District Ballots - Prop. 218 proceedings (e.g. Community Services Districts, A-E Zones, Lighting Districts, etc.) | | 2 years 1-year | 2 years 1-year | | Ppr | | 2 years required by new California law; 1 year Retention required by Moreno Valley Legislative Policy #1.12, §VI, D; GC §53753(e)(2). Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII |
| City Clerk | CC-047 | Elections - Challenged & Assisted Voters List | | 6 mo. | 6 mo. | | Ppr | | If uncontested, EC §17304 |
| City Clerk | CC-048 | Elections - Inspector Receipts for Ballots | | 6 mo. | 6 mo. | | Ppr | | EC 17302, 17306 |
| City Clerk | CC-049 | Elections - Precinct Officer Appointments | | 6 mo. | 6 mo. | | Ppr | | EC §17503 |
| City Clerk | CC-050 | Elections - Roster of Voters | | 5 years | 5 years | | Mag, Mfr, OD, Ppr | | EC §17300 |
| City Clerk | CC-051 | Elections - Tally Sheets | | 6 mo. | 6 mo. | | Ppr | | EC §17304 |
| City Clerk | CC-052 | Elections - Voter Index Copies used as the Voting Record at Polling Places | | 6 mo. | 6 mo. | | Ppr | | EC §17304 |
| City Clerk | CC-053 | Elections - Voter Index Original | | 5 years | 5 years | | Ppr | | EC §17001 |
| (End of Elections Section) | | | | | | | | | |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|------------------------|--|-------------------------|----------------------|-------------------------|-----------|--------------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
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| CITY CLERK (Continued) | | | | | | | | | | |
| City Clerk | CC-054 | Environmental Issues, Determinations (e.g. EIRs, Negative Declarations, etc. - if presented to City Council) | 10 years | P | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7 |
| City Clerk | CC-069 | Ethics Training Certificates for City Council, Boards and Commissions | 5 years | | 5 years | | Mag. Ppr | | | GC §53235.2(b) |
| -203- City Clerk | CC-055 | Infrastructure Permits, Plans, and Projects Approved by Council (Final Tracts, Conditional Use Permits, Parcel Maps, Specific Plans, etc.) | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No | GC §34090 et. seq. |
| Finance | CC-056 | Investment Reports approved by Council | 5 years | | 5 years | | Mag, Ppr | | | Meets auditing standards; GC §34090 |
| City Clerk | CC-057 | Legislation (State & Federal positions approved by Council) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| City Clerk | CC-058 | March Air Force Base / March Joint Powers Authority - Records of Historical Interest | 10 years | P | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | City Preference; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
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| City Clerk -204- | CC-059 | Minutes: City Council, Planning Commission, Community Services District (CSD), Community Redevelopment Agency (RDA), Public Facilities Financing Corporation (MVPFFC), Industrial Development Authority (IDA), Public Financing Authority (MVPFA), Civic Activities Assistance Corporation (MVVAAC), Moreno Valley Housing Authority, City As Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley, and Oversight Board of the City as Successor Agency for the Community Redevelopment | 10 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No | GC §34090 |
| City Clerk | CC-060 | Municipal Code Administration, Distribution, etc. | <u>When No Longer Required</u> 2-years | | <u>When No Longer Required</u> 2-years | | Mag, Ppr | | | <u>Preliminary Drafts not retained in the ordinary course of business;</u> GC § 34090 |
| City Clerk | CC-061 | Municipal Code and History File (always retain 1 supplement) | P | | P | | Mag, Mfr, OD, Ppr | S | No | GC §34090 |
| City Clerk | CC-062 | Ordinances | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No | GC §34090 et. seq. |

RECORDS RETENTION SCHEDULE: CITY CLERK

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| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| City Clerk | CC-063 | Petitions (submitted to Council on any subject). See Elections for Initiative, Recall or Referendum Petitions) | 1 year | | 1 year | | Ppr | | Law requires 1 year for petitions; GC §50115 |
| City Clerk | CC-064 | Posted Agenda Log | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | Statute of Limitations for Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090 |
| -205- y Clerk | CC-065 | Proof of Publication (City Clerk) | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090 |
| City Clerk | CC-066 | Records Retention Schedules; Amendments to Records Retention Schedules | 10 years | P | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive GC §34090 et. seq. |
| City Clerk | CC-067 | Resolutions - City Council | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No GC §34090 et. seq. |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|---|--|-------------------------|--|--------|------------------|---------------------------------------|---|-------------------------------------|-------------------|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| City Clerk -206- | CC-068 | Staff Reports: City Council, Community Services District (CSD), Community Redevelopment Agency (RDA), Public Facilities Financing Corporation (MVPFFC), Industrial Development Authority (IDA), Public Financing Authority (MVPFA), Civic Activities Assistance Corporation (MVVAAC). Moreno Valley Housing Authority, City As Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley, and Oversight Board of the City as Successor Agency for the Community Redevelopment Agency of the City of Moreno | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | | Mag, Mfr, OD, Ppr | S | Yes: When Subject file is destroyed | GC §34090 et seq. |

RECORDS RETENTION SCHEDULE: CITY MANAGER

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|--|--------------------------------|--|-----------------------|-------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Manager | CM-001 | Administrative Regulations | Until Superseded - Minimum 2 years | | Until Superseded - Minimum 2 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S / I | Yes: When Superseded | GC §34090 |
| City Manager | CM-002 | Administrative Files (Includes Travel) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| City Manager | CM-003 | Association Records | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | Non-records; GC §34090.7 |
| -207- City anager | CM-004 | Awards, Recognition of Employees | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | | Mag, Ppr | | | GC §34090 |
| City Manager | CM-005 | Citizen's Inquiries, Communications, Logs & Resolutions | <u>2</u> 3 years | | <u>2</u> 3 years | | Mag, Ppr | | | Consistent with operational complaints; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months or 1 year; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |
| City Manager | CM-006 | City Manager's Reports / Updates | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| City Manager | CM-007 | Council Member and Mayor's Correspondence, Memos | Term of Office - Minimum 2 years | | Term of Office - Minimum 2 years | | Mag, Ppr | | | Administrative value to cover terms of office; GC §34090 |
| City nager | CM-008 | Department Head Memorandum File | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: CITY MANAGER

| Office of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|-------------------|--|--|--------------------------------------|--|---|---------------------|----------------------|---------------------------------------|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| City Manager | CM-009 | Internal Studies and Reports | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | | Mag, Ppr | | GC §34090 |
| City Manager | CM-010 | Projects & Issues (Issues and/or projects will vary over time - e.g. Hotels, etc.) | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: While Active Issues | Mag, Ppr | | GC §34090 |
| City manager | CM-011 | Work Programs | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: While Active Issues | Mag, Ppr | | GC §34090 |

RECORDS RETENTION SCHEDULE - CODE & NEIGHBORHOOD COMPLIANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---|---|--------------------------------|--------------------------------|--------------------------------|-----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Code & Neighbor. Compliance | C&NC-001 GD-012 | Abandoned Vehicle Abatement (AVA) Report | 4 years | | 4 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Maintained for Riverside County Area Requirement; GC §34090 |
| Code & Neighbor. Compliance | C&NC-002 GD-013 | Code Compliance Case Files and Abatement | Resolution / Payment + 5 years | | Resolution / Payment + 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference to cover those cases that are CDBG-related; Case is open until satisfactorily resolved (some liens are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Code & Neighbor. Compliance | C&NC-003 GD-014 | Debts Assigned to Collection Agency | 7 years | | 7 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; Debts remain on credit reports for 7 years; GC §34090 |
| Code & Neighbor. Compliance | C&NC-004 GD-015 | Graffiti Restitution | 7 years | | 7 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; Debts remain on credit reports for 7 years; GC §34090 |
| Code & Neighbor. Compliance | C&NC-005 GD-016 | Parking Citations (All records, including appeals, reports from claims processing center, etc.) | 2 years | 3 years | <u>2</u> 5 years | | Mag, Ppr | | | Department preference (DMV maintains unpaid citations for 5 years); GC §34090 |
| Code & Neighbor. Compliance | C&NC-006 GD-017 | Tipping Reports (Waste Management) | 5 years | | 5 years | | Mag, Ppr | | | Department preference; GC §34090 |

Item No. A.10 -209-

RECORDS RETENTION SCHEDULE - ECONOMIC DEVELOPMENT

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|--|--------------------------------|--|--------------------------|---------------|------------------------------|----------------------|------------------------------------|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Economic Develop. | ED-001 | Business Development Files (Issues and/or projects will vary over time - e.g. Hotels, etc.) | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: While Active Issues | Mag, Ppr | | | GC §34090 |
| Economic Develop. | ED-002 | Mobilehome Park - Annual CPI Change Notices | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Economic Develop. | ED-003 | Mobilehome Park - Annual Registration | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Economic Develop. | ED-004 | Mobilehome Park Rent Stabilization - Change in Space Rent / Status | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Economic Develop. | ED-005 | Mobilehome Park Rent Stabilization - General Correspondence | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | | | |
|---|------------------|---------------------|--|--------------------------------|-----------------------------|------------------------------|-------------------------------|------------------------------|----------------------|------------------------------------|---|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | | |
| -211- Item No. A.10 | City Clerk | EU-001 | <u>Agreements & Contracts - Electric Utility Only - INFRASTRUCTURE / PLANT</u> <u>Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water.</u> <u>Exceptions: Demolitions, landscaping, street paving</u> | <u>Completion + 2 years</u> | <u>P</u> | <u>P</u> | <u>Yes: Before Completion</u> | <u>Mag, Mfr, OD, Ppr</u> | <u>S</u> | <u>Yes: After Inactive</u> | <u>All infrastructure, JPAs, & Mutual Aid contracts are 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</u> | |
| | City Clerk | EU-002 | <u>Agreements & Contracts - Electric Utility Only NON-INFRASTRUCTURE:</u> <u>Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects)</u> | <u>Completion + 2 years</u> | <u>8 years</u> | <u>Completion + 10 years</u> | <u>Yes: Before Completion</u> | <u>Mag, Mfr, OD, Ppr</u> | <u>S</u> | <u>Yes: After Inactive</u> | <u>Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090</u> | |
| | Electric Utility | EU-003 | <u>Appraisals and Valuations</u> | <u>3 years</u> | | <u>3 years</u> | | | <u>Mag, Ppr</u> | | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| | Electric Utility | EU-004 | <u>Billing Data (Maximum demand & demand meter records; solar, net, economic development; revenue summaries & reports)</u> | <u>6 years</u> | | <u>6 years</u> | | | <u>Mag, Ppr</u> | | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| | Electric Utility | EU-005 | <u>Bond Statements</u> | <u>3 years</u> | <u>Completion + 3 years</u> | <u>Completion + 3 years</u> | | | <u>Mag, Ppr</u> | | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |

RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

| Office of Record (CFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|-----------------------------|--------------------------------|-----------------------------|---------------------------------|-------------------|----------------------|---|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Electric Utility | EU-006 | <u>Budgets and Other Forecasts (Internal Admin. or operating purposes; estimated future income; receipts & expenditures, etc.)</u> | <u>3 years</u> | | <u>3 years</u> | | Mag, Ppr | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> | |
| Electric Utility | EU-007 | <u>Construction Work (In Progress Ledgers)</u> | <u>5 years</u> | <u>Completion + 5 years</u> | <u>Completion + 5 years</u> | <u>Yes: During Construction</u> | Mag, Ppr | | <u>Department Preference (requirement is 5 years after clearance to plant account); 18 CFR 125 et seq.; GC §34090</u> | |
| Electric Utility | EU-008 | <u>Easements</u> | <u>P</u> | | <u>P</u> | <u>Yes</u> | Mag, Mfr, OD, | <u>S</u> | <u>No</u> | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| Electric Utility | EU-009 | <u>Fixed Assets, Plant Ledgers, Depreciation & Depletion</u> | <u>25 years</u> | <u>P</u> | <u>P</u> | <u>Yes: Until Expiration</u> | Mag, Mfr, OD, | <u>S</u> | <u>Yes: After</u> | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| Electric Utility | EU-010 | <u>Insurance (Substation)</u> | <u>6 years</u> | <u>P</u> | <u>P</u> | <u>Yes: Until Expiration</u> | Mag, Mfr, OD, | <u>S</u> | <u>Yes: After</u> | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| Electric Utility | EU-011 | <u>Journals / General Ledgers - Electric Utility Only</u> | <u>10 years</u> | | <u>10 years</u> | | Mag, Ppr | | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| Electric Utility | EU-012 | <u>Maintenance / Job Work Orders</u> | <u>5 years</u> | | <u>5 years</u> | | Mag, Ppr | | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| Electric Utility | EU-013 | <u>Maps, Plans, Drawings (original or reproduction of diagrams, profiles, photos, field survey notes, plot plans, detail drawings, and similar records showing the location of proposed or as-constructed facilities)</u> | <u>Completion + 5 years</u> | <u>P</u> | <u>P</u> | <u>Yes</u> | Mag, Mfr, OD, Ppr | <u>S</u> | <u>Yes: After Inactive</u> | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| Electric Utility | EU-014 | <u>Rate Schedule (general files of published rate sheets & schedules, suspended or superseded)</u> | <u>Inactive + 3 years</u> | | <u>Inactive + 3 years</u> | | Mag, Ppr | | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| Electric Utility | EU-015 | <u>Reclassification Records (Utility Plant)</u> | <u>6 years</u> | | <u>6 years</u> | | Mag, Ppr | | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |

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RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|------------------------|--|-------------------------|--------------------------------------|-----------------------------------|--------|-----------------------------------|---------------------------------------|--|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Electric Utility | EU-016 | Retirement (of Plant Facility; work in progress, ledgers, etc.) | 5 years | Retired + 5 years | Retired + 5 years | | Mag, Mfr, OD | S | Yes: After | Department Preference; 18 CFR 125 et seq.; GC §34090 |
| Electric Utility | EU-017 | Statistics (financial, internal operating reports, etc.) | 5 years | | 5 years | | Mag, Ppr | | | Department Preference; 18 CFR 125 et seq.; GC §34090 |
| Electric Utility | EU-018 | Transmission & Distribution (Substation licenses, line logs, history records, tests, etc.) | 3 years | P | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Department Preference (logs only required for 3 years); 18 CFR 125 et seq.; GC §34090 |
| Electric Utility | EU-019 | Voucher Registers (Accounts Payable or Cash Books) | 5 years | | 5 years | | Mag, Ppr | | | Department Preference; 18 CFR 125 et seq.; GC §34090 |

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Item No. A.10

RECORDS RETENTION SCHEDULE: FACILITIES

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---|---|----------------------------------|--------------------------------|----------------------------------|----------------------|-------------------|------------------------------|------------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Facilities | FAC-001 AS-015 | Asbestos Removal Projects | Completion | 30 years | Completion + 30 years | | Mag, Mfr, OD, Ppr | S/I | Yes: When Inactive | Claims can be made for 30 years for toxic subst. exposure; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090 |
| Facilities | FAC-002 AS-016 | Asset History (in Work Order System) | 10 years | | 10 years | | Mag | | | Department Preference to cover all statute of limitations; GC §34090, CCP §337 et seq. |
| Facilities | FAC-003 AS-017 | Backflow Tests | 2 years | | 2 years | | Mag Ppr | | | GC §34090 |
| Facilities | FAC-004 AS-018 | Daily Logs (Security, Facility Staff, etc.) | 2 years | | 2 years | | Mag Ppr | | | GC §34090 |
| Facilities | FAC-005 AS-019 | Daily Vehicle Inspections | 2 years | 3 years | 5 years | | Mag Ppr | S | Yes: After Inactive | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §34090 |
| Facilities | FAC-006 AS-020 | Facilities - Historical Files | P | | P | | Mag, Ppr | | | Department Preference; GC §34090 |
| Facilities | FAC-007 AS-021 | Incident File (Citizens and Employees) | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag Ppr | | | Copies; GC §34090.7 |
| Facilities | FAC-008 AS-022 | Key Card System | Employee Separation + 2 years | | Employee Separation + 2 years | | Mag Ppr | | | Department Preference; GC §34090 |
| Facilities | FAC-009 AS-023 | Logs: Security, etc. | 3 years | | 3 years | | Mag, Ppr | | | Covers statute of limitations; CCP §337 et seq.; GC §34090 |
| Facilities | FAC-010 AS-024 | Projects & Facilities: NON-INFRASTRUCTURE Final Specifications and Plans | Completion + 10 years | | Completion + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Transferred from Public Works upon project completion; Consistent with Agreement / Contract Administration; CCP §§337. 337.1(a), 337.15, GC §34090 |

RECORDS RETENTION SCHEDULE: FACILITIES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---|--|-------------------------|--------------------------------|-------------------------|--------|---------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Facilities | FAC-011 AS-025 | Vehicle Forms - Daily Use | When No Longer Required | | When No Longer Required | | | Mag, Ppr | | Transitory Records; GC §34090 et seq. |
| Facilities | FAC-012 AS-026 | Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy) | 3 years | | 3 years | | | Mag Ppr | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

| Record Category | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|-------------------------|--------------------------------|------------------------------|-----------------|-------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| ACCOUNTING | | | | | | | | | | |
| Finance / Accounting | FN-001 | 1099's Issued | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090 |
| Finance / Accounting | FN-002 | Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements, Postage, Procurement Cards, Credit Card Transmittals, Redemption Records, etc.) | 2 years | 3 years | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 - 10 years; GC §34090 |
| Finance / Accounting | FN-003 | Audit Management Letters (not CAFR) | 5 years | | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-004 | Audit Work Papers | 5 years | 10 years | <u>5</u> 15 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-005 | Audits (Sales Tax, Single, Special, etc.) | 5 years | 10 years | <u>5</u> years P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-006 | Bank Reconciliation & Statements, Transaction Statements, Fiscal Agent Statements , Trustee Statements , Investment Account Statements , Bank Reconciliations , Wire Transfers, Check Listing Audit Trail, Deposits, Cancelled Checks | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 31.6001-1 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|--|--------------------------------|--|--------------------------|-------------------|----------------------|--|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Clerk | FN-009 | Bonds (issuing documents retained by City Clerk) | <u>Fully Defeased</u> , Cancellat., Redemption, or Maturity + 5 years | | <u>Fully Defeased</u> , Cancellat., Redemption, or Maturity + 5 years | Yes: Until Maturity | Ppr | | Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 <u>et seq. (a)(1) & (2)</u> , 337.5(a)(2); GC §43900 et seq. | |
| Finance / Accounting | FN-010 | Budget Hearing and/or Review (Development Documents & Preliminary Budget) | 2 years | | 2 years | | Mag, Ppr | | Drafts - Department Preference; GC §34090.7 | |
| Finance / Accounting | FN-011 | Budget Transfer Requests & Journals | 2 years | 3 years | 5 years | Yes: Current Fiscal Year | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; City Clerk maintains originals; longer for administrative value; GC §34090.7 |
| City Clerk | FN-012 | Budgets - Adopted | P | | P | Yes: Current Fiscal Year | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; City Clerk is OFR: Must be filed with County Auditor; GC §34090, 40802, 53901 |
| Finance / Accounting | FN-013 | Chart of Accounts (Print out when Rollover is Done) | 2 years | P | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference to research Year-end General Ledgers, which are retained permanently; GC §34090 |
| City Clerk | FN-014 | Comprehensive Annual Financial Report (CAFR) | P | | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; City Clerk retains original permanently; statewide guidelines propose 7 years; ; GC §34090.7 |
| Finance / Accounting | FN-015 | Depreciation Schedules | 2 years | <u>3 years</u> P | <u>5 years</u> P | | Mag, Ppr | S / I | Yes: After Inactive | Published articles show 7 years after disposal; GC §34090 |
| Finance / Accounting | <u>FN-064</u> | <u>Developer Trust Accounts / Deposits</u> | <u>Close + 5 years</u> | | <u>Close + 5 years</u> | | <u>Mag, Ppr</u> | | | <u>Department Preference; (meets municipal government auditing standards); GC §34090</u> |

Item No. A.10

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|------------------------|--|--|---|---|--------|-----------------------------------|-----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Finance / Accounting | FN-016 | Escheat (Unclaimed money / uncashed checks) | Escheat + 2 years | | Escheat + 2 years | | Mag, Ppr | | All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements CCP §§340(d), 1519; GC §34090 |
| Finance / Accounting | FN-063 | FEMA Claims and/or State Disaster Recovery | Close Out Letter + 3 years | | Close Out Letter + 3 years | - | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive ; Consistent with other grants; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Finance / Accounting | FN-017 | Fixed Assets - Auction / Disposal / Sales / Surplused | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §34090, CCP §337 |
| Finance / Accounting | FN-018 | Fixed Assets - Inventory, Schedule of Infrastructure and Buildings | P | | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year Includes permanent assets; GC §34090 |
| Finance / Accounting | FN-019 | Grants - Sheriff / Police Department | 2 years | After Funding Agency Audit, if Required - Minimum 5 years | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive Sheriff does not retain originals; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by the consolidated plan; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Finance / Accounting | FN-020 | General Ledger: Final year-end | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year Department Preference; Published articles show 3 - 10 years; Other Cities have adopted 2 years - 20 years; GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|-------------------|--|-------------------------|--------------------------------|----------------------|--------|------------------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Finance / Accounting | FN-021 | Indirect Cost Plans | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090 |
| Finance / Accounting | FN-024 | Journal Entries—Month of June | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC-§34090, CCP §337 |
| Finance / Accounting | FN-025 | Journal Entries (other than the Month of June) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §34090, CCP §337 |
| Finance / Accounting | FN-026 | Maintenance of Effort Calculations (Traffic Congestion Relief, Prop III, Measure A, etc.) | <u>2 years</u> P | <u>3 years</u> | <u>5 years</u> P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-027 | Reports, Status Reports, Journals, Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Budget Adjustments (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger, June's Journal Entries, or Monthly Revenue & Expenditures | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC §34090 |
| Finance / Accounting | FN-028 | Reports: Monthly Revenue & Expenditure Status, Cash Flow (Crystal Reports) | 5 4 years | | 5 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-029 | Reports: Year-end General Ledger, June Journal Entries | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC-§34090 |
| Finance / Accounting | FN-030 | State Controller's Reports | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Consistent with periodic report / journal retention; GC §34090 |

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RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|-------------------------|--------------------------------|-----------------|--------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Finance / Accounting | FN-031 | Street Reports | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Consistent with periodic report / journal retention; GC §34090 |
| Finance / Accounting | FN-032 | Strong Motion Instrumentation (SMI) Report | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Consistent with periodic report / journal retention; GC §34090 |
| Finance / Accounting | FN-033 | Tax Returns (Sales and Use, Fuel & User Use Fuel, etc.) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090 |
| Finance / Accounting | FN-034 | Warrant Registers | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years; GC §34090, CCP § 337 |
| Finance / Accounting | FN-035 | Warrants - Canceled (Cashed) or Voided | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|-------------------------|--------------------------------|-----------------|--------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| PAYROLL | | | | | | | | | | |
| Finance / Payroll | FN-036 | DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms , IRS 5500 Forms (Employee Benefit Plans) , PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI , Federal Tax Deposits, Adjustments, etc. | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090 |
| Finance / Payroll | FN-037 | Changes to Payroll: Address changes, Direct Deposit Forms, Vacation and Comp Time Sales, etc.) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; consistent with Payroll Registers; GC §34090 |
| Finance / Payroll | FN-038 | Deferred Compensation Statements - Employee's Reports | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department preference; Published articles for bank statements show 4 -7 years; GC §34090 |
| Finance / Payroll | FN-039 | Deferred Compensation Statements - Employer's Reports | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department preference; GC §34090 |
| Finance / Payroll | FN-040 | Garnishments (all records) | 2 years | 3 years | 5 years | | Mag, Ppr | | | Retained to match other auditing periods; GC §34090 |
| Finance / Payroll | FN-041 | Labor Distribution Reports | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; consistent with Payroll Registers; GC §34090 |
| AS+ Human Resources | FN-042 | Payroll Action Forms (Pink Copy) | 2 years | 3 years | 5 years | | Mag, OD, Mfr, Ppr | S / I | Yes: After 1 year | Copies (originals retained in employee's Personnel File); retained to match other auditing periods; GC §34090.7 |
| AS+ Human Resources | FN-043 | Payroll Cancelled Checks | 2 years | 3 years | 5 years | | Mag, Ppr | | | Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | | |
|---|---------------------|--|---|--------------------------------|-----------------------|-----------------------|-------------------|------------------------------|-----------------------|--|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| -222- | | Payroll File (Includes Personnel Data Sheet, W-4, address changes, various election forms) | Separation + 5 years | | Separation + 5 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: After Separation | Department Preference to match auditing standards; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; IRS: 4 years after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 29CFR 516.5 - 516.6, R&T §19530, GC §34090; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113 | |
| | Finance / Payroll | FN-045 | Payroll Registers (all, except Detail Year-End) | 2 years | 3 years | 5 years | | Mag, OD, Mfr, Ppr | S / I | Yes: After 1 year | Consistent with periodic journals & reports; Published articles show 3 - 10 years; Other Cities have adopted 8 - 20 years; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090 |
| | Finance / Payroll | FN-046 | Payroll Registers (Detail Year-end) | 2 years | P 50-years | P 50-years | | Mag, OD, Mfr, Ppr | S / I | Yes: After 1 year | For use in reconstructing hours for PERS service for employees; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090 |
| | AS+ Human Resources | FN-047 | PERS Reports, Annual Valuation Reports , Actuarial Valuation Reports , Annual Employer Statements | 2 years | 3 years | 5 years | | Mag, Ppr | | | PERS is OFR; retained to meet auditing standards; GC §34090 et seq. |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------|---------------------|-------------------------|--------------------------------|-----------------|--------|---------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| (OFR) | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Finance / Payroll | FN-048 | Time Sheets | 2 years | 3 years | 5 years | | Mag, Ppr | | Auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; Other cities show 2 - 20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 8 CCR §11040.7(c); 29 CFR 516.6(a)(1); GC §34090 |
| Finance / Payroll | FN-049 | W-2's | 5 years | | 5 years | | Mag, Ppr | | 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 |

Item No. A.10

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|---|--------------------------------------|------------------------------------|--|-----------------------------------|-----------------------|-----------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| TREASURY | | | | | | | | | | |
| Finance / Treasury | FN-058 | Accounts Receivable (All Records and Reports, including Auction Receipts & Records, Taxes, TOT, Sales & Use Tax, Returned Checks, Utility Users Tax Records & Exemptions, Franchise Fees, False Alarm Billings, except Parks & Recreation A/R Records) | 2 years | 3 years | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090 |
| Finance / Treasury | FN-007 | Bankruptcy Notices (Database listing) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 1.6001-1 |
| Finance / Treasury | FN-008 | Bond statements | 2 years | Maturity + 5 years | Maturity + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | For auditing purposes; GC §34090, 26 CFR 1.6001-1 |
| Finance / Treasury | FN-059 | Business License File: Application, Annual Renewal Form, Enforcement Letters | Termination of Business | 5 years | Termination of Business + 5 years | Yes: Until Paid Termination of Business | Mag, Ppr | | | Consistent with auditing standards; GC §34090 et seq. |
| Finance / Treasury | FN-060 | Cash Receipts | 1 year 2 years | 4 3 years | 5 years | Yes: Until Paid Audited | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090 |
| Finance / Treasury | FN-061 | Investment Files: Individual Transactions (Broker confirmations, Certificates of Deposit, Wire Transfers, Arbitrage, Bid data, bank rates, etc.) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Supporting documentation for Investments of Operating Funds; meets auditing standards; GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|---|-------------------------|--------------------------------|-----------------|--------|-------------------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Finance / Treasury | FN-062 | Reports, Reconciliations, General Journal by Batch Report, etc. | 2 years | 3 years | 5 years | | Mag, Mfr , OD, Ppr | S/H | Yes: After 1-year | Consistent with periodic journals & reports; Published articles show 3 - 10 years; Other Cities have adopted 8 - 20 years; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|---|---|--|---|----------------------------------|------------------------------|------------------------------|-----------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd | |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the SAM-Records Management 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Code & Neighbor. Services | FR-001 | Abatements | Copies - When No Longer Required | | Copies - When No Longer Required | Yes: Until Resolution | Mag, Ppr | | | GC §34090.7 |
| Fire | FR-002 | Annual Reports / Fire Incident Statistics | P | | P | | Mag, Mfr, OD, | S/I | No | Retained for historical and administrative value; GC §34090 |
| Fire | FR-002 | Chemical Use Report Form / Material Data Safety Sheet Masters (MSDS) for substances used by outside companies | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | | | Non-records (responsibility of the business owner); GC §34090 et seq. |
| Fire | FR-003 | FEMA Claims and/or State Disaster Recovery Disaster Claims (FEMA Reimbursement Records) | Close Out Letter + 3-2 years | After-Federal Audit, if required— Minimum 4 years | Close Out Letter + 3 years After-Federal Audit, if required— Minimum 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | Consistent with other grants; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Fire Emergency & Disaster Planning | FR-004 | Disaster History | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department Preference; GC §34090 |
| Fire Emergency & Disaster Planning | FR-005 | Disaster Recovery Plan | Superseded + 7 years | | Superseded + 7 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Department Preference; GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|--|--|---|--------------------------------------|-------------------------|--------------------------------------|---------------------------------|-----------------------------------|-----------------------------------|---|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd | | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the SAM-Records Management 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| Item No. A.10 -227- | Fire Emergency & Disaster Planning | FR-006 | Disaster Recovery Training and Events (includes SEMS Training - Standardized Emergency Management Systems Training) | 2 years | 5 years | 7 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Consistent with City-wide Training retention; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090 |
| | Fire | FR-007 | Emergency Operations Plans (Standard Operations Procedures) | Superseded + 7 years | | Superseded + 7 years | Yes (all) | Mag, Mfr, OD, | S/I | No | Department Preferences; GC §34090 |
| | Fire | | Fire Permits (Sprinklers, Alarms, etc.) | Active + 5 years | P | P | Yes (until inactive) | Mag, Mfr, OD, Ppr | S/I | No | Department Preference; Required for 5 years; Inspections required for 3 years; CFC 104.6; UFC §103.3.4, GC §34090 |
| | Fire | FR-008 | Fire Station Masters: Plans, Fire Pre-Plans (Hospitals, etc.) | Superseded (minimum 2 years) | | Superseded (minimum 2 years) | | Mag, Ppr | | | Department Preference; GC §34090 |
| | Fire | | HazMat Disclosure Information (Provided by the County) | 5 years | P | P | | Mag, Ppr | | | Department Preference; If records were not produced by the City, may destroy when no longer required (non-records); all employee exposure records are exposure+30 years; Cal Code Reg. §3204(d)(1), et seq. |
| Fire | FR-009 | Inspections: (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, etc.) | Active + 3 5 years | P | P | Yes (all) | Mag, Mfr, OD, | S/I | No | Department Preference; Inspections required for 3 years; UFC §103.3.4 | |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Fire | FR-010 | ISO Insurance Ratings | Superseded + 5 years | | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Superseded | Department Preference; GC §34090 |
| Fire | FR-011 | Licensed Care Facility Files (Boarding, Day Care, Group Homes) | Active + 3 5 years | P | <u>Active + 3 years</u> - P | | Mag, Ppr | | | Department Preference; Statute of Limitations for Health Providers is 3 years; CCP §337 et seq., CCP §340.5; GC §34090 |
| Fire | | Log Books (Incidents -- kept at Fire Stations) | P | | P | | Mag, Mfr, OD, Ppr | S/I | No | Retained for historical and administrative value; GC §34090 |
| City Clerk | FR-012 | Mutual Aid Agreements, Joint Power Authorities | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | | | Originals Maintained by City Clerk Permanently; GC §34090 |
| AS / Human Resources | | OES Plan (Office of Emergency Services) | Superseded + 2 years | | Superseded + 2 years | Yes (all) | Mag, Mfr, OD, Ppr | S/I | No | GC §34090 |
| Fire | FR-013 | One-time Permits (e.g. fireworks, etc.) | Expiration + 5 years | | Expiration + 5 years | Yes: Until Expiration | Mag, Ppr | | | Department Preference to cover Statute of Limitations; CCP §337 et seq., CCP §340.5; CFC 104.6. GC §34090 |
| <u>Building</u> Fire | FR-014 | Plans and Plan Checks: Master Plans, Specific Plans, etc. | 5 years | <u>Life of the Building</u> P | <u>Life of the Building</u> P | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S/I | No | Department Preference; Fire Plans may contain additional / different information than Building or Public Works; UFC §103.3.4, GC §34090 |
| Fire | FR-015 | Standard Operating Procedures / Policy and Procedure Manual | Superseded + 3 years | | Superseded + 3 years | Yes: Until Superseded | Mag, Mfr, OD, | S/I | No | Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|---------------------------------|--------------------------------|---------------------------------|--------|---------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the SAM-Records Management 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Fire AS+ Volunteer Services | FR-016 | Volunteer / Unpaid Intern Applications & Agreements - Successful | Inactive / Separation + 3 years | | Inactive / Separation + 3 years | | | Ppr | | 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 §§12946.34090 |
| -229- Fire AS+ Volunteer Services | FR-017 | Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants | 3 years | | 3 years | | | Ppr | | 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 §§12946.34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE - HOUSING

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|-------------------------|--|-------------------------|---|---|--------|--------------------------|------------------------------|------------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Housing | HOU-001 | Housing Programs: Affordable Housing Projects, Rehabilitation, etc. WITH a Recapture / Resale Restriction Deeds are sent to City Clerk | 5 years | After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer | 5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090 |
| Housing | HOU-002 | Housing Programs: Affordable Housing Projects, Rehabilitation, etc. WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk | Loan Pay-off + 5 years | | Loan Pay-off + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090 |
| Housing | HOU-003 | Loan Applications Rejected (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.) | 6 years | | 6 years | | Mag, Ppr | | | Federal regulations require 6 years for all applications whether approved or denied; GC §34090 |

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|---|---|--------------------------------|---|--------|---------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Human Resources | HR-001 | Accident, Injury or Incident reports for EMPLOYEES | (Filed in Workers Comp. File) | | (Filed in Workers Comp. File) | | | | |
| Human Resources | HR-002 | Applications for Employment or Resumes: Unsolicited (no open position) , candidates not hired. (Note: Applications for open positions are kept in the Recruitment file, applications for selected employees are kept in their Personnel file - see other appropriate records descriptions) | When No Longer Required | | When No Longer Required | | Ppr | | Sent back to applicant; No positions open; therefore not deemed part of City recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §34090 |
| Human Resources | HR-003 | Classification / Compensation / Reorganization Studies (for employee classifications and department structures) | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | Mag, Ppr | | 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, 34090 |
| Human Resources | HR-004 | Department of Fair Employment & Housing (DFEH or EEOC) Claims that are resolved administratively | Final Disposition + 2 years | | Final Disposition + 2 years | | Mag, Ppr | | All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090 |
| Lead part. | HR-005 | DMV Pull Notices | <u>Separation + 2 years</u> 2-years | | <u>Separation + 2 years</u> 2-years | | Mag, Ppr | | 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 |

Item No. A.10 -231-

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Record Category | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|---|-----------------------------|--------------------------------|-----------------------------|--------|---------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Human Resources | HR-006 | Drug and Alcohol Testing / D.O.T files | 3 years | 2 years | 5 years | | Ppr | | 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)(v), GC §§12946, 34090, 49 CFR 653.71 et seq. |
| Human Resources | HR-007 | EEO-4 Reports | 3 years | 7 years | 10 years | | Mag, Ppr | | Department Preference; 29 CFR 1602.30, 1602.32 |
| Human Resources | HR-008 | Employee Service Awards | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| Human Resources | HR-009 | Employee Recognition / Performance Awards (e.g. Employee of the Quarter) | 2 years | P | <u>2 years</u> P | | Mag, Ppr | | Department Preference; GC §34090 |
| Human Resources | HR-010 | Grievances (escalated from Departments when not resolved by the department) | Final Disposition + 5 years | | Final Disposition + 5 years | | Mag, Ppr | | City's Preference; Lead Department is OFR for grievances resolved in their department; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|-------------------------------------|-----------------------------------|--------------------------------|-----------------------------------|------------------------|-------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
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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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Human Resources | HR-011 | I-9's | Employee Termination + 3 years | | Employee Termination + 3 years | | Mag, Ppr | S / I | Yes: After 1 year | Non-citizens must re-certify periodically; Required for RICA recommends 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)(i), GC §§12946, 34090 |
| Finance / Accounting | HR-012 | Insurance Statement Reconciliation | 2 years | | 2 years | | Mag, Ppr | | | Retained through annual audit period; GC §34090 et seq. |
| Human Resources | HR-013 | Job Specifications | When Superseded (minimum 2 years) | | When Superseded (minimum 2 years) | Yes: Before Superseded | Mag, Ppr | | | Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090 |
| Human Resources | HR-014 | LiveScan Fingerprint Clearances | 70 years | | 70 years | | Mag, Ppr | | | Department Preference to protect City in the event of past employee misconduct; DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC § 34090 et seq. |
| City Clerk | HR-015 | Memorandas of Understanding | Indefinite | | Indefinite | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S/I | No | Copies maintained for staff convenience; GC §34090.7 |
| Human Resources | HR-016 | Negotiations: Employee Associations | Superseded + 5 20 years | | Superseded + 5 20 years | | Mag, Mfr, OD, Ppr | S/I | Yes: When Inactive | For use in interpreting intent of MOU provisions; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; statewide guidelines propose permanent; 29 CFR 516.5, GC §§12946, 34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| File of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|---|--------------------------------------|--------------------------------|--------------------------------------|-----------------------|-------------------|------------------------------|------------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
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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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Human Resources | HR-017 | CAL-OSHA, Inspections & Citations, Log 200, Log 300 and Administration | 5-7 years | | 5-7 years | | | Ppr | | Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §§14300.33, 14300.44; GC §34090 et seq.; LC §6429e |
| Human Resources | HR-018 | Personnel Benefit File (includes COBRA) | Termination of Service + 5 years | | Termination of Service + 5 years | Yes: During Service | Mag, OD, Mfr, Ppr | S / I | Yes: After 1 year | Retained to cover auditing standards; GC §34090 |
| -234- Human Resources | HR-019 | Personnel Files - Medical File (all employees) | Separation + 2 years | 28 years | Separation + 30 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i) ; GC §§12946, 34090 |
| Human Resources | HR-020 | Personnel Files - Regular, Active, Permanent, Non-Regular, Temporary and Part-time Employees | Separation + 3-7 years | 4 years | Separation + 7 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: After Separation | 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 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 60201; 29 USC 1113 |
| Human Resources | HR-021 | Personnel Files - Workers Compensation File (all employees) | Separation + 2 years | 28 years | Separation + 30 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i) ; GC §§12946, 34090 |
| Human Resources | HR-022 | Personnel Rules & Regulations | Superseded + 5 years P | | Superseded + 5 years P | Yes: Until Superseded | Mag, Ppr | | | Copies; GC §34090.7 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|---|--|--------------------------------|--|--------|---------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| (OFR) | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Human Resources | HR-023 | Recruitment File - Applications for persons not selected, Equal Employment Opportunity Data | 3 years | 7-years | 3-10 years | | Mag, Ppr | | Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090 |
| Human Resources c. 235- | HR-024 | Recruitment File - Master Test "Close Out" File | 3-50 -years | | 3-50 years | | Mag, Ppr | | Department Preference; Lists are good for one year, and can be extended 1 year; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), GC §§12946, 34090 |
| Human Resources | HR-025 | Recruitment File - Test Answer Sheets submitted by applicants | 1 year | | 1 year | | Mag, Ppr | | EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2); GC §§12946, 34090 |
| Human Resources | HR-026 | Salary Surveys | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | Mag, Ppr | | Consistent with Classification / Compensation / Reorganization Studies; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE - LAND DEVELOPMENT

| Office of record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|--|---|-------------------------|--------------------------------|----------------------|-----------------------|-------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Clerk | LD-001 PW-012 | Easements - Real Property | Upon Completion | P | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Infrastructure; statewide guidelines propose 10 years; GC §34090 |
| Land Develop. | LD-002 PW-013 | Encroachment Permits: Permanent (Sidewalk, Driveway Approach, Curb and Gutter, Monitoring Well, Waterway/Creeks, Reclaimed Water, Access, Fence or Wall, Attachments, Utility, Sanitary Sewer, Storm Drain, Water, Swimming, Pool/Spa, etc.) | 2 years | P | P | Yes: Until Revocation | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090 |
| Land Develop. | LD-003 PW-014 | Encroachment Permits: Temporary (Block Parties, Parades, Oversized Load, Debris Box, Awning, Banner, Construction Trailer, Street Cut, Paving, etc.) | Expiration + 4 years | | Expiration + 4 years | Yes: Until Completion | Mag, Ppr | | | Covers statute of limitations for contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090 |
| Land Develop. | LD-004 PW-015 | Fees: Plan Check, Inspection, Permit & Impact Fees | 5 years | | 5 years | | Mag, Ppr | | | Meets auditing standards; GC §34090 |
| Land Develop. | LD-005 PW-016 | Maps, Plans, Plats & Drawings (ALL - Drainage, Grading, Sewer, Subdivision, Survey, Water, etc.) | Completion + 5 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 1 year | 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 |
| Land Develop. | LD-006 PW-017 | Subdivisions | Completion + 2 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference (City Manager is OFR); GC §34090.7 |

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RECORDS RETENTION SCHEDULE: LIBRARY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|--|-------------------------|--------------------------------|-------------------------|------------------------|-------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Library | LB-001 | Agreements & Contracts: Miscellaneous Library Purchases (e.g. book purchases, copier service, security guards, collection agency, etc. - Not Infrastructure projects) | Completion + 5 years | | Completion + 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: Completion + 2 years | Exception to City-wide standards because of high volume and errors & omissions statute of limitations are not applicable; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| Library | LB-002 | Facility Rental Applications (Room Reservations, etc. - also see Insurance on City-wide) | 1 year | 3 years | 4 years | Yes: Before Event | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Library | LB-003 | Friends of the Library (all records) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | Non-records; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: LIBRARY

| Item No. A.10 FR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|--------------------------------|-----------------------------|-------------------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | LB-004 | Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), IMLS (Institute of Museum & Library Services) , and PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Administrative Services | 2 years | Final Expenditure + 5 years | Final Expenditure + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090 |
| Library | LB-005 | Inter-Library Loan Records (not accessible to the public) | 2 years | | 2 years | Yes: Before Event | Mag, Ppr | | | GC §34090 |
| Library | LB-006 | Library Statistical Circulation Report (Annual) | 10 years | | 10 years | | Mag, Ppr | | | Consistent with City-wide Standards; GC §34090 |
| Library | LB-007 | Library Statistical Circulation Report (Monthly) | 2 years | | 2 years | | Mag, Ppr | | | Consistent with City-wide Standards; GC §34090 |
| Library | LB-008 | Patron Registrations / Library Cards | 2 years | 18 years | 20 years | Yes | Mag, Ppr | S / I | Yes: When Inactive | Department Preference; GC §34090 |
| Library | LB-009 | Programs (e.g. Summer Reading) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Library | LB-010 | Release Forms (Artists / Exhibitor's) | 1 year | 3 years | 4 years | Yes: Before Event | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |

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RECORDS RETENTION SCHEDULE: MAINTENANCE & OPERATIONS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---|--|--|--------------------------------|--|-----------------|---------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Maint. & Operations | M&O-001 PW-018 | Daily Journals | <u>2</u> 5 years | | <u>2</u> 5 years | | Mag, Ppr | | Department Preference; GC §34090 |
| Maint. & Operations | M&O-002 PW-019 | Fuel Usage, Storage, Records | 5 years | | 5 years | Yes: Until Paid | Mag, Ppr | | Consistent with Cash receipts (maintained for auditing purposes); GC §34090 |
| Maint. & Operations | M&O-003 PW-020 | Non Hazardous Waste Manifests | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| Maint. & Operations | M&O-004 PW-021 | Scheduled Maintenance (Equipment, Storm Drains, etc.) | 10 years | | 10 years | | Mag Ppr | | Department Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |
| Maint. & Operations | M&O-005 PW-022 | Uniform Hazardous Waste Manifests | P | | P | | Mag, Mfr, OD, | S | Yes: 1 year Department Preference; GC §34090 |
| Maint. & Operations | M&O-006 PW-023 | Vehicle & Equipment Maintenance History | Life of Vehicle or Equipment + 2 years | | Life of Vehicle or Equipment + 2-years | | Mag, Ppr | | Department preference to cover statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; If a motor carrier, required for 18 months after vehicle is sold; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090 |
| Dept. Providing Service / Work | M&O-007 PW-024 | Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy) | 3 years | | 3 years | | Mag Ppr | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |
| Dept. Providing Service / Work | M&O-008 PW-042 | Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) | Indefinite | | Indefinite | - | Mag | | Data is interrelated; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: MEDIA & COMMUNICATIONS

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---|--|---|--------------------------------|---|------------------------|-------------------|------------------------------|------------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
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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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Media & Commun. | M&C-001 GM-012 | Cable TV Bulletin Board (Announcement) Records | When No Longer Required | | When No Longer Required | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | Transitory Records; GC §34090 et seq. |
| Media & Commun. | M&C-002 GM-013 | Cable TV Franchise Agreement Administration | Term of Franchise + 10 years | | Term of Franchise + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | 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 §§336(a), 337 et. seq., GC §34090 |
| Media & Commun. | M&C-003 GM-014 | Cable TV Requests and Complaints | 5 years | | 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | Department 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 |
| Media & Commun. | M&C-004 GM-015 | General Photographs | 100 days | | 100 days | | Mag, Ppr | | | Transitory or draft records; GC §34090 |
| Media & Commun. | M&C-005 GM-016 | Graphics Projects | 3 years | | 3 years | | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion of Project | Department Preference; GC §34090 |
| Media & Commun. | M&C-006 GM-017 | Historically Significant Photographs | 3 years (provide to Historical Society) | | 3 years (provide to Historical Society) | | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion of Project | Department Preference; GC §34090 |
| Media & Commun. | M&C-007 GM-018 | Media Coverage Reports | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | | GC §34090 |
| Media & Commun. | M&C-008 GM-019 | Press Releases | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | | GC §34090 |

RECORDS RETENTION SCHEDULE: MEDIA & COMMUNICATIONS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|--|---|-------------------------|--------------------------------|-----------------|--------|---------------|------------------------------|----------------------|---|
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| (OFR) | | | | | | | | | | |
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| <i>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Media & Commun. | M&C-009 CM-020 | Video Tapes / Audio Recordings of City Council, Redevelopment, Boards and Commissions (All) | 90 days | | 90 days | | | Mag, OD | | Video tapes of meetings are only required for 90 days; GC §34090.7; Administrative Policy #2.31, Moreno Valley Municipal Code §2.60.050 |
| Media & Commun. | M&C-010 CM-024 | Video Tapes / Video Recordings: News , etc. (whether or not they are produced by MVTV-3) | 100 days | | 100 days | | | Mag, OD | | Routine video monitoring tapes are only required for 100 days (Meetings are required for 90 days); GC §§34090.6, 34090.7 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record (FOR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|--------------------------------|--|----------------------------------|--------------------------------|----------------------------------|-----------------|-------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| ADMINISTRATION | | | | | | | | | |
| Parks & Comm. Services. / Admin. | P&CS-001 | Golf Course Daily Logs (Tee times, operations, etc.) | 5 years | | 5 years | Yes: Until Paid | Mag, Ppr | | Retained for auditing purposes; GC §34090 |
| Parks & Comm. Services. / Admin. | P&CS-002 | Strategic Plan / Master Plan for Department Services | When Superseded | P | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year For Historical Purposes -- Transferred from Public Works upon project completion; GC § 34090 |
| 3 / Risk Management. | P&CS-003 | Accident, incident, injury reports: PUBLIC, CITY VEHICLES, EQUIPMENT | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag, Ppr | | Copies retained for reference; GC §34090.7 |
| Parks & Comm. Services. / Admin. Human Resources | P&CS-048 HR-017 | CAL-OSHA , Inspections & Citations, Log 200, Log 300 and Administration | 5 7 years | | 5 7 years | | Ppr | | Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §§14300.33, 14300.44; GC §34090 et seq.; LC §6429c |
| Parks & Comm. Services. / Admin. | P&CS-004 | Photographs of historical significance | When Superseded | P | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year Department Preference for Historical Purposes ; GC § 34090 |
| Parks & Comm. Services. / Admin. | P&CS-005 | Brochures | When Superseded | P | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year Department Preference for Historical Purposes ; GC § 34090 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------------|--|-------------------------------|--------------------------------|-------------------------------|--------|--------------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
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| GRANTS | | | | | | | | | |
| Lead Dept. | P&CS-006 | Grants - Childcare (SUCCESSFUL Reports, and Financial Information) | 5 years | | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive Department Preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| <u>Lead Dept.</u> | <u>P&CS-047</u> | <u>Child and Adult Care Food Program - CACFP</u> | <u>3 years</u> | | <u>3 years</u> | - | <u>Mag, Mfr, OD, Ppr</u> | <u>S / I</u> | <u>Yes: When Inactive</u> <u>Department Preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090</u> |
| Lead Dept. | P&CS-007 | Grants - Office of Criminal Justice Planning (SUCCESSFUL Reports, and Financial Information) | Grant Termination + 5 3-years | | Grant Termination + 5 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive Office of Criminal Justice Planning Requirement §8710 |

Item No. A.10

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record (FOR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|-------------------------|--------------------------------|-----------------------|----------------------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
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| PARKS | | | | | | | | | | |
| Parks & Comm. Services / Parks | P&CS-008 | Landscape Architect / Plans (Blue Line Copies): City or City-maintained Projects | P | | P | | Mag, Mfr, OD, Ppr | S / I | No | Department Preference; GC §34090 |
| Parks & Comm. Services / Parks | P&CS-009 | Park Maintenance Logs: Security, Park Ranger Daily Logs and Statistics, Maintenance Daily Logs Logs: Security, Ranger Program, etc. | <u>2</u> 3 years | | <u>2</u> 3-years | | Mag, Ppr | | | Covers statute of limitations; CCP §337 et seq. ; GC §34090 |
| Parks & Comm. Services / Parks | P&CS-010 | Park Ranger Program (Incident Reports, Citations regarding parking, drinking, etc.) | <u>2</u> 3 years | | <u>2</u> 3-years | | Mag, Ppr | | | Covers statute of limitations; CCP §337 et seq. ; GC §34090 |
| Parks & Comm. Services / Parks | P&CS-011 | Parks - Historical Files (Grand Opening, Buildings, Major Renovations, etc.) | P | | P | | Mag, Ppr | | | Department Preference; GC §34090 |
| Parks & Comm. Services / Parks | P&CS-012 | Projects - Parks: NON-INFRASTRUCTURE Final Specifications and Plans (Re-Surfacing, Re-Turfing, Maintenance, etc). | Completion + 10 years | | Completion + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Transferred from Public Works upon project completion; Consistent with Agreement / Contract Administration; CCP §§337. 337.1(a), 337.15, GC §34090 |
| Parks & Comm. Services / Parks | P&CS-013 | Projects: Master Plans, Aqueducts, Parks,-and Open Space (Includes environmental determinations) | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | For Historical Purposes; Projects are transferred from Public Works upon project completion; GC § 34090 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
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| (OFR) | | | | | | | | | | |
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| Parks & Comm. Services / Parks | P&CS-014 | Statistics | ≥ 10 years | | ≥ 10-years | | | Mag, Ppr | | Department Preference; GC §34090 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

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| PARKS MAINTENANCE | | | | | | | | | | |
| Parks & Comm. Services / Parks Maint. | P&CS-016 | Asbestos Removal Projects | Completion | 30 years | Completion + 30 years | | Mag, Mfr, OD, Ppr | S/I | Yes: When Inactive | Claims can be made for 30 years for toxic subst. exposure; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090 |
| Parks & Comm. Services / Parks Maint. | P&CS-017 | Asset History (in Work Order System - includes playground equipment) | 10 years | | 10 years | | Mag | | | Department Preference to cover all statute of limitations; GC §34090, CCP §337 et seq. |
| Parks & Comm. Services / Parks Maint. | P&CS-018 | Backflow Tests (for building fire flow tests) | 2 years | | 2 years | | Mag Ppr | | | GC §34090 |
| Parks & Comm. Services / Parks Maint. | P&CS-019 | Daily Logs (Park Maintenance, Security, Park Ranger, etc.) | 2 years | | 2 years | - | Mag Ppr | | | GC §34090 |
| Parks & Comm. Services / Parks Maint. | P&CS-020 | Daily Vehicle Inspections | 2 years | 3 years | 5 years | | Mag Ppr | S | Yes: After Inactive | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §34090 |
| AS / Risk Manage. | P&CS-021 | Incident File (Citizens and Employees) | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag Ppr | | | Copies; GC §34090.7 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
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| Parks & Comm. Services / Parks Maint. | P&CS-022 | Maintenance Reports (by park) | 3 10 years | | 3 10 years | | Ppr, Mag | | Department Preference to cover all statute of limitations; GC §34090, CCP §337 et seq. |
| Parks & Comm. Services / Parks Maint. | P&CS-023 | Pesticide and Herbicide Permits | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S/I Yes: When Inactive | Department Preference (County Agriculture Requirement); Registered fumigation / pesticide companies are required to retain logs and other records for 3 years; GC §34090, 16 CCR 1970 |
| Parks & Comm. Services / Parks Maint. | P&CS-024 | Vehicle Forms - Daily Use | When No Longer Required | | When No Longer Required | | Mag, Ppr | | Transitory Records; GC §34090 et seq. |
| Dept. Providing Service / Work | P&CS-025 | Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy) | 3 years | | 3 years | | Mag Ppr | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record (MFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
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| RECREATION | | | | | | | | | | |
| Parks & Comm. Services. / Recreation | P&CS-026 | Agreements for Contractors: Class Instructors etc. | Completion + 2 years | 3 years | Completion + 5 years | Yes: Until Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. |
| Parks & Comm. Services. / Recreation | P&CS-027 | Alcohol Use Permits | 1 year | 3 years | 4 years | Yes: During Event | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-028 | Birth Certificates | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | Non-records retained for reference; GC §34090 et seq. |
| Parks & Comm. Services. / Recreation | P&CS-029 | Class Registration Forms - City Sponsored Activities (includes sports programs) | 1 year | 3 years | 4 years | | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-030 | Field Permit Contracts, Facility Renewal Requests and Use Permits (Banners, Schools, Room Reservations, Club House Rentals, Park Use and Rentals, etc.) | 1 year | 3 years | 4 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
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| Parks & Comm. Services. / Recreation | P&CS-031 | Liability Waiver for Recreation Activities & Classes | 1 year | 3 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-032 | Programs (Childcare, Dancing, etc.) | 1 year | 3 years | 4 years | | Mag, Ppr | | Department Preference to be consistent with registration, permits, etc.; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-033 | Recreation Class Database | 1 year | 3 years | 4 years | | Mag, Ppr | | Department Preference to be consistent with registration, permits, etc.; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-034 | Rental Contracts / Room Rentals | 1 year | 3 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-035 | Special Events - City Sponsored or Co-Sponsored | 4 years | | 4 years | Yes: Before Event | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| AS / Volunteer | P&CS-036 | Volunteer Emergency Contact Forms | Inactive / Separation | | Inactive / Separation | Yes: While volunteer is active | Mag, Ppr | | GC §34090 |
| Parks & Comm. Services. / Recreation | P&CS-037 | Youth Services Committee | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive Department Preference; GC §34090 |

Item No. A.10-249

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record (FOR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|-------------------------|--------------------------------|----------------------|-----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| SENIOR COMMUNITY CENTER | | | | | | | | | | |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-038 | Agreements for Contractors: Class Instructors etc. | Completion + 2 years | 3 years | Completion + 5 years | Yes: Until Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-039 | Alcohol Use Permits | 2 years | 2 years | 4 years | Yes: During Event | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-040 | Class Registration Forms - City Sponsored Activities (includes sports programs) | 2 years | 2 years | 4 years | | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-041 | Facility Renewal Requests and Use Permits (Senior Banquet Halls, Room Reservations, Club House Rentals, etc.) | 2 years | 2 years | 4 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|--------------------------------|-----------------------|--------------------------------|---------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-042 | Liability Waivers for Field Trips, etc. | 2 years | 2 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-043 | Rental Contracts / Room Rentals | 2 years | 2 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| AS / Volunteer | P&CS-044 | Seniors' Emergency Contact Forms | Inactive / Separation | | Inactive / Separation | Yes: While volunteer is active | Mag, Ppr | | GC §34090 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-045 | Senior Food Sharing Project Registrations (Confidential) | 4 years | | 4 years | | Mag, Ppr | | City administers program for the County; meets Uniform Grant Requirements; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-046 | Sign-ups for Activities | 2 years | 2 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |

Item No. A.10 - 251 -

RECORDS RETENTION SCHEDULE - PLANNING

| Office of record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|--|--|-------------------------|--------------------------------|-------------------------|-----------------------------|-------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Planning | PL-001 GD-018 | Alcoholic Beverage License Application Copies or Notices | When No Longer Required | | When No Longer Required | | Ppr | | Non-records |
| Planning | PL-002 GD-019 | Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries | When No Longer Required | | When No Longer Required | | Ppr | | Non-records |
| Planning | PL-003 GD-020 | Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive Kept in project files; Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090 |
| City Clerk | PL-004 GD-024 | General Plan, General Plan Elements, Amendments Approved by the City Council | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After Amended Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090 |
| Lead Dept. | PL-005 GD-022 | Historical Landmarks (Properties on Local, State, or National Registers) | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year GC §34090 |
| City Clerk | PL-006 GD-023 | Planning Commission (MINUTES) | P | | P | Yes: Depending Upon Subject | Mag, Mfr, OD, Ppr | S | Yes: After 2 years City Clerk is OFR in Municipal Code; GC §34090 |
| Planning | PL-007 GD-024 | Planning Commission (RESOLUTIONS) | P | | P | Yes: Depending Upon Subject | Mag, Mfr, OD, Ppr | S | Yes: After 2 years GC §34090 |

RECORDS RETENTION SCHEDULE - PLANNING

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|--|--|--------------------------------|-----------------|-----------|----------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| -253- | Planning | PL-008 GD-025 | Project Files (Includes Associated Plans, Environmental Determinations & Maps): Plot Plan, Variance, Change of Zone, Conditional Use Permit (CUP), Development Agreement, Specific Plan, Parcel Map, Tract Maps, etc. | Completion | P | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: When Inactive Projects have a 3 year approval timeframe (applicant must pull permit within 3 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the approval period has expired. Some permits must obtain Council approval, and therefore the City Clerk becomes office of record for material presented to Council; Department maintains complete files for administrative purposes; GCSS34090, 34090.7 |
| | Planning | PL-009 GD-026 | Project Files: Denied, Not Approved, etc. | 2-3 years | | 2-3 years | | Mag, Ppr | | Department Preference; GCSS34090, 34090.7 |
| | Planning | PL-010 GD-027 | Project Files: Inactive, Withdrawn, Expired, etc. | 2-3 years | | 2-3 years | | Mag, Ppr | | Department Preference; Projects have a 3 year approval timeframe (applicant must pull permit within 3 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the approval period has expired; GCSS34090, 34090.7 |

Item No. A.10

RECORDS RETENTION SCHEDULE - PLANNING

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---|---|--|--------------------------------|--|-----------------------|-------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Planning | PL-011 GD-028 | Sign Applications | P | | P | Yes: Until Removed | Mag, Mfr, OD, Ppr | S | Yes: When Inactive Department Preference because permits are stored in Permits Plus; Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Planning | PL-012 GD-029 | Temporary Use Permits (Temporary Signs, Carnivals, Tent Sales, Pumpkin, Tree lots, etc.), Banner Permits, Home Occupation Permits | Expiration + 2 4 years | | Expiration + 2 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Planning | PL-013 GD-030 | Zone Maps (History) | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S | Yes: After Superseded Department Preference; City Clerk Maintains documents that are presented to Council; GC §34090 |

RECORDS RETENTION SCHEDULE: POLICE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|-------------------------|---|-----------------------|--------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the County's Records 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Police | PL-001 | Anti-Graffiti Program (AGP) Files | 7 10 years | | 7 10 years | | Mag, Mfr, OD, Ppr | M / S / I | No | Department Preference for civil litigation; CCP §337 et seq., GC §34090 |
| Police | PL-002 | Bingo Licensing Files | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Police | PL-003 | False Alarms, Notice of Appeals | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Police | PL-004 | PAL Records and Field Trips (Grant funded Middle school program) | 7 2 years | After-Funding-Agency-Audit, if Required—Minimum 5 years | 7 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | Department preference: Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Police | PL-005 | Parking Complaint Log | 5 3 years | | 5 3 years | | Mag Ppr | | | Department preference: Consistent with Citywide standards; 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 |
| Police | PL-006 | Pawn Licensing Files | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: POLICE

| Category | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|---|--------------------------------|---|--------|-------------------|----------------------|---|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the County's Records 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Police | PL-007 | POP Case Files / Binders (Problem Oriented Policing) | 5 3 years | | 5 3 -years | | Mag Ppr | | Department preference: Consistent with Citywide standards; 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 | |
| Police | PL-008 | Regulatory Data Files - Owners / Establishments: Adult Entertainment, Massage Parlors, etc. | Termination of Business + 3 2 years | | Termination of Business + 3 2 years | | Mag, Mfr, OD, Ppr | M / S / I | No | Department preference: GC §34090 |
| Police | PL-009 | Regulatory Data Files - Technicians / Individual Operators - Background Checks and testing: Adult Entertainment, Massage Technicians, etc. | Expiration of License - minimum 3 2 years | | Expiration of License - minimum 3 2 years | | Mag, Ppr | | | Department preference: GC §34090 |
| Police | PL-010 | Rotational Tow List (approved companies to provide towing services) | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | Mag, Ppr | | | GC §34090 |
| Police | PL-011 | Traffic Complaint Program Log | 3 years | | 3 years | | Mag Ppr | | | Consistent with Citywide standards; 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 |
| Police | PL-012 | Youth Court (Diversion) Files | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|-------------------------------|---|---------------------------|--------------------------------|---------------------------|----------------------|---------------------|----------------------|--|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| ADMINISTRATION | | | | | | | | | | |
| Public Works / Admin. | PW-001 | Annual Report of Solid Waste Diversions | 3 years | 7 years | 10 years | | Mag, Ppr | | Consistent with other studies / reports (no specific retention requirement); GC §34090 | |
| Public Works / Admin. Human sources | PW-043 HR-017 | CAL-OSHA , Inspections & Citations, Log 200, Log 300 and Administration | 5 7 years | | 5 7 years | | Ppr | | Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §§14300.33, 14300.44; GC §34090 et seq.; LC §6429c | |
| CAPITAL PROJECTS | | | | | | | | | | |
| City Clerk | PW-002 | Abandonments and Vacations | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; GC §34090.7 |
| City Clerk | PW-003 | Annexations | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; GC §34090.7 |
| City Clerk | PW-004 | Easements - Roads | Upon Completion | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Infrastructure; statewide guidelines propose 10 years; GC §34090 |
| County | PW-005 | Flood Control Files (e.g. area drainage facilities) | When No Longer Required | | When No Longer Required | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 1 year | County maintains originals (non-records); GC §34090 et seq. |

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Item No. A.10

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record (CFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|---|---|---|-----------|--------------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Public Works / Capital Projects | PW-006 | Disaster Recovery Files (e.g. cost recovery and damage information) | 2 years | After Funding Agency Audit, if Required - Minimum 5 years | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | For FEMA funding; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Public Works and Plann. / Capital Projects | PW-007 | Maps, Plans & Drawings - <u>Final Original Infrastructure, Building and Park Improvement Plans</u> (ALL - Drainage, Grading, Sewer, Subdivision, Survey, Water, etc.) | Completion + 5 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | | <u>With the exception of the original copy, all drafts and duplicates should be destroyed; Drafts should be destroyed;</u> Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7 |
| <u>Public Works / Capital Projects</u> | <u>PW-044</u> | <u>Preliminary Drawings</u> | <u>When No Longer Required</u> | | <u>When No Longer Required</u> | | <u>Mag, Mfr, OD, Ppr</u> | | | <u>Department Preference; GC §34090</u> |
| Public Works / Capital Projects | PW-008 | Preliminary Studies / Project Assessments (Not Acquired) | <u>3 years</u> No Activity + 10 years | <u>5 years</u> P | <u>8 years</u> P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Department Preference; GC §34090 |

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RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|--|---------------|--|-------------------------|---|--|------------------|--------------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| If the record is not listed here, refer to the Retention for Citywide Standards | | | | | | | | | |
| Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. | | | | | | | | | |
| Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement). | | | | | | | | | |
| Public Works / Capital projects -259- Item No. A.10 | PW-009A | <p>Projects: INFRASTRUCTURE, Permanent File</p> <p><u>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.</u></p> <p>Final Specifications, Plans, Project File, and Environmental Determinations (Buildings, Improvement Plans, Major Park Improvements, Right of Way, Sewers, Street Widening, etc.)</p> | Completion + 3 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | <p><u>Department preference; retained for disaster preparedness purposes; Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; CCP §§337. 337.1(a), 337.15, GC §34090</u></p> |
| | PW-009B | <p>Projects: INFRASTRUCTURE Administration File</p> <p><u>Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, etc.</u></p> | <u>Upon Completion</u> | <u>10 years or After Funding Agency Audit, if required, whichever is longer</u> | <u>Completion + 10 years or After Funding Agency Audit, if required, whichever is longer</u> | <u>Yes (all)</u> | <u>Mag, Mfr, OD, Ppr</u> | <u>S</u> | <p><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</u></p> |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record (JFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|--------------------------------|-----------------|----------------------|-------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Public Works / Capital Projects | PW-009C | Projects: <u>INFRASTRUCTURE : Unsuccessful Proposals</u> | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| Public Works / Capital Projects | PW-010 | Real Estate Appraisal Reports: Property NOT purchased | 2 years | | 2 years | | Mag, Ppr | | Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h) |
| -260- Public Works / Capital Projects | PW-011 | Real Estate Appraisal Reports: Purchased Property | 2 years | 3 years | 5 years | Yes: Before Purchase | Mag, Mfr, OD, Ppr | S | Yes: After Inactive Not accessible to the public until purchase has been completed; Auditing standards are 7 years after audit; time is sufficient to establish tax increment; Statewide Guidelines show 2 years; USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §§34090, 6254(h) |
| TRANSPORTATION | | | | | | | | | |
| Public Works / Transport. | PW-034 | Crossing Guards | 3 years | | 3 years | | Mag, Ppr | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|--------------------------------|-----------------|--------|---------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Public Works / Transport. | PW-035 | School Information (Traffic Safety Issues, etc.) | 10 years | | 10 years | | Mag, Ppr | | Department Preference; GC §34090 |
| Public Works / Transport. | PW-036 | Speed Surveys | 10 years | | 10 years | | Mag, Ppr | | Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090 Covers all Statute of Limitations; Department Preference; (required to revalidate every 5 years); GC §34090, CCP §337 et seq. |
| Public Works / Transport. | PW-037 | Traffic Calming / Control Requests (Stop signs, red curbs, etc.) | 5 years | | 5 years | | Mag, Ppr | | Department Preference; GC §34090 |
| Public Works / Transport. | PW-038 | Traffic Counts, Summaries, Reports | 10 years | | 10 years | | Mag, Ppr | | Department Preference; GC §34090 |
| Public Works / Transport. | PW-039 | Traffic Signals and Signs (locations, placement) | P | | P | | Mag, Ppr | | Department Preference; GC §34090, CCP §337 et seq. |
| Public Works / Transport. | PW-040 | Traffic Signals: Maintenance & Timing | 10 years | | 10 years | | Mag, Ppr | | Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq. |
| Public Works / Transport. | PW-041 | TSAC Investigations / Reports | 5 years | | 5 years | | Mag, Ppr | | Department Preference; GC §34090 |

Item No. A.10 -261-

RECORDS RETENTION SCHEDULE: PURCHASING

| Category | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|--|---|------------------------------------|--------------------------------|------------------------------------|------------------------|-------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Purchasing | PUR-001 FN-054 | Bid Files (May include Purchase Orders and RFQs) | Completion + 2 years | 8 years | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Consistent with City-wide guidelines; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| Purchasing | PUR-001 FN-054 | Bidder / Vendor List (Companies that want to receive RFPs / RFQs) | Superseded | | Superseded | | Mag, Ppr | | | Transitory Record used to mail out requests; GC §34090 et seq. |
| Purchasing | PUR-001 FN-054 | Central Stores Requisitions | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Purchasing | PUR-001 FN-054 | Credit Cards, Procurement Cards, Membership Cards | Authorization Expiration + 5 years | | Authorization Expiration + 5 years | | Mag, Ppr | | | Consistent with Accounts Payable; Statute of Limitations is 4 years; GC §34090, CCP §337 |
| Purchasing | PUR-001 FN-054 | MSDS Masters (Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 2 years | 28 years | 30 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers ; Claims can be made for 30 years for toxic subst. exposure; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B) , GC §34090 |
| Purchasing | PUR-001 FN-054 | Purchase Orders | 2 years | 3 years | 5 years | Yes: Until Paid | Mag, Ppr | | | Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; GC §34090, CCP §337 |

RECORDS RETENTION SCHEDULE: PURCHASING

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|--|--|-------------------------------|--------------------------------|-------------------------------|--------|-------------------|------------------------------|------------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Purchasing | PUR-001 FN-051 | Vehicle and Equipment Leases (when the vehicle or equipment is not subsequently purchased) | Expiration of Lease + 2 years | 3 years | Expiration of Lease + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Consistent with agreements and contracts; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15; GC §34090 et seq. |

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

| File of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|--|--|--|--------------------------------|--|--------|-------------------|-------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Risk Manage. | RM-001 AS-027 | Accident / Incident / Injury Reports: PUBLIC ADULTS (medical and non-medical.) | 3 years | | 3 years | | Mag, Ppr | | Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090 |
| Risk Manage. | RM-002 AS-028 | Accident / Incident / Injury Reports: PUBLIC JUVENILES (medical and non-medical.) | Age 18 or 3 years, whichever is longer | | Age 18 or 3 years, whichever is longer | | Mag, Ppr | | Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090 |
| Risk Manage. | RM-003 AS-029 | Accident / Incident Reports: CITY VEHICLES with no injuries | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | S Yes: When Inactive | Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6 |
| Risk Manage. | RM-004 AS-030 | CAL-OSHA , Inspections & Citations, Log 200 and 300 | 7 years | | 7 years | | Ppr | | Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years;- 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c |

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|--|--|--------------------------------------|-----------------|--|------------------------|------------------------------|------------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| -265- | Risk Manage. | RM-005 AS-034 | Claims - Adults | Settlement | 5 years | Settle + 5 years | Yes: Until Settlement | Mag, Mfr, OD, Ppr | S | Yes: After Settled | If litigation is filed, the claim is sent to the City Attorney's office after settlement; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5 |
| | Risk Manage. | RM-006 AS-032 | Claims - Juveniles | Age of Majority (minimum Settlement) | 5 years | Age of Majority (minimum Settle + 5 years) | Yes: Until Settlement | Mag, Mfr, OD, Ppr | S | Yes: After Settled | If litigation is filed, the claim is sent to the City Attorney's office after settlement; Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5 |
| | Risk Manage. | RM-007 AS-033 | Employee Fidelity Bonds | Expiration + 10 years | | Expiration + 10 years | | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive |
| Item No. A.10 | Risk Manage. | RM-008 AS-034 | Insurance Certificates (for Agreements, Contracts, Facility Rentals, Special Events , etc.) | 2 years | 9 years | 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | Mfr | Yes: After Inactive | Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090 |

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|--|--|-------------------------|--------------------------------|-----------------------|------------------------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Risk Manage. | RM-009 AS-035 | Insurance Certificates that cannot be matched to an agreement , etc. | 2 years | 9 years | 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | Mfr | Yes: After Inactive | If departments cannot determine the Lead Department, they send to Risk Management. Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090 |
| Risk Manage. | RM-010 AS-036 | Insurance Policies & Certificates (City-owned): Liability (General & Public), Workers Compensation | P | | P | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S | Yes: After Expiration | For protection from litigation; GC §34090 |
| Risk Manage. | RM-011 AS-037 | Insurance Policies & Certificates: City-owned - property insurance (NOT liability insurance - boiler maintenance, etc.) | Expiration + 10 years | | Expiration + 10 years | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S | Yes: After Expiration | Consistent with Agreement retention; GC §34090 |
| Risk Manage. | RM-012 AS-038 | Insurance Policies Issued to Organizations conducting activities on City Property (e.g. special events) | 2 years | 9 years | 11 years | | Mag, Ppr | | | Statute of Limitations is 4 years - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090 |

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RECORDS RETENTION SCHEDULE: SPECIAL DISTRICTS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|--|--|--|--|--|----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Special Districts | SD-001 PW-025 | Assessment District / Community Facilities District Projects / Landscape / Street Lighting Districts (Mylars, As-Built, Final Maps) | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7 |
| Special Districts | SD-002 PW-026 | Assessment District / Community Facilities District Projects / Landscape / Street Lighting Districts (Project Files) | Termination of District + 10 years | | Termination of District + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Consistent with City-wide standards; CCP §§337. 337.1(a), 337.15, 343; GC §34090.7 |
| Special Districts | SD-003 PW-027 | Assessment District Maps (mylars) | P | | P | Yes: Until Completed | Mag, Mfr, OD, | S | Yes: 1 year | Department Preference; GC §34090 |
| Special Districts | SD-004 PW-028 | Assessor Parcel Maps and Information | P | | P | | Mag, Mfr, OD, Ppr | | | Department Preference (the County is the OFR - non-record used administratively); GC §34090 |
| Special Districts | SD-005 PW-029 | Bonds Transcripts (issuing documents retained by City Clerk) | Cancellat., Redemption, or Maturity + 30 years | | Cancellat., Redemption or Maturity + 30 years | Yes: Until Maturity | Ppr | | | Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. |
| Special Districts | SD-006 PW-030 | Daily Journals | 2 years | When No Longer Required - minimum 2 years | When No Longer Required - minimum 2 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; GC §34090 |

Item No. A.10 - 267 -

RECORDS RETENTION SCHEDULE: SPECIAL DISTRICTS

| Office of Record (JFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---|---|------------------------------------|--------------------------------|------------------------------------|----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Special Districts | SD-007 PW-034 | Fixed Charge Levies (Inserts, Rejects, Paid and Unpaid Reports) | P | | P | | Mag, Mfr, OD, | S | Yes: 1 year | Department Preference; GC §34090 |
| Special Districts | SD-008 PW-032 | Landscape Plans & Projects | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7 |
| Special Districts | SD-009 PW-033 | Liens / Levies: Assessment Districts (filed with County) | Termination of District + 10 years | | Termination of District + 10 years | | Mag, Ppr | | | Meets auditing standards; GC §34090 |

RECORDS RETENTION SCHEDULE: TECHNOLOGY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|--|---|--|---|---------------------------------|--------|-------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Technology Services | TS-001 AS-039 | Asset Management Database | Disposal of Equipment + 4 years | | Disposal of Equipment + 4 years | | Mag, Mfr, OD, Ppr | I | Meets Auditing Requirements; GC §34090 |
| Technology Services | TS-002 AS-040 | Backup Tapes - DAILY - Network, All Files on Shared Drives | When No Longer Required 7-days | | 7 days | Yes | Mag. | | Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq. |
| -269- Technology Services | TS-003 AS-041 | Backup Tapes - WEEKLY (FULL) - Network, All Files on Shared Drives | | When No Longer Required 30-days | 30 days | Yes | Mag. | | Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq. |
| Technology Services | TS-004 AS-042 | Backup Tapes - MONTHLY (FULL) - Network, All Files on Shared Drives | | When No Longer Required 12-months | 12 months | Yes | Mag. | | Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq. |
| Item No. A.10 Technology Services | TS-005 AS-043 | Backup Tapes - YEARLY (FULL) - Network, All Files on Shared Drives | | When No Longer Required 1-year | 1 year | Yes | Mag. | | Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq. |

RECORDS RETENTION SCHEDULE: TECHNOLOGY SERVICES

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|-----------------------------|--|--|--------------------------------|--|----------------|-----------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Technology Services | AS-044 | Computer Training Classes | 3-years | | 3-years | Yes | Mag- | | Department Preference; GC-§34090 |
| Technology Services | TS-006 AS-045 | E-mail database | When No Longer Required 14 days | | When No Longer Required 14 days | Yes | Mag. | | Department Preference (transitory records); GC §34090 et seq. |
| Technology Services | TS-007 AS-046 | Employee Policy and Use Acknowledgements: Technology Use, Policies, etc. | Separation + 4 years | | Separation + 4 years | Yes | Mag. | | Statute of Limitations for public official misconduct is discovery of offense + 4 years ; GC §§12946, 34090; PC §§801.5, 803(c) |
| -270- Technology Services | TS-008 AS-047 | Software License Agreements | Termination of Use + 5 years | | Termination of Use + 5 years | | Mag, Ppr | | Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; Errors and Omissions does not apply; CCP §§337.337.1(a), 337.15, 343; GC §34090 |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|--|----------------------------------|--|--|--------------------------------------|--|------------------------|-------------------|---------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Lead Dept. | CW-001 | Abatements, Code Violations | Resolution | 2 years | Resolution + 2 years | Yes: Until Resolution | Mag, Ppr | | GC §34090 |
| Lead Dept. | CW-002 | Advertising | 2 years | | 2 years | | Mag, Ppr | | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1) |
| Lead Dept. | CW-003 | Agenda Staff Reports | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | Mag, Mfr, OD, Ppr | S | Yes: When No Longer Required GC §34090 et seq. |
| Lead Dept. | CW-004 | Agreements & Contracts NOT Approved by Council: ALL LAND AND INFRASTRUCTURE: Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving | Completion + 2 years | P | P | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive All infrastructure, JPAs, & Mutual Aid contracts are 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 |

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Item No. A.10

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|--|----------------------------------|---|-------------------------|--------------------------------------|-----------------------|------------------------|-------------------|---------------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | CW-005 | Agreements & Contracts NOT Approved by Council: NON-INFRASTRUCTURE: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects) | Completion + 2 years | 8 years | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §34090 |
| Lead Dept. | CW-006 | Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration , Project Schedules , Certified Payrolls , Invoices , Insurance Certificates , RFP , etc.) Also see grant retention, if applicable. | Completion | 10 years | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090 |

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RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|--|----------------------------------|--|---|--|---|------------------------|-------------------|---------------------------------------|--|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | CW-007 | Agreements & Contracts: ADMINISTRATIVE FILES - WITH grant funding (Correspondence, Project Administration , Project Schedules , Certified Payrolls , Invoices , Insurance Certificates , RFP , etc.) Also see grant retention, if applicable. | Completion | 10 years or After Funding Agency Audit, if required, whichever is longer | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: 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; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090 |
| Lead Dept. | CW-008 | Agreements & Contracts: UNSUCCESSFUL BIDS / PROPOSALS | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Staffing Dept. | CW-009 | Boards, Commissions, & Committees: AUDIO TAPES of Meetings (except Council - see City Clerk's schedule) | 30 days or after Minutes Approved, whichever is | | 30 days or after Minutes Approved, whichever is | | Tape (Mag) | | | GC §54953.5(b) |
| Staffing Dept. | CW-010 | Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (Agendas, Notices, Affidavits of Postings, Proof of Publications, etc.) | 2 years | | 2 years | | Mag, Ppr | | | Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1) |

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Item No. A.10

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|--|----------------------------------|--|----------------------------------|--------------------------------------|----------------------------------|--------|-------------------|---------------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Staffing Dept. | CW-011 | Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (MINUTES & BYLAWS) (except Council & Planning Commission - see City Clerk's schedule) | P | | P | Yes | Mag, Mfr, OD, Ppr | S | Yes: After 2 years | Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 |
| Staffing Dept. | CW-012 | Boards, Commissions, & Committees: Citizens Task Force formed by Management (All records) | 2 years | | 2 years | | Mag, Ppr | | | Not formed by City Council; advisory capacity only GC §34090 et seq. |
| Staffing Dept. | CW-013 | Boards, Commissions, & Committees: City Council Subcommittees formed solely of Council Members (All records) | 2 years | | 2 years | | Mag, Ppr | | | Subcommittees can not take action -- all recommendations go to the full Council; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1) |
| | CW-014 | Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | Non-records |
| | CW-015 | Copies or duplicates of any record | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag Ppr | | | GC §34090.7 |
| Lead Dept. | CW-016 | Committees: Internal attended by employees (e.g. Records Management Committee, Project Review Committee, In-House Task Forces, etc.) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|--|----------------------------------|--|-----------------------------|--------------------------------------|-----------------------------|-------------------------|------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Lead (Responding) Dept. | CW-017 | Complaints (against Personnel - e.g. misconduct, abuse, excessive force, etc.) | Final Disposition + 5 years | | Final Disposition + 5 years | Yes: Before Disposition | Mag, Ppr | | Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC § 1045, GC §§12946, 34090; PC §§801.5, 803(c), VC §2547 |
| -275- Lead Dept. | CW-018 | Complaints / Service Orders (operational) | 3 years | | 3 years | | Mag Ppr | | 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-019 | Contracts: See Agreements | | | | | | | |
| Dept. that Authors Document or Receives the City's Original Document (from an outside source) | CW-020 | Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases , Public Records Act Requests , Reading, Working Files, etc.) | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |

Item No. A.10

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|--|----------------------------------|---|-------------------------|--------------------------------------|-------------------------|--------|------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Dept. that Authors Document or receives the City's Original Document (from an outside source) Lead-Dept. | CW-021 | Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail or social media posting NOT made or retained for the purpose of preserving the informational content for future reference, that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | Refer to the City's Administrative Policies. Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference. E-mails that have a material impact on business are saved outside the e-mail system 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 drafts. GC §34090, GC §6252 |
| Lead Dept. | CW-022 | Drafts & Notes: Drafts that are revised (retain final version) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | 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, GC §6252, 6254(a) |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | | | |
|--|-------------------------------|---------------------|---|--------------------------------|--|--|-------------------------|----------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| Item No. A.10 | -277- Lead Dept. | CW-023 | Grants / CDBG (SUCCESSFUL Reports, and Financial Information) | 2 years | After Funding Agency Audit, if Required - Minimum 5 years | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 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; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090 |
| | Lead Dept. | CW-024 | Grants (UNSUCCESSFUL Applications, Correspondence) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| | ad Dept. | CW-025 | Grievances Resolved at Department Level | Final Disposition + 5 years | | Final Disposition + 5 years | Yes: Before Disposition | Mag, Ppr | | | |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|--|----------------------------------|---|-------------------------------|--------------------------------------|-------------------------------|--|-------------------------|---------------------------------------|------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | CW-026 | Historical Landmarks (Properties on Local, State, or National Registers) | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | GC §34090 |
| Lead Dept. | CW-027 | Insurance Certificates (for Agreements, Contracts, Facility Rentals, Special Events, etc.) | 2 years | 9 years | 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | Mfr | Yes: After Inactive | If you cannot determine what is the lead department, send to Risk Management. Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090 |
| Lead Dept. | CW-028 | Newspaper Clippings | When No Longer Required | | When No Longer Required | | Ppr | | | Non-records - may be obtained from the newspaper company; GC §34090 |
| Staffing Dept. | CW-029 | Notices: Public Hearing Notices | 2 years | | 2 years | | Mag, Ppr | | | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; CCP§337 et seq, 349.4; GC §§34090, 54960.1(c)(1) |
| Lead Dept. | CW-030 | Personnel Work Schedules | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Lead Dept. | CW-031 | Personnel Files (Supervisors File of notes - incorporated into Annual Performance Appraisals) | 1 year | | 1 year | Before Annual Performanc e Evaluation | Mag, Ppr | | | Notes maintained in a separate folder to be incorporated into performance evaluation; GC §34090 et seq. |

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RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|--|----------------------------------|--|-------------------------|--------------------------------------|-------------------------|--------|-------------------------|---------------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Lead Dept. | CW-032 | Records Destruction Lists | P | | P | | Mag, Ppr | | Department Preference; GC §34090 |
| Lead Dept. | CW-033 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc.: Produced by OTHER Departments | When Superseded | | When Superseded | | Mag, Ppr | | Copies; GC §34090.7 |
| -279- | CW-034 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | Non-Records |
| Lead Dept. | CW-035 | Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc.: Produced by YOUR Department | Minimum of 2 years | | Minimum of 2 years | | Mag, Ppr | | Statewide guidelines propose superseded + 2 or 5 years; GC §34090 |
| | CW-036 | Reference or Working Files: See Correspondence | | | | | | | |
| Lead Dept. | CW-037 | Reports and Studies (Historically significant) | 10 years | P | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After 10 years Administratively and Historically significant, therefore retained permanently; GC §34090 |
| Lead Dept. | CW-038 | Reports and Studies (other than Historically significant reports - e.g. Annual Reports) | 2 10 years | | 2 10 years | | Mag, Ppr | | Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record (OFR) | Classification OR File Number | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|--|----------------------------------|---|-------------------------------|--------------------------------------|-------------------------------|----------------------|------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Lead Dept. | CW-039 | Special Event Permits | 2 4 years | | 2 4 years | Yes: Before Event | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| -280- Lead Dept. | CW-040 | Surveys / Questionnaires (that the City issues) If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required) | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| | CW-041 | Tapes: See Boards & Commissions | | | | | | | |
| Lead Dept. | CW-042 | Telephone Messages | When No Longer Required | | When No Longer Required | | Ppr | | As long as they are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252 |

RECORDS RETENTION SCHEDULE: CITYWIDE STANDARDS

| Office of Record | Classification OR File Number | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|--|-------------------------------|--|-------------------------|--------------------------------|------------------------|--------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | CW-043 | Training - COURSE RECORDS (Attendance Rosters, Outlines and Materials) Includes safety and ethics training | 2 years | 3 5 years | 5 7 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b) |
| Lead Dept. | CW-044 | Video Tapes: Security / Facility Monitoring | 100 days | | 100 days | | Tape (Mag) | | | Routine video monitoring tapes are only required for 100 days; GC §§34090.6, 34090.7 |
| Lead Dept. | CW-045 | Warranties | Expiration of Warranty | | Expiration of Warranty | | Mag, Ppr | | | GC §34090 et seq. |
| Dept. Providing Service / Work | CW-046 | Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy) | 3 years | | 3 years | | Mag Ppr | | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |

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Item No. A.10

RECORDS RETENTION SCHEDULE: ANIMAL SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|----------------------------|--------------------------------------|----------------------------|------------------------|-------------------|----------------------|---------------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Animal Services | AN-001 | Adoption Applications | 3 5 years | | 3 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090 |
| Animal Services | AN-002 | Animal Services Database | 3 30 years | | 3 30 years | Yes | Mag, Ppr | | | Used for locating animals; 3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq. |
| Animal Services | AN-003 | Bite Reports / Rabies Control Records | 3 30 years | | 3 30 years | Yes | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| Animal Services | AN-004 | Citations | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 et seq. |
| Animal Services | AN-005 | Controlled Substance Inventory Records | 3 years | | 3 years | Yes | Mag, Ppr | | | Department Preference; 21 CFR §1304.04, 1310.04 |
| Animal Services | AN-006 | Field Activity Logs | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 et seq. |
| Animal Services | AN-007 | Field Notes (1-time warnings) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 et seq. |
| Animal Services | AN-008 | Investigations (barking, loose dogs, cruelty, etc.) | Resolution + 10 years | | Resolution + 10 years | | Mag, Ppr | | | Department Preference; GC §34090 et seq. |
| Animal Services | AN-009 | Microchip Records | 20 years | | 20 years | | Mag, Ppr | | | Used for locating animals; GC §34090 et seq. |
| Animal Services | AN-010 | Owner Turn-in Forms ("OTI" forms, stray forms) | 3 5 years | | 3 5 years | | Mag, Ppr | | | Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090 |

RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|--|--------------------------------|--|-----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Building & Safety | B&S-001 | Americans with Disabilities Act (ADA) Files and Requests | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department Preference; GC §34090 et seq. |
| Building & Safety | B&S-002 | Applications | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090 |
| Building & Safety | B&S-003 | Building Permits | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 90 days | Statewide guidelines propose permanent; UAC §303.2, UBC §106.4.2, GC §34090, H&S §19850 |
| Building & Safety | B&S-004 | Certificates of Occupancy | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Statewide guidelines propose life of building; GC §34090 |
| Building & Safety | B&S-005 | Housing Abatement Cases | Resolution + 2 years | | Resolution + 2 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Case is open until satisfactorily resolved; GC §34090 |
| Building & Safety | B&S-006 | Inspection Records: Correspondence, Fees, Appeal Requests, Inspection Reports | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090 |
| Building & Safety | B&S-007 | Lien Files | Release of Lien + 5 years | | Release of Lien + 5 years | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department Preference to cover all statute of limitations; GC §34090 et seq., CCP §337 et seq. |
| Building & Safety | B&S-008 | Lists: Correction, Building, Plan Review, Plan Check Form, Building Correction List, etc. | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Transitory Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090 |

Item No. A.10

| Office of record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|--|-------------------------|--------------------------------|-----------------|-----------|-------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Building & Safety | B&S-009 | Project Files - COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION (includes soils reports, energy calculations, commercial structural plans, commercial structural calculations) | 10 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No | Department Preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 90 days from completion date; CBC §104.7 & 107.5. ; H&S§19850, UAC §303.2; UBC §106.4.2 ; H&S§19850, GC §34090 |
| Building & Safety | B&S-010 | Project Files - EXPIRED PERMITS AND PLAN CHECKS | 1 year | | 1 years | Yes (all) | Mag, Ppr | | | Permits expire if work is not commenced within 180 days, and may be extended for 180 days if requested; CBC §104.7 & 107.5. ; H&S§19850, UAC §303.4 ; GC §34090 |
| Building & Safety | B&S-011 | Project Files - RESIDENTIAL (includes soils reports, energy calculations, structural plans, structural calculations) | 10 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department Preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 90 days from completion date; CBC §104.7 & 107.5. ; H&S§19850, UAC §303.2; UBC §106.4.2 ; H&S§19850, GC §34090 |

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RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|-----------------------------|---|-------------------------|--------------------------------|-------------------------|--------|---------------|------------------------------|------------------------------------|-----------------------------------|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Building & Safety | B&S-012 | Requests & Permissions to Receive Copies of Plans (Correspondence to and from Architects) | 2 years | | 2 years | | | Mag. Ppr | | GC §34090 et seq. |
| Building & Safety | B&S-013 | Uniform Building Codes / California Building Code / UBC, UPC, etc. | P | | P | | | Mag. Ppr | | GC §50022.6 |

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Item No. A.10

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

| Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------------|--|--|-----------------|--|-----------------------|--------------------------------------|----------------------|--|
| | | Active (in office) | Closed, Inactive / OD or Mfr | Total Retention | Vital? | Media | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| City Attorney AS/Risk Manage. | CA-006 | Accident / Incident / Injury Reports: <u>PUBLIC ADULTS</u> (medical and non-medical.) | 3 years | | 3 years | | Mag. Ppr | | Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090 |
| City Attorney AS/Risk Manage. | CA-007 | Accident / Incident / Injury Reports: <u>PUBLIC JUVENILES</u> (medical and non-medical.) | Age 18 or 3 years, whichever is longer | | Age 18 or 3 years, whichever is longer | | Mag. Ppr | | Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090 |
| City Attorney AS/Risk Manage. | CA-008 | Accident / Incident Reports: <u>CITY VEHICLES</u> with no injuries | 2 years | | 2 years | | Mag. Mfr, OD, Ppr | S | Yes: When Inactive Department Preference: Claim must be filed within 1 year, lawsuit within 2 years; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6 |
| Lead Depart. | CA-001 | Agreements: Backup material, correspondence, drafts | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive Drafts; GC §34090 et seq. |
| AS/Risk- Manag. | CA-002 | Claims | Copies— When No Longer Required | | Copies— When No Longer Required | Yes: Until Settlement | Mag, Mfr, OD, Ppr | S | Statute of Limitations runs 6 months—5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945.6, 34090, 34090.6; PC §832.5 |

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------|---|---|------------------------------|---|-------------------------------|--------------------------|------------------------------|---|
| | | | Active (in office) | Closed, Inactive / OD or Mfr | Total Retention | Vital? | Media | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| City Attorney AS/ Risk- Manage: -287- Item No. A.10 | CA-009 | <u>Claims - Adults</u> | <u>Settlement</u> | <u>5 years</u> | <u>Settle + 5 years</u> | <u>Yes: Until Settlement</u> | <u>Mag. Mfr. OD. Ppr</u> | <u>S</u> | <u>Yes: After Settled</u> If litigation is filed, the claim is sent to the City Attorney's office after settlement; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5 |
| | CA-010 | <u>Claims - Juveniles</u> | <u>Age of Majority (minimum Settlement)</u> | <u>5 years</u> | <u>Age of Majority (minimum Settle + 5 years)</u> | <u>Yes: Until Settlement</u> | <u>Mag. Mfr. OD. Ppr</u> | <u>S</u> | <u>Yes: After Settled</u> If litigation is filed, the claim is sent to the City Attorney's office after settlement; Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5 |
| | CA-011 | <u>Employee Fidelity Bonds</u> | <u>Expiration + 10 years</u> | | <u>Expiration + 10 years</u> | | <u>Mag. Mfr. OD. Ppr</u> | <u>S</u> | <u>Yes: When Inactive</u> Covers various Statute of Limitations; Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113 |
| | CA-012 | <u>Insurance Policies & Certificates (City-owned): Liability (General & Public), Workers Compensation</u> | <u>P</u> | | <u>P</u> | <u>Yes: Before Expiration</u> | <u>Mag. Mfr. OD. Ppr</u> | <u>S</u> | <u>Yes: After Expiration</u> For protection from litigation; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

| Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------------|--|--|-----------------|--|-------------------------------|------------------------------|------------------------------------|------------------------------|--|
| | | Active (in office) | Closed, Inactive / OD or Mfr | Total Retention | Vital? | Media | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Attorney AS+ Risk- Manage: | CA-013 | <u>Insurance Policies & Certificates: City-owned - property insurance (NOT liability insurance - boiler maintenance, etc.)</u> | <u>Expiration + 10 years</u> | | <u>Expiration + 10 years</u> | <u>Yes: Before Expiration</u> | <u>Mag, Mfr, OD, Ppr</u> | <u>S</u> | <u>Yes: After Expiration</u> | <u>Consistent with Agreement retention; GC §34090</u> |
| City Attorney AS+ Risk- Manage: | CA-014 | <u>Insurance Policies Issued to Organizations conducting activities on City Property (e.g. special events)</u> | <u>5 years</u> | <u>7 years</u> | <u>12 years</u> | | <u>Mag, Ppr</u> | | | <u>Department preference: GC §34090</u> |
| Lead Depart. | CA-003 | Issue or Parties: Issues, Individuals, and/or projects will vary over time (e.g. Trails, etc.) | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: While Active Issues | Mag, Ppr | | | GC §34090 |
| City Attorney | CA-004 | Legal Opinions ("Chron File") - by Author | 5 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Department Preference; Statewide guidelines propose superseded + 2 years; GC §34090 |
| City Attorney | CA-005 | Litigation Files / Legal Case Files / Lawsuits | Final Disposition + 1 year | 4 years | Final Disposition + 5 years | Yes: Until Final Disposition | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945.6, 34090, 34090.6, 68150; PC §832.5 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|--|--------------------------------------|----------------------|--------------------------------------|--------|---------------|------------------------------|------------------------------------|--|--|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| CITY COUNCIL OFFICE | | | | | | | | | | | |
| City Clerk / City Council | CC-001 | Council Administration (Correspondence filed by Council Member) | Duration of Office (minimum 2 years) | | Duration of Office (minimum 2 years) | | | Mag, Ppr | | Administrative value to cover terms of office; GC §34090 | |
| City Clerk / City Council | CC-002 | Presentations / Commendations / Memoriums | 2 years | | 2 years | | | Mag, Ppr | | GC § 34090 | |
| City Clerk / City Council | CC-003 | Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.) | When No Longer Required | | When No Longer Required | | | Mag, Ppr | | Non-records used for administrative value | |
| CITY CLERK | | | | | | | | | | | |
| City Clerk | CC-004 | Advertising (City Clerk) | 2 years | | 2 years | | | Mag, Ppr | | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1) | |
| City Clerk | CC-005 | Affidavits of Postings | 2 years | | 2 years | | | Mag, Mfr, OD, Ppr | | Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090 | |
| Clerk | CC-006 | Agendas (City Council) | 10 years | P | P | | | Mag, Mfr, OD, Ppr | S | No | Department Preference; GC §34090 |
| Clerk | CC-007 | Agenda Packets (copies) | 6 months | | 6 months | | | Mag, Mfr, OD, Ppr | S | Yes: When No Longer Required | Department Preference; Originals are filed in subject files; GC §34090.7 |

Item No. A.10

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|---------------------------|-------------------------|---------------------------|------------------------------|-------------------------|----------------------|---------------------------------------|--|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Clerk -290- | CC-008 | Agreements & Contracts Approved by Council: ALL LAND AND INFRASTRUCTURE: Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving | Completion + 2 years | P | P | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | All infrastructure, JPAs, & Mutual Aid contracts are 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-009 | Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers Agreements (JPAs) | Superseded + 2 years | P | P | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S | No | Administrative & legal value (Emergency Preparedness), GC §34090 |
| City Clerk | CC-010 | Agreements & Contracts Approved by Council: NON-INFRASTRUCTURE: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects) | Completion + 2 years | 8 years | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| City Clerk | CC-011 | Annexations / LAFCO | P | | P | | Mag, Mfr, OD, Ppr | S / I | Yes | Land Records; GC §34090 |
| City Clerk | CC-012 | Audio Tapes or Recordings of Council Meetings | <u>30 days</u> 6-years | | <u>30 days</u> 6-years | | Mag | | | Department Preference: (only required for 30 days); GC §54953.5(b) |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|--|---|----------------------|---|------------------------|---------------|------------------------------|------------------------------------|----------------------|--|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| City Clerk | CC-013 | Audits, CAFR (Comprehensive Annual Financial Report) | P | | P | | | Mag, Mfr, OD, Ppr | S | No | City Preference; GC §34090 |
| Lead Dept. | CC-014 | Bids: Unsuccessful (Successful bids are filed with the appropriate agreement or contract) | 2 years | | 2 years | | | Mag, Ppr | | | GC §34090 |
| City Clerk | CC-015 | Boards, Commissions & Committees - APPLICATIONS: APPOINTED | Duration of Office + 4 years | | Duration of Office + 4 years | | | Mag, Ppr | | | Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803c |
| City Clerk | CC-016 | Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL | 2 years | | 2 years | | | Mag, Ppr | | | GC §34090 et seq. |
| Finance / City Clerk | CC-017 | Bonds (issuing documents retained by City Clerk) | Cancellat., Redemption, or Maturity + 5 years | | Cancellat., Redemption or Maturity + 5 years | Yes: Until Maturity | | Ppr | | | Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. |
| City Clerk | CC-018 | Budgets (Final) | P | | P | | | Mag, Mfr, OD, Ppr | S | No | City Preference; GC §34090 |
| Item No. A.10 Clerk | CC-019 | Cash Deposits, Certificate of Deposit, Bonds & Subdivision Securities (Refundable Deposits for Subdivision Improvements, Building or Planning Permits, etc.) | Release of Bond, Deposit or Certificate + 2 years | | Release of Bond, Deposit or Certificate + 2 years | Yes: Before Completion | | Mag, Mfr, OD, Ppr | S | No | Records retained for auditing purposes; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------|---|------------------------------|----------------------|------------------------------|--------|-------------------|------------------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| City Clerk | CC-020 | Chronological History of Board and Committee Members | 2 years | P | P | | Mag, Ppr | | Historical Value; GC §34090 |
| City Clerk | CC-021 | Chronological History of Mayors and City Council | 2 years | P | P | | Mag, Ppr | | Historical Value; GC §34090 |
| City Clerk | CC-022 | City History, Historical Records (e.g. Incorporation, City Seal, Redistricting, etc.) | P | | P | | Mag, Mfr, OD, Ppr | S | 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-023 | City Land and Property: Deeds, Abandonments, Easements, Vacations, etc. | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | No GC §34090 |
| City Clerk | CC-024 | Claims Log | 10 years | | 10 years | | Mag, Ppr | | Department Preference; GC §34090 et seq. |
| City Clerk | CC-025 | Committee Rosters | Superseded (minimum 2 years) | | Superseded (minimum 2 years) | | Mag, Ppr | | GC §34090 |
| City Clerk | CC-026 | Council Oaths of Office | Separation + 6 years | | Separation + 6 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | | |
|---|------------------------|--|---|-------------------------|-------------------------|-------------------------|---------------|--------------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| City Clerk -293- | CC-027 | Economic Development Plans & Programs (that are approved by Council) | Superseded + 5 years | | Superseded + 5 years | | | Mag, Mfr, OD, Ppr | S | After Superseded | Meets uniform grant requirements; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| | CC-028 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the City's Conflict of Interest code) | 7 years | | 7 years | | | Mag, Mfr, OD, Ppr | S | After 2 years | City maintains original statements; GC §81009(e)&(g) |
| | CC-029 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney) | 4 years | | 4 years | | | Mfr, OD, Ppr | S | After 2 years | City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g) |
| | Clerk | CC-070 | FPPC Form 801 (Gift to Agency Report) | 4 years | | 4 years | | | Mag, Ppr | | |
| Clerk | CC-071 | FPPC Form 802 (Tickets Provided by Agency Report) | 7 years | | 7 years | | | Mag, Ppr | | | Must post on website for 4 years; GC §81009(e) |
| Clerk | CC-072 | FPPC Form 806 (Agency Report of Public Official Appointments) | 2 years | | 2 years | | | Mag, Ppr | | | Must post on website; 2 CCR 18705.5; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|------------------------------|-------------------------|------------------------------|--------|-------------------|----------------------|---------------------------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| ELECTIONS - CONSOLIDATED | | | | | | | | | | |
| City Clerk | CC-030 | Campaign Filings (FPPC 400 Series Forms & Form 501): OTHER COMMITTEES (PACS - not candidate-controlled) | 7 years | | 7 years | | Mfr, OD, Ppr | S | After 2 years | Paper must be retained for at least 2 years; GC §81009©&(g) |
| City Clerk | CC-031 | Campaign Filings (FPPC 400 Series Forms & Form 501): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies) | 4 years | | 4 years | | Mfr, OD, Ppr | S | After 2 years | Paper must be retained for at least 2 years; GC §81009(f)&(g) |
| City Clerk | CC-032 | Campaign Filings (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES | 5 years | | 5 years | | Ppr | | | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-033 | Campaign Filings (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES (Elected Officials) | 2 years | P | P | | Mfr, OD, Ppr | S | After 2 years | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-034 | Elections - Candidate Statements (to be printed in the sample ballot) | Duration of Office + 4 years | | Duration of Office + 4 years | | Mag, Mfr, OD, Ppr | S / M / I | No | Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090 |
| City Clerk | CC-035 | Elections - Certificates of Election | Duration of Office + 4 years | | Duration of Office + 4 years | | Mag, Mfr, OD, Ppr | S | No | Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; GC § 34090 |
| City Clerk | CC-036 | Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Workers, County Election Services, etc.) | 2 years | | 2 years | | Mag, Ppr | | | Used for a model for the next election, GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|---|---|----------------------|---|--------|---------------|------------------------------|------------------------------------|----------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| City Clerk | CC-037 | Elections - HISTORICAL File (Sample ballot, all Resolutions - calling the election, canvass, etc., election summary) | 8 years | P | P | | | Mag, Mfr, OD, Ppr | S | No | Retained for Historical Value, GC §34090 |
| City Clerk | CC-038 | Elections - Nomination Papers: SUCCESSFUL CANDIDATES | Duration of Office + 4 years | | Duration of Office + 4 years | | | Mag, Mfr, OD, 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 and does not delineate between the two; EC §17100 |
| City Clerk | CC-039 | Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES | Election + 4 years | | Election + 4 years | | | Mag, Mfr, OD, 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 and does not delineate between the two; EC §17100 |
| City Clerk | CC-040 | Elections - Petitions (Initiative, Recall or Referendum) | Results or Final Examination if No Election + 8 mo. | | Results or Final Examination if No Election + 8 mo. | | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400 |
| Item No. A.10 Clerk | CC-041 | Elections - Precinct Maps | 2 years | | 2 years | | | Mag, Ppr | | | No specific legal requirement; Statewide guidelines propose 2 years; County Clerk sends to Secretary of State; EC §17501, GC §34090 |

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Item No. A.10

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Clerk (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|------------------------------|------------------------------|--------|-------------------------|----------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated) | | | | | | | | | |
| City Clerk | CC-042 | Vote-by-Mail Absentee- Applications, Roster of Absentee Applications | | 6 mo. | 6 mo. | | Ppr | | EC §17505 |
| City Clerk | CC-043 | Vote-by-Mail Absentee- Identification Envelopes | | 6 mo. | 6 mo. | | Ppr | | EC §17302 |
| City Clerk | CC-044 | Elections - Ballots - After Election | | 6 mo. | 6 mo. | | Ppr | | EC §17302 |
| City Clerk | CC-045 | Elections - Ballots - After Recount | | 6 mo. | 6 mo. | | Ppr | | EC §17306 |
| -296- City Clerk | CC-046 | Elections - Assessment District Ballots - Prop. 218 proceedings (e.g. Community Services Districts, A-E Zones, Lighting Districts, etc.) | | 2 years 1-year | 2 years 1-year | | Ppr | | 2 years required by new California law; 1 year Retention required by Moreno Valley Legislative Policy #1.12, §VI, D; GC §53753(e)(2). Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII |
| City Clerk | CC-047 | Elections - Challenged & Assisted Voters List | | 6 mo. | 6 mo. | | Ppr | | If uncontested, EC §17304 |
| City Clerk | CC-048 | Elections - Inspector Receipts for Ballots | | 6 mo. | 6 mo. | | Ppr | | EC 17302, 17306 |
| City Clerk | CC-049 | Elections - Precinct Officer Appointments | | 6 mo. | 6 mo. | | Ppr | | EC §17503 |
| City Clerk | CC-050 | Elections - Roster of Voters | | 5 years | 5 years | | Mag, Mfr, OD, Ppr | | EC §17300 |
| City Clerk | CC-051 | Elections - Tally Sheets | | 6 mo. | 6 mo. | | Ppr | | EC §17304 |
| City Clerk | CC-052 | Elections - Voter Index Copies used as the Voting Record at Polling Places | | 6 mo. | 6 mo. | | Ppr | | EC §17304 |
| City Clerk | CC-053 | Elections - Voter Index Original | | 5 years | 5 years | | Ppr | | EC §17001 |
| (End of Elections Section) | | | | | | | | | |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|------------------------|--|-------------------------|----------------------|-------------------------|-----------|--------------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| CITY CLERK (Continued) | | | | | | | | | | |
| City Clerk | CC-054 | Environmental Issues, Determinations (e.g. EIRs, Negative Declarations, etc. - if presented to City Council) | 10 years | P | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7 |
| City Clerk | CC-069 | Ethics Training Certificates for City Council, Boards and Commissions | 5 years | | 5 years | | Mag. Ppr | | | GC §53235.2(b) |
| -297- City Clerk | CC-055 | Infrastructure Permits, Plans, and Projects Approved by Council (Final Tracts, Conditional Use Permits, Parcel Maps, Specific Plans, etc.) | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No | GC §34090 et. seq. |
| Finance | CC-056 | Investment Reports approved by Council | 5 years | | 5 years | | Mag, Ppr | | | Meets auditing standards; GC §34090 |
| City Clerk | CC-057 | Legislation (State & Federal positions approved by Council) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| City Clerk | CC-058 | March Air Force Base / March Joint Powers Authority - Records of Historical Interest | 10 years | P | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | City Preference; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (IFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|---|----------------------|---|-----------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Clerk -298- | CC-059 | Minutes: City Council, Planning Commission, Community Services District (CSD), Community Redevelopment Agency (RDA), Public Facilities Financing Corporation (MVPFFC), Industrial Development Authority (IDA), Public Financing Authority (MVPFA), Civic Activities Assistance Corporation (MVVAAC), Moreno Valley Housing Authority, City As Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley, and Oversight Board of the City as Successor Agency for the Community Redevelopment | 10 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No | GC §34090 |
| City Clerk | CC-060 | Municipal Code Administration, Distribution, etc. | When No Longer Required 2-years | | When No Longer Required 2-years | | Mag, Ppr | | | Preliminary Drafts not retained in the ordinary course of business; GC § 34090 |
| City Clerk | CC-061 | Municipal Code and History File (always retain 1 supplement) | P | | P | | Mag, Mfr, OD, Ppr | S | No | GC §34090 |
| City Clerk | CC-062 | Ordinances | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No | GC §34090 et. seq. |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------|---|-------------------------|----------------------|-----------------|-----------|-------------------|------------------------------|--|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| City Clerk | CC-063 | Petitions (submitted to Council on any subject). See Elections for Initiative, Recall or Referendum Petitions) | 1 year | | 1 year | | Ppr | | Law requires 1 year for petitions; GC §50115 |
| City Clerk | CC-064 | Posted Agenda Log | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | Statute of Limitations for Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090 |
| -299- y Clerk | CC-065 | Proof of Publication (City Clerk) | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090 |
| City Clerk | CC-066 | Records Retention Schedules; Amendments to Records Retention Schedules | 10 years | P | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive GC §34090 et. seq. |
| City Clerk | CC-067 | Resolutions - City Council | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S | No GC §34090 et. seq. |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of cord (FR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|---|--|-------------------------|--|--------|------------------|---------------------------------------|---|-------------------------------------|-------------------|
| | | | Active (in office) | Inactive / CD or Mfr | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| City Clerk -300- | CC-068 | Staff Reports: City Council, Community Services District (CSD), Community Redevelopment Agency (RDA), Public Facilities Financing Corporation (MVPFFC), Industrial Development Authority (IDA), Public Financing Authority (MVPFA), Civic Activities Assistance Corporation (MVVAAC). Moreno Valley Housing Authority, City As Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley, and Oversight Board of the City as Successor Agency for the Community Redevelopment Agency of the City of Moreno | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | | Mag, Mfr, OD, Ppr | S | Yes: When Subject file is destroyed | GC §34090 et seq. |

RECORDS RETENTION SCHEDULE: CITY MANAGER

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|--|--------------------------------|--|-----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Manager | CM-001 | Administrative Regulations | Until Superseded - Minimum 2 years | | Until Superseded - Minimum 2 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S / I | Yes: When Superseded | GC §34090 |
| City Manager | CM-002 | Administrative Files (Includes Travel) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| City Manager | CM-003 | Association Records | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | Non-records; GC §34090.7 |
| City Manager | CM-004 | Awards, Recognition of Employees | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | | Mag, Ppr | | | GC §34090 |
| City Manager | CM-005 | Citizen's Inquiries, Communications, Logs & Resolutions | <u>2</u> 3 years | | <u>2</u> 3 years | | Mag, Ppr | | | Consistent with operational complaints; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months or 1 year; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |
| City Manager | CM-006 | City Manager's Reports / Updates | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| City Manager | CM-007 | Council Member and Mayor's Correspondence, Memos | Term of Office - Minimum 2 years | | Term of Office - Minimum 2 years | | Mag, Ppr | | | Administrative value to cover terms of office; GC §34090 |
| City Manager | CM-008 | Department Head Memorandum File | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

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Item No. A.10

RECORDS RETENTION SCHEDULE: CITY MANAGER

| Office of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|-------------------|--|--|--------------------------------------|--|---|---------------------|----------------------|---------------------------------------|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| City Manager | CM-009 | Internal Studies and Reports | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | | Mag, Ppr | | GC §34090 |
| City Manager | CM-010 | Projects & Issues (Issues and/or projects will vary over time - e.g. Hotels, etc.) | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: While Active Issues | Mag, Ppr | | GC §34090 |
| City manager | CM-011 | Work Programs | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: While Active Issues | Mag, Ppr | | GC §34090 |

RECORDS RETENTION SCHEDULE - CODE & NEIGHBORHOOD COMPLIANCE

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---|---|--------------------------------|--------------------------------------|--------------------------------|-----------------------|-------------------|---------------------------------------|--|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Code & Neighbor. Compliance | C&NC-001 GD-012 | Abandoned Vehicle Abatement (AVA) Report | 4 years | | 4 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Maintained for Riverside County Area Requirement; GC §34090 |
| Code & Neighbor. Compliance | C&NC-002 GD-013 | Code Compliance Case Files and Abatement | Resolution / Payment + 5 years | | Resolution / Payment + 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference to cover those cases that are CDBG-related; Case is open until satisfactorily resolved (some liens are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Code & Neighbor. Compliance | C&NC-003 GD-014 | Debts Assigned to Collection Agency | 7 years | | 7 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; Debts remain on credit reports for 7 years; GC §34090 |
| Code & Neighbor. Compliance | C&NC-004 GD-015 | Graffiti Restitution | 7 years | | 7 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; Debts remain on credit reports for 7 years; GC §34090 |
| Code & Neighbor. Compliance | C&NC-005 GD-016 | Parking Citations (All records, including appeals, reports from claims processing center, etc.) | 2 years | 3 years | <u>2</u> 5 years | | Mag, Ppr | | | Department preference (DMV maintains unpaid citations for 5 years); GC §34090 |
| Code & Neighbor. Compliance | C&NC-006 GD-017 | Tipping Reports (Waste Management) | 5 years | | 5 years | | Mag, Ppr | | | Department preference; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE - ECONOMIC DEVELOPMENT

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|--|--------------------------------|--|--------------------------|---------------|------------------------------|----------------------|------------------------------------|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Economic Develop. | ED-001 | Business Development Files (Issues and/or projects will vary over time - e.g. Hotels, etc.) | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: While Active Issues | Mag, Ppr | | | GC §34090 |
| Economic Develop. | ED-002 | Mobilehome Park - Annual CPI Change Notices | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Economic Develop. | ED-003 | Mobilehome Park - Annual Registration | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Economic Develop. | ED-004 | Mobilehome Park Rent Stabilization - Change in Space Rent / Status | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Economic Develop. | ED-005 | Mobilehome Park Rent Stabilization - General Correspondence | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | | |
|---|------------------|---------------------|---|--------------------------------|-----------------------------|------------------------------|-------------------------------|------------------------------|----------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| -305- Item No. A.10 | City Clerk | EU-001 | <u>Agreements & Contracts - Electric Utility Only - INFRASTRUCTURE / PLANT</u> <u>Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water.</u> <u>Exceptions: Demolitions, landscaping, street paving</u> | <u>Completion + 2 years</u> | <u>P</u> | <u>P</u> | <u>Yes: Before Completion</u> | <u>Mag, Mfr, OD, Ppr</u> | <u>S</u> | <u>Yes: After Inactive</u> | <u>All infrastructure, JPAs, & Mutual Aid contracts are 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</u> |
| | City Clerk | EU-002 | <u>Agreements & Contracts - Electric Utility Only NON-INFRASTRUCTURE:</u> <u>Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects)</u> | <u>Completion + 2 years</u> | <u>8 years</u> | <u>Completion + 10 years</u> | <u>Yes: Before Completion</u> | <u>Mag, Mfr, OD, Ppr</u> | <u>S</u> | <u>Yes: After Inactive</u> | <u>Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090</u> |
| | Electric Utility | EU-003 | <u>Appraisals and Valuations</u> | <u>3 years</u> | | <u>3 years</u> | | | <u>Mag, Ppr</u> | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| | Electric Utility | EU-004 | <u>Billing Data (Maximum demand & demand meter records; solar, net, economic development; revenue summaries & reports)</u> | <u>6 years</u> | | <u>6 years</u> | | | <u>Mag, Ppr</u> | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |
| | Electric Utility | EU-005 | <u>Bond Statements</u> | <u>3 years</u> | <u>Completion + 3 years</u> | <u>Completion + 3 years</u> | | | <u>Mag, Ppr</u> | | <u>Department Preference; 18 CFR 125 et seq.; GC §34090</u> |

RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

| Office of Record (CFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|--------------------------------------|--------------------------------------|--------------------------------------|--|-----------------------------------|----------------------------|--|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Electric Utility | EU-006 | Budgets and Other Forecasts (Internal Admin. or operating purposes; estimated future income; receipts & expenditures, etc.) | 3 years | | 3 years | | Mag, Ppr | | Department Preference; 18 CFR 125 et seq.; GC §34090 | |
| Electric Utility | EU-007 | Construction Work (In Progress Ledgers) | 5 years | Completion + 5 years | Completion + 5 years | Yes: During Construction | Mag, Ppr | | Department Preference (requirement is 5 years after clearance to plant account); 18 CFR 125 et seq.; GC §34090 | |
| Electric Utility | EU-008 | Easements | P | | P | Yes | Mag, Mfr, OD, S | No | Department Preference; 18 CFR 125 et seq.; GC §34090 | |
| Electric Utility | EU-009 | Fixed Assets, Plant Ledgers, Depreciation & Depletion | 25 years | P | P | Yes: Until Expiration | Mag, Mfr, OD, S | Yes: After | Department Preference; 18 CFR 125 et seq.; GC §34090 | |
| Electric Utility | EU-010 | Insurance (Substation) | 6 years | P | P | Yes: Until Expiration | Mag, Mfr, OD, S | Yes: After | Department Preference; 18 CFR 125 et seq.; GC §34090 | |
| Electric Utility | EU-011 | Journals / General Ledgers - Electric Utility Only | 10 years | | 10 years | | Mag, Ppr | | Department Preference; 18 CFR 125 et seq.; GC §34090 | |
| Electric Utility | EU-012 | Maintenance / Job Work Orders | 5 years | | 5 years | | Mag, Ppr | | Department Preference; 18 CFR 125 et seq.; GC §34090 | |
| Electric Utility | EU-013 | Maps, Plans, Drawings (original or reproduction of diagrams, profiles, photos, field survey notes, plot plans, detail drawings, and similar records showing the location of proposed or as-constructed facilities) | Completion + 5 years | P | P | Yes | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Department Preference; 18 CFR 125 et seq.; GC §34090 |
| Electric Utility | EU-014 | Rate Schedule (general files of published rate sheets & schedules, suspended or superseded) | Inactive + 3 years | | Inactive + 3 years | | Mag, Ppr | | Department Preference; 18 CFR 125 et seq.; GC §34090 | |
| Electric Utility | EU-015 | Reclassification Records (Utility Plant) | 6 years | | 6 years | | Mag, Ppr | | Department Preference; 18 CFR 125 et seq.; GC §34090 | |

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RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|------------------------|--|-------------------------|-----------------------------------|-----------------------------------|--------|-----------------------------------|------------------------------|-------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Electric Utility | EU-016 | Retirement (of Plant Facility; work in progress, ledgers, etc.) | 5 years | Retired + 5 years | Retired + 5 years | | Mag, Mfr, OD | S | Yes: After | Department Preference; 18 CFR 125 et seq.; GC §34090 |
| Electric Utility | EU-017 | Statistics (financial, internal operating reports, etc.) | 5 years | | 5 years | | Mag, Ppr | | | Department Preference; 18 CFR 125 et seq.; GC §34090 |
| Electric Utility | EU-018 | Transmission & Distribution (Substation licenses, line logs, history records, tests, etc.) | 3 years | P | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Department Preference (logs only required for 3 years); 18 CFR 125 et seq.; GC §34090 |
| Electric Utility | EU-019 | Voucher Registers (Accounts Payable or Cash Books) | 5 years | | 5 years | | Mag, Ppr | | | Department Preference; 18 CFR 125 et seq.; GC §34090 |

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Item No. A.10

RECORDS RETENTION SCHEDULE: FACILITIES

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---|---|----------------------------------|--------------------------------|----------------------------------|----------------------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Facilities | FAC-001 AS-015 | Asbestos Removal Projects | Completion | 30 years | Completion + 30 years | | Mag, Mfr, OD, Ppr | S/I | Yes: When Inactive | Claims can be made for 30 years for toxic subst. exposure; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090 |
| Facilities | FAC-002 AS-016 | Asset History (in Work Order System) | 10 years | | 10 years | | Mag | | | Department Preference to cover all statute of limitations; GC §34090, CCP §337 et seq. |
| Facilities | FAC-003 AS-017 | Backflow Tests | 2 years | | 2 years | | Mag Ppr | | | GC §34090 |
| Facilities | FAC-004 AS-018 | Daily Logs (Security, Facility Staff, etc.) | 2 years | | 2 years | | Mag Ppr | | | GC §34090 |
| Facilities | FAC-005 AS-019 | Daily Vehicle Inspections | 2 years | 3 years | 5 years | | Mag Ppr | S | Yes: After Inactive | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §34090 |
| Facilities | FAC-006 AS-020 | Facilities - Historical Files | P | | P | | Mag, Ppr | | | Department Preference; GC §34090 |
| Facilities | FAC-007 AS-021 | Incident File (Citizens and Employees) | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag Ppr | | | Copies; GC §34090.7 |
| Facilities | FAC-008 AS-022 | Key Card System | Employee Separation + 2 years | | Employee Separation + 2 years | | Mag Ppr | | | Department Preference; GC §34090 |
| Facilities | FAC-009 AS-023 | Logs: Security, etc. | 3 years | | 3 years | | Mag, Ppr | | | Covers statute of limitations; CCP §337 et seq.; GC §34090 |
| Facilities | FAC-010 AS-024 | Projects & Facilities: NON-INFRASTRUCTURE Final Specifications and Plans | Completion + 10 years | | Completion + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Transferred from Public Works upon project completion; Consistent with Agreement / Contract Administration; CCP §§337. 337.1(a), 337.15, GC §34090 |

RECORDS RETENTION SCHEDULE: FACILITIES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---|--|-------------------------|--------------------------------|-------------------------|--------|---------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Facilities | FAC-011 AS-025 | Vehicle Forms - Daily Use | When No Longer Required | | When No Longer Required | | | Mag, Ppr | | Transitory Records; GC §34090 et seq. |
| Facilities | FAC-012 AS-026 | Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy) | 3 years | | 3 years | | | Mag Ppr | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

| Record Category | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|--|---------------|---|-------------------------|--------------------------------|-----------------------|-----------------|-------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| If the record is not listed here, refer to the Retention for Citywide Standards | | | | | | | | | | |
| Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. | | | | | | | | | | |
| Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement). | | | | | | | | | | |
| ACCOUNTING | | | | | | | | | | |
| Finance / Accounting | FN-001 | 1099's Issued | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090 |
| Finance / Accounting | FN-002 | Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements, Postage, Procurement Cards, Credit Card Transmittals, Redemption Records, etc.) | 2 years | 3 years | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 - 10 years; GC §34090 |
| Finance / Accounting | FN-003 | Audit Management Letters (not CAFR) | 5 years | | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-004 | Audit Work Papers | 5 years | 10 years | 5 15 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-005 | Audits (Sales Tax, Single, Special, etc.) | 5 years | 10 years | 5 years P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-006 | Bank Reconciliation & Statements, Transaction Statements, Fiscal Agent Statements , Trustee Statements , Investment Account Statements , Bank Reconciliations , Wire Transfers, Check Listing Audit Trail, Deposits, Cancelled Checks | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 31.6001-1 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|--|--------------------------------|--|--------------------------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Clerk | FN-009 | Bonds (issuing documents retained by City Clerk) | <u>Fully Defeased</u> , Cancellat., Redemption, or Maturity + 5 years | | <u>Fully Defeased</u> , Cancellat., Redemption, or Maturity + 5 years | Yes: Until Maturity | Ppr | | | Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 <u>et seq. (a)(1) & (2)</u> , 337.5(a)(2); GC §43900 et seq. |
| Finance / Accounting | FN-010 | Budget Hearing and/or Review (Development Documents & Preliminary Budget) | 2 years | | 2 years | | Mag, Ppr | | | Drafts - Department Preference; GC §34090.7 |
| Finance / Accounting | FN-011 | Budget Transfer Requests & Journals | 2 years | 3 years | 5 years | Yes: Current Fiscal Year | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; City Clerk maintains originals; longer for administrative value; GC §34090.7 |
| City Clerk | FN-012 | Budgets - Adopted | P | | P | Yes: Current Fiscal Year | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; City Clerk is OFR: Must be filed with County Auditor; GC §34090, 40802, 53901 |
| Finance / Accounting | FN-013 | Chart of Accounts (Print out when Rollover is Done) | 2 years | P | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference to research Year-end General Ledgers, which are retained permanently; GC §34090 |
| City Clerk | FN-014 | Comprehensive Annual Financial Report (CAFR) | P | | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; City Clerk retains original permanently; statewide guidelines propose 7 years; ; GC §34090.7 |
| Finance / Accounting | FN-015 | Depreciation Schedules | 2 years | <u>3 years</u> P | <u>5 years</u> P | | Mag, Ppr | S / I | Yes: After Inactive | Published articles show 7 years after disposal; GC §34090 |
| Finance / Accounting | <u>FN-064</u> | <u>Developer Trust Accounts / Deposits</u> | <u>Close + 5 years</u> | | <u>Close + 5 years</u> | | <u>Mag, Ppr</u> | | | <u>Department Preference; (meets municipal government auditing standards); GC §34090</u> |

Item No. A.10

RECORDS RETENTION SCHEDULE: FINANCE

| Record Category | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|------------------------|--|--|---|---|--------|-----------------------------------|-----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Finance / Accounting | FN-016 | Escheat (Unclaimed money / uncashed checks) | Escheat + 2 years | | Escheat + 2 years | | Mag, Ppr | | All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements CCP §§340(d), 1519; GC §34090 |
| Finance / Accounting | FN-063 | FEMA Claims and/or State Disaster Recovery | Close Out Letter + 3 years | | Close Out Letter + 3 years | - | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive ; Consistent with other grants; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Finance / Accounting | FN-017 | Fixed Assets - Auction / Disposal / Sales / Surplused | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §34090, CCP §337 |
| Finance / Accounting | FN-018 | Fixed Assets - Inventory, Schedule of Infrastructure and Buildings | P | | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year Includes permanent assets; GC §34090 |
| Finance / Accounting | FN-019 | Grants - Sheriff / Police Department | 2 years | After Funding Agency Audit, if Required - Minimum 5 years | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive Sheriff does not retain originals; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by the consolidated plan; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Finance / Accounting | FN-020 | General Ledger: Final year-end | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year Department Preference; Published articles show 3 - 10 years; Other Cities have adopted 2 years - 20 years; GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|-------------------|--|-------------------------|--------------------------------|----------------------|--------|------------------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Finance / Accounting | FN-021 | Indirect Cost Plans | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090 |
| Finance / Accounting | FN-024 | Journal Entries—Month of June | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC-§34090, CCP §337 |
| Finance / Accounting | FN-025 | Journal Entries (other than the Month of June) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §34090, CCP §337 |
| Finance / Accounting | FN-026 | Maintenance of Effort Calculations (Traffic Congestion Relief, Prop III, Measure A, etc.) | <u>2 years</u> P | <u>3 years</u> | <u>5 years</u> P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-027 | Reports, Status Reports, Journals, Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Budget Adjustments (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger, June's Journal Entries, or Monthly Revenue & Expenditures | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC §34090 |
| Finance / Accounting | FN-028 | Reports: Monthly Revenue & Expenditure Status, Cash Flow (Crystal Reports) | 5 4 years | | 5 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC §34090 |
| Finance / Accounting | FN-029 | Reports: Year-end General Ledger, June Journal Entries | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; GC-§34090 |
| Finance / Accounting | FN-030 | State Controller's Reports | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Consistent with periodic report / journal retention; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|-------------------------|--------------------------------------|--------------------|--------|----------------------|----------------------|---------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Finance / Accounting | FN-031 | Street Reports | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Consistent with periodic report / journal retention; GC §34090 |
| Finance / Accounting | FN-032 | Strong Motion Instrumentation (SMI) Report | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Consistent with periodic report / journal retention; GC §34090 |
| Finance / Accounting | FN-033 | Tax Returns (Sales and Use, Fuel & User Use Fuel, etc.) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001- 1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090 |
| Finance / Accounting | FN-034 | Warrant Registers | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years; GC §34090, CCP § 337 |
| Finance / Accounting | FN-035 | Warrants - Canceled (Cashed) or Voided | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|-------------------------|--------------------------------|-----------------|--------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| PAYROLL | | | | | | | | | | |
| Finance / Payroll | FN-036 | DE-6, DE-7 , DE-9 DE-43 , W-3 , & DE-166, 941 Forms , IRS 5500 Forms (Employee Benefit Plans) , PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI , Federal Tax Deposits, Adjustments, etc. | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090 |
| Finance / Payroll | FN-037 | Changes to Payroll: Address changes, Direct Deposit Forms, Vacation and Comp Time Sales, etc.) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; consistent with Payroll Registers; GC §34090 |
| Finance / Payroll | FN-038 | Deferred Compensation Statements - Employee's Reports | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department preference; Published articles for bank statements show 4 -7 years; GC §34090 |
| Finance / Payroll | FN-039 | Deferred Compensation Statements - Employer's Reports | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department preference; GC §34090 |
| Finance / Payroll | FN-040 | Garnishments (all records) | 2 years | 3 years | 5 years | | Mag, Ppr | | | Retained to match other auditing periods; GC §34090 |
| Finance / Payroll | FN-041 | Labor Distribution Reports | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Department Preference; consistent with Payroll Registers; GC §34090 |
| AS+ Human Resources | FN-042 | Payroll Action Forms (Pink Copy) | 2 years | 3 years | 5 years | | Mag, OD, Mfr, Ppr | S / I | Yes: After 1 year | Copies (originals retained in employee's Personnel File); retained to match other auditing periods; GC §34090.7 |
| AS+ Human Resources | FN-043 | Payroll Cancelled Checks | 2 years | 3 years | 5 years | | Mag, Ppr | | | Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | | |
|---|---------------------|--|---|--------------------------------------|-----------------------|-----------------------|-------------------|---------------------------------------|-----------------------|--|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? | |
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| <i>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| -316- | | Payroll File (Includes Personnel Data Sheet, W-4, address changes, various election forms) | Separation + 5 years | | Separation + 5 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: After Separation | Department Preference to match auditing standards; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; IRS: 4 years after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 29CFR 516.5 - 516.6, R&T §19530, GC §34090; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113 | |
| | Finance / Payroll | FN-045 | Payroll Registers (all, except Detail Year-End) | 2 years | 3 years | 5 years | | Mag, OD, Mfr, Ppr | S / I | Yes: After 1 year | Consistent with periodic journals & reports; Published articles show 3 - 10 years; Other Cities have adopted 8 - 20 years; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090 |
| | Finance / Payroll | FN-046 | Payroll Registers (Detail Year-end) | 2 years | P 50-years | P 50-years | | Mag, OD, Mfr, Ppr | S / I | Yes: After 1 year | For use in reconstructing hours for PERS service for employees; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090 |
| | AS+ Human Resources | FN-047 | PERS Reports, Annual Valuation Reports , Actuarial Valuation Reports , Annual Employer Statements | 2 years | 3 years | 5 years | | Mag, Ppr | | | PERS is OFR; retained to meet auditing standards; GC §34090 et seq. |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------|---------------------|-------------------------|--------------------------------|-----------------|--------|---------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| (OFR) | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Finance / Payroll | FN-048 | Time Sheets | 2 years | 3 years | 5 years | | Mag, Ppr | | Auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; Other cities show 2 - 20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 8 CCR §11040.7(c); 29 CFR 516.6(a)(1); GC §34090 |
| Finance / Payroll | FN-049 | W-2's | 5 years | | 5 years | | Mag, Ppr | | 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 |

Item No. A.10

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|--|---------------|--|---|--------------------------------------|------------------------------------|--|-----------------------------------|-----------------------|-----------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| If the record is not listed here, refer to the Retention for Citywide Standards | | | | | | | | | | |
| Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. | | | | | | | | | | |
| Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement). | | | | | | | | | | |
| TREASURY | | | | | | | | | | |
| Finance / Treasury | FN-058 | Accounts Receivable (All Records and Reports, including Auction Receipts & Records, Taxes, TOT, Sales & Use Tax, Returned Checks, Utility Users Tax Records & Exemptions, Franchise Fees, False Alarm Billings, except Parks & Recreation A/R Records) | 2 years | 3 years | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090 |
| Finance / Treasury | FN-007 | Bankruptcy Notices (Database listing) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 1.6001-1 |
| Finance / Treasury | FN-008 | Bond statements | 2 years | Maturity + 5 years | Maturity + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | For auditing purposes; GC §34090, 26 CFR 1.6001-1 |
| Finance / Treasury | FN-059 | Business License File: Application, Annual Renewal Form, Enforcement Letters | Termination of Business | 5 years | Termination of Business + 5 years | Yes: Until Paid Termination of Business | Mag, Ppr | | | Consistent with auditing standards; GC §34090 et seq. |
| Finance / Treasury | FN-060 | Cash Receipts | 1 year 2 years | 4 3 years | 5 years | Yes: Until Paid Audited | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090 |
| Finance / Treasury | FN-061 | Investment Files: Individual Transactions (Broker confirmations, Certificates of Deposit, Wire Transfers, Arbitrage, Bid data, bank rates, etc.) | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Supporting documentation for Investments of Operating Funds; meets auditing standards; GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|---|-------------------------|--------------------------------|-----------------|--------|---------------|-------------------------------|------------------------------------|-------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| Finance / Treasury | FN-062 | Reports, Reconciliations, General Journal by Batch Report, etc. | 2 years | 3 years | 5 years | | | Mag, Mfr , OD, Ppr | S/H | Yes : After 1-year | Consistent with periodic journals & reports; Published articles show 3 - 10 years; Other Cities have adopted 8 - 20 years; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record (JFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|---|---|---|--|----------------------------------|------------------------------|------------------------------|-----------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd | |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the SAM-Records Management 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Code & Neighbor. Services | FR-001 | Abatements | Copies - When No Longer Required | | Copies - When No Longer Required | Yes: Until Resolution | Mag, Ppr | | | GC §34090.7 |
| Fire | FR-002 | Annual Reports / Fire Incident Statistics | P | | P | | Mag, Mfr, OD, | S/I | No | Retained for historical and administrative value; GC §34090 |
| Fire | FR-002 | Chemical Use Report Form / Material Data Safety Sheet Masters (MSDS) for substances used by outside companies | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | | | Non-records (responsibility of the business owner); GC §34090 et seq. |
| Fire | FR-003 | FEMA Claims and/or State Disaster Recovery Disaster Claims (FEMA Reimbursement Records) | Close Out Letter + 3-2 years | After-Federal Audit, if required—Minimum 4 years | Close Out Letter + 3 years After-Federal Audit, if required—Minimum 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | Consistent with other grants; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Fire Emergency & Disaster Planning | FR-004 | Disaster History | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department Preference: GC §34090 |
| Fire Emergency & Disaster Planning | FR-005 | Disaster Recovery Plan | Superseded + 7 years | | Superseded + 7 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Department Preference: GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | | |
|---|--|--|---|--------------------------------------|-------------------------|--------------------------------------|---------------------------------|-----------------------------------|----------------------|---|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the SAM-Records Management 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| Item No. A.10 -321- | Fire Emergency & Disaster Planning | FR-006 | Disaster Recovery Training and Events (includes SEMS Training - Standardized Emergency Management Systems Training) | 2 years | 5 years | 7 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Consistent with City-wide Training retention; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090 |
| | Fire | FR-007 | Emergency Operations Plans (Standard Operations Procedures) | Superseded + 7 years | | Superseded + 7 years | Yes (all) | Mag, Mfr, OD, | S/I | No | Department Preferences; GC §34090 |
| | Fire | | Fire Permits (Sprinklers, Alarms, etc.) | Active + 5 years | P | P | Yes (until inactive) | Mag, Mfr, OD, Ppr | S/I | No | Department Preference; Required for 5 years; Inspections required for 3 years; CFC 104.6; UFC §103.3.4, GC §34090 |
| | Fire | FR-008 | Fire Station Masters: Plans, Fire Pre-Plans (Hospitals, etc.) | Superseded (minimum 2 years) | | Superseded (minimum 2 years) | | Mag, Ppr | | | Department Preference; GC §34090 |
| | Fire | | HazMat Disclosure Information (Provided by the County) | 5 years | P | P | | Mag, Ppr | | | Department Preference; If records were not produced by the City, may destroy when no longer required (non-records); all employee exposure records are exposure+30 years; Cal Code Reg. §3204(d)(1), et seq. |
| Fire | FR-009 | Inspections: (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, etc.) | Active + 3 5 years | P | P | Yes (all) | Mag, Mfr, OD, | S/I | No | Department Preference; Inspections required for 3 years; UFC §103.3.4 | |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|--|----------------------------------|--------------------------------|----------------------------------|-----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the SAM-Records Management 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Fire | FR-010 | ISO Insurance Ratings | Superseded + 5 years | | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Superseded | Department Preference; GC §34090 |
| Fire | FR-011 | Licensed Care Facility Files (Boarding, Day Care, Group Homes) | Active + 3 5 years | P | Active + 3 years P | | Mag, Ppr | | | Department Preference; Statute of Limitations for Health Providers is 3 years; CCP §337 et seq., CCP §340.5; GC §34090 |
| Fire | | Log Books (Incidents—kept at Fire Stations) | P | | P | | Mag, Mfr, OD, Ppr | S/I | No | Retained for historical and administrative value; GC §34090 |
| City Clerk | FR-012 | Mutual Aid Agreements, Joint Power Authorities | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | | | Originals Maintained by City Clerk Permanently; GC §34090 |
| AS / Human Resources | | OES Plan (Office of Emergency Services) | Superseded + 2 years | | Superseded + 2 years | Yes (all) | Mag, Mfr, OD, Ppr | S/I | No | GC §34090 |
| Fire | FR-013 | One-time Permits (e.g. fireworks, etc.) | Expiration + 5 years | | Expiration + 5 years | Yes: Until Expiration | Mag, Ppr | | | Department Preference to cover Statute of Limitations; CCP §337 et seq., CCP §340.5; CFC 104.6. GC §34090 |
| Building Fire | FR-014 | Plans and Plan Checks: Master Plans, Specific Plans, etc. | 5 years | Life of the Building P | Life of the Building P | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S/I | No | Department Preference; Fire Plans may contain additional / different information than Building or Public Works; UFC §103.3.4, GC §34090 |
| Fire | FR-015 | Standard Operating Procedures / Policy and Procedure Manual | Superseded + 3 years | | Superseded + 3 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S/I | No | Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|---------------------------------|--------------------------------|---------------------------------|--------|---------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the SAM-Records Management 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Fire AS+ Volunteer Services | FR-016 | Volunteer / Unpaid Intern Applications & Agreements - Successful | Inactive / Separation + 3 years | | Inactive / Separation + 3 years | | | Ppr | | 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 §§12946.34090 |
| -323- Fire AS+ Volunteer Services | FR-017 | Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants | 3 years | | 3 years | | | Ppr | | 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 §§12946.34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE - HOUSING

| Office of Record OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|-------------------------|--|-------------------------|---|---|--------|--------------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Housing | HOU-001 | Housing Programs: Affordable Housing Projects, Rehabilitation, etc. WITH a Recapture / Resale Restriction Deeds are sent to City Clerk | 5 years | After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer | 5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090 |
| Housing | HOU-002 | Housing Programs: Affordable Housing Projects, Rehabilitation, etc. WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk | Loan Pay-off + 5 years | | Loan Pay-off + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090 |
| Housing | HOU-003 | Loan Applications Rejected (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.) | 6 years | | 6 years | | Mag, Ppr | | | Federal regulations require 6 years for all applications whether approved or denied; GC §34090 |

-324-

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------|---|---|--------------------------------|---|--------|---------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Human Resources | HR-001 | Accident, Injury or Incident reports for EMPLOYEES | (Filed in Workers Comp. File) | | (Filed in Workers Comp. File) | | | | |
| Human Resources | HR-002 | Applications for Employment or Resumes: Unsolicited (no open position) , candidates not hired. (Note: Applications for open positions are kept in the Recruitment file, applications for selected employees are kept in their Personnel file - see other appropriate records descriptions) | When No Longer Required | | When No Longer Required | | Ppr | | Sent back to applicant; No positions open; therefore not deemed part of City recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §34090 |
| Human Resources | HR-003 | Classification / Compensation / Reorganization Studies (for employee classifications and department structures) | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | Mag, Ppr | | 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, 34090 |
| Human Resources | HR-004 | Department of Fair Employment & Housing (DFEH or EEOC) Claims that are resolved administratively | Final Disposition + 2 years | | Final Disposition + 2 years | | Mag, Ppr | | All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090 |
| Lead part. | HR-005 | DMV Pull Notices | <u>Separation + 2 years</u> 2-years | | <u>Separation + 2 years</u> 2-years | | Mag, Ppr | | 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 |

Item No. A.10 -325-

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|---|-----------------------------|--------------------------------|-----------------------------|--------|---------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Human Resources | HR-006 | Drug and Alcohol Testing / D.O.T files | 3 years | 2 years | 5 years | | Ppr | | 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)(v), GC §§12946, 34090, 49 CFR 653.71 et seq. |
| Human Resources | HR-007 | EEO-4 Reports | 3 years | 7 years | 10 years | | Mag, Ppr | | Department Preference; 29 CFR 1602.30, 1602.32 |
| Human Resources | HR-008 | Employee Service Awards | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| Human Resources | HR-009 | Employee Recognition / Performance Awards (e.g. Employee of the Quarter) | 2 years | P | <u>2 years</u> P | | Mag, Ppr | | Department Preference; GC §34090 |
| Human Resources | HR-010 | Grievances (escalated from Departments when not resolved by the department) | Final Disposition + 5 years | | Final Disposition + 5 years | | Mag, Ppr | | City's Preference; Lead Department is OFR for grievances resolved in their department; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|-------------------------------------|-----------------------------------|--------------------------------|-----------------------------------|------------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Human Resources | HR-011 | I-9's | Employee Termination + 3 years | | Employee Termination + 3 years | | Mag, Ppr | S / I | Yes: After 1 year | Non-citizens must re-certify periodically; + Required for RICA recommends 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)(i), GC §§12946, 34090 |
| Finance / Accounting | HR-012 | Insurance Statement Reconciliation | 2 years | | 2 years | | Mag, Ppr | | | Retained through annual audit period; GC §34090 et seq. |
| Human Resources | HR-013 | Job Specifications | When Superseded (minimum 2 years) | | When Superseded (minimum 2 years) | Yes: Before Superseded | Mag, Ppr | | | Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090 |
| Human Resources | HR-014 | LiveScan Fingerprint Clearances | 70 years | | 70 years | | Mag, Ppr | | | Department Preference to protect City in the event of past employee misconduct; DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC § 34090 et seq. |
| City Clerk | HR-015 | Memorandas of Understanding | Indefinite | | Indefinite | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S/I | No | Copies maintained for staff convenience; GC §34090.7 |
| Human Resources | HR-016 | Negotiations: Employee Associations | Superseded + 5 20 years | | Superseded + 5 20 years | | Mag, Mfr, OD, Ppr | S/I | Yes: When Inactive | For use in interpreting intent of MOU provisions; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; statewide guidelines propose permanent; 29 CFR 516.5, GC §§12946, 34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Record Category | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|---|--------------------------------------|--------------------------------|--------------------------------------|-----------------------|-------------------|------------------------------|------------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Human Resources | HR-017 | CAL-OSHA, Inspections & Citations, Log 200, Log 300 and Administration | 5-7 years | | 5-7 years | | | Ppr | | Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §§14300.33, 14300.44; GC §34090 et seq.; LC §6429e |
| Human Resources | HR-018 | Personnel Benefit File (includes COBRA) | Termination of Service + 5 years | | Termination of Service + 5 years | Yes: During Service | Mag, OD, Mfr, Ppr | S / I | Yes: After 1 year | Retained to cover auditing standards; GC §34090 |
| Human Resources | HR-019 | Personnel Files - Medical File (all employees) | Separation + 2 years | 28 years | Separation + 30 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i) ; GC §§12946, 34090 |
| Human Resources | HR-020 | Personnel Files - Regular, Active, Permanent, Non-Regular, Temporary and Part-time Employees | Separation + 3-7 years | 4 years | Separation + 7 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: After Separation | 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 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 60201; 29 USC 1113 |
| Human Resources | HR-021 | Personnel Files - Workers Compensation File (all employees) | Separation + 2 years | 28 years | Separation + 30 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i) ; GC §§12946, 34090 |
| Human Resources | HR-022 | Personnel Rules & Regulations | Superseded + 5 years P | | Superseded + 5 years P | Yes: Until Superseded | Mag, Ppr | | | Copies; GC §34090.7 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|---|--|--------------------------------|--|--------|---------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| (OFR) | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Human Resources | HR-023 | Recruitment File - Applications for persons not selected, Equal Employment Opportunity Data | 3 years | 7-years | 3-10 years | | Mag, Ppr | | Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090 |
| Human Resources C-329- | HR-024 | Recruitment File - Master Test "Close Out" File | 3-50 -years | | 3-50 years | | Mag, Ppr | | Department Preference; Lists are good for one year, and can be extended 1 year; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), GC §§12946, 34090 |
| Human Resources | HR-025 | Recruitment File - Test Answer Sheets submitted by applicants | 1 year | | 1 year | | Mag, Ppr | | EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2); GC §§12946, 34090 |
| Human Resources | HR-026 | Salary Surveys | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | Mag, Ppr | | Consistent with Classification / Compensation / Reorganization Studies; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE - LAND DEVELOPMENT

| Office of record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|--|---|-------------------------|--------------------------------|----------------------|-----------------------|-------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| City Clerk | LD-001 PW-012 | Easements - Real Property | Upon Completion | P | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Infrastructure; statewide guidelines propose 10 years; GC §34090 |
| Land Develop. | LD-002 PW-013 | Encroachment Permits: Permanent (Sidewalk, Driveway Approach, Curb and Gutter, Monitoring Well, Waterway/Creeks, Reclaimed Water, Access, Fence or Wall, Attachments, Utility, Sanitary Sewer, Storm Drain, Water, Swimming, Pool/Spa, etc.) | 2 years | P | P | Yes: Until Revocation | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090 |
| Land Develop. | LD-003 PW-014 | Encroachment Permits: Temporary (Block Parties, Parades, Oversized Load, Debris Box, Awning, Banner, Construction Trailer, Street Cut, Paving, etc.) | Expiration + 4 years | | Expiration + 4 years | Yes: Until Completion | Mag, Ppr | | | Covers statute of limitations for contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090 |
| Land Develop. | LD-004 PW-015 | Fees: Plan Check, Inspection, Permit & Impact Fees | 5 years | | 5 years | | Mag, Ppr | | | Meets auditing standards; GC §34090 |
| Land Develop. | LD-005 PW-016 | Maps, Plans, Plats & Drawings (ALL - Drainage, Grading, Sewer, Subdivision, Survey, Water, etc.) | Completion + 5 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 1 year | 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 |
| Land Develop. | LD-006 PW-017 | Subdivisions | Completion + 2 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference (City Manager is OFR); GC §34090.7 |

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RECORDS RETENTION SCHEDULE: LIBRARY

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|---------------|--|-------------------------|--------------------------------|-------------------------|------------------------|-------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Library -331- | LB-001 | Agreements & Contracts: Miscellaneous Library Purchases (e.g. book purchases, copier service, security guards, collection agency, etc. - Not Infrastructure projects) | Completion + 5 years | | Completion + 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: Completion + 2 years | Exception to City-wide standards because of high volume and errors & omissions statute of limitations are not applicable; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| Library | LB-002 | Facility Rental Applications (Room Reservations, etc. - also see Insurance on City-wide) | 1 year | 3 years | 4 years | Yes: Before Event | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Library | LB-003 | Friends of the Library (all records) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | Non-records; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: LIBRARY

| Item No. A.10 FR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|--------------------------------|-----------------------------|-------------------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Lead Dept. | LB-004 | Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), IMLS (Institute of Museum & Library Services) , and PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Administrative Services | 2 years | Final Expenditure + 5 years | Final Expenditure + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090 |
| Library | LB-005 | Inter-Library Loan Records (not accessible to the public) | 2 years | | 2 years | Yes: Before Event | Mag, Ppr | | | GC §34090 |
| Library | LB-006 | Library Statistical Circulation Report (Annual) | 10 years | | 10 years | | Mag, Ppr | | | Consistent with City-wide Standards; GC §34090 |
| Library | LB-007 | Library Statistical Circulation Report (Monthly) | 2 years | | 2 years | | Mag, Ppr | | | Consistent with City-wide Standards; GC §34090 |
| Library | LB-008 | Patron Registrations / Library Cards | 2 years | 18 years | 20 years | Yes | Mag, Ppr | S / I | Yes: When Inactive | Department Preference; GC §34090 |
| Library | LB-009 | Programs (e.g. Summer Reading) | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Library | LB-010 | Release Forms (Artists / Exhibitor's) | 1 year | 3 years | 4 years | Yes: Before Event | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |

RECORDS RETENTION SCHEDULE: MAINTENANCE & OPERATIONS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---|--|--|--------------------------------|--|-----------------|---------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Maint. & Operations | M&O-001 PW-018 | Daily Journals | <u>2</u> 5 years | | <u>2</u> 5 years | | Mag, Ppr | | Department Preference; GC §34090 |
| Maint. & Operations | M&O-002 PW-019 | Fuel Usage, Storage, Records | 5 years | | 5 years | Yes: Until Paid | Mag, Ppr | | Consistent with Cash receipts (maintained for auditing purposes); GC §34090 |
| Maint. & Operations | M&O-003 PW-020 | Non Hazardous Waste Manifests | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| Maint. & Operations | M&O-004 PW-021 | Scheduled Maintenance (Equipment, Storm Drains, etc.) | 10 years | | 10 years | | Mag Ppr | | Department Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |
| Maint. & Operations | M&O-005 PW-022 | Uniform Hazardous Waste Manifests | P | | P | | Mag, Mfr, OD, | S | Yes: 1 year Department Preference; GC §34090 |
| Maint. & Operations | M&O-006 PW-023 | Vehicle & Equipment Maintenance History | Life of Vehicle or Equipment + 2 years | | Life of Vehicle or Equipment + 2-years | | Mag, Ppr | | Department preference to cover statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; If a motor carrier, required for 18 months after vehicle is sold; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090 |
| Dept. Providing Service / Work | M&O-007 PW-024 | Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy) | 3 years | | 3 years | | Mag Ppr | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |
| Dept. Providing Service / Work | M&O-008 PW-042 | Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) | Indefinite | | Indefinite | - | Mag | | Data is interrelated; GC §34090 |

Item No. A.10 (337)

RECORDS RETENTION SCHEDULE: MEDIA & COMMUNICATIONS

| Category | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---|--|---|--------------------------------|---|------------------------|-------------------|------------------------------|---------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Media & Commun. | M&C-001 GM-012 | Cable TV Bulletin Board (Announcement) Records | When No Longer Required | | When No Longer Required | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | Transitory Records; GC §34090 et seq. |
| Media & Commun. | M&C-002 GM-013 | Cable TV Franchise Agreement Administration | Term of Franchise + 10 years | | Term of Franchise + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | 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 §§336(a), 337 et. seq., GC §34090 |
| Media & Commun. | M&C-003 GM-014 | Cable TV Requests and Complaints | 5 years | | 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion | Department 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 |
| Media & Commun. | M&C-004 GM-015 | General Photographs | 100 days | | 100 days | | Mag, Ppr | | | Transitory or draft records; GC §34090 |
| Media & Commun. | M&C-005 GM-016 | Graphics Projects | 3 years | | 3 years | | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion of Project | Department Preference; GC §34090 |
| Media & Commun. | M&C-006 GM-017 | Historically Significant Photographs | 3 years (provide to Historical Society) | | 3 years (provide to Historical Society) | | Mag, Mfr, OD, Ppr | S/I | Yes: Upon Completion of Project | Department Preference; GC §34090 |
| Media & Commun. | M&C-007 GM-018 | Media Coverage Reports | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | | GC §34090 |
| Media & Commun. | M&C-008 GM-019 | Press Releases | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | | GC §34090 |

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RECORDS RETENTION SCHEDULE: MEDIA & COMMUNICATIONS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|--|---|-------------------------|--------------------------------|-----------------|--------|---------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Media & Commun. | M&C-009 CM-020 | Video Tapes / Audio Recordings of City Council, Redevelopment, Boards and Commissions (All) | 90 days | | 90 days | | | Mag, OD | | Video tapes of meetings are only required for 90 days; GC §34090.7; Administrative Policy #2.31, Moreno Valley Municipal Code §2.60.050 |
| Media & Commun. | M&C-010 CM-024 | Video Tapes / Video Recordings: News , etc. (whether or not they are produced by MVTV-3) | 100 days | | 100 days | | | Mag, OD | | Routine video monitoring tapes are only required for 100 days (Meetings are required for 90 days); GC §§34090.6, 34090.7 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|--------------------------------|---|----------------------------------|--------------------------------|----------------------------------|-----------------|-------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| ADMINISTRATION | | | | | | | | | |
| Parks & Comm. Services. / Admin. | P&CS-001 | Golf Course Daily Logs (Tee times, operations, etc.) | 5 years | | 5 years | Yes: Until Paid | Mag, Ppr | | Retained for auditing purposes; GC §34090 |
| Parks & Comm. Services. / Admin. | P&CS-002 | Strategic Plan / Master Plan for Department Services | When Superseded | P | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year For Historical Purposes -- Transferred from Public Works upon project completion; GC § 34090 |
| 336 - Safety / Risk Management. | P&CS-003 | Accident, incident, injury reports: PUBLIC, CITY VEHICLES, EQUIPMENT | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag, Ppr | | Copies retained for reference; GC §34090.7 |
| Parks & Comm. Services. / Admin. Human Resources | P&CS-048 HR-017 | CAL-OSHA, Inspections & Citations, Log 200, Log 300 and Administration | 5 7 years | | 5 7 years | | Ppr | | Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §§14300.33, 14300.44; GC §34090 et seq.; LC §6429c. |
| Parks & Comm. Services. / Admin. | P&CS-004 | Photographs of historical significance | When Superseded | P | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year Department Preference for Historical Purposes ; GC § 34090 |
| Parks & Comm. Services. / Admin. | P&CS-005 | Brochures | When Superseded | P | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year Department Preference for Historical Purposes ; GC § 34090 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------------|--|--|--------------------------------|--|--------|--------------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| GRANTS | | | | | | | | | |
| Lead Dept. | P&CS-006 | Grants - Childcare (SUCCESSFUL Reports, and Financial Information) | 5 years | | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive Department Preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| <u>Lead Dept.</u> | <u>P&CS-047</u> | <u>Child and Adult Care Food Program - CACFP</u> | <u>3 years</u> | | <u>3 years</u> | - | <u>Mag, Mfr, OD, Ppr</u> | <u>S / I</u> | <u>Yes: When Inactive</u> <u>Department Preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090</u> |
| Lead Dept. | P&CS-007 | Grants - Office of Criminal Justice Planning (SUCCESSFUL Reports, and Financial Information) | Grant Termination + 5 3 years | | Grant Termination + 5 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive Office of Criminal Justice Planning Requirement §8710 |

Item No. A.10

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record (FOR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|-------------------------|--------------------------------|-----------------------|----------------------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| PARKS | | | | | | | | | | |
| Parks & Comm. Services / Parks | P&CS-008 | Landscape Architect / Plans (Blue Line Copies): City or City-maintained Projects | P | | P | | Mag, Mfr, OD, Ppr | S / I | No | Department Preference; GC §34090 |
| Parks & Comm. Services / Parks | P&CS-009 | Park Maintenance Logs: Security, Park Ranger Daily Logs and Statistics, Maintenance Daily Logs Logs: Security, Ranger Program, etc. | 2-3 years | | 2-3 years | | Mag, Ppr | | | Covers statute of limitations; CCP §337 et seq. ; GC §34090 |
| Parks & Comm. Services / Parks | P&CS-010 | Park Ranger Program (Incident Reports, Citations regarding parking, drinking, etc.) | 2-3 years | | 2-3 years | | Mag, Ppr | | | Covers statute of limitations; CCP §337 et seq. ; GC §34090 |
| Parks & Comm. Services / Parks | P&CS-011 | Parks - Historical Files (Grand Opening, Buildings, Major Renovations, etc.) | P | | P | | Mag, Ppr | | | Department Preference; GC §34090 |
| Parks & Comm. Services / Parks | P&CS-012 | Projects - Parks: NON-INFRASTRUCTURE Final Specifications and Plans (Re-Surfacing, Re-Turfing, Maintenance, etc). | Completion + 10 years | | Completion + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Transferred from Public Works upon project completion; Consistent with Agreement / Contract Administration; CCP §§337. 337.1(a), 337.15, GC §34090 |
| Parks & Comm. Services / Parks | P&CS-013 | Projects: Master Plans, Aqueducts, Parks, and Open Space (Includes environmental determinations) | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | For Historical Purposes; Projects are transferred from Public Works upon project completion; GC § 34090 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---------------------|-------------------------|--------------------------------|------------------------|--------|---------------|------------------------------|----------------------|------------------------------------|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Parks & Comm. Services / Parks | P&CS-014 | Statistics | 2 10 years | | 2 10 -years | | | Mag, Ppr | | Department Preference; GC §34090 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|-------------------------|---|----------------------------------|--------------------------------|----------------------------------|--------------|--------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| PARKS MAINTENANCE | | | | | | | | | | |
| Parks & Comm. Services / Parks Maint. | P&CS-016 | Asbestos Removal Projects | Completion | 30 years | Completion + 30 years | | Mag, Mfr, OD, Ppr | S/I | Yes: When Inactive | Claims can be made for 30 years for toxic subst. exposure; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090 |
| Parks & Comm. Services / Parks Maint. | P&CS-017 | Asset History (in Work Order System - includes playground equipment) | 10 years | | 10 years | | Mag | | | Department Preference to cover all statute of limitations; GC §34090, CCP §337 et seq. |
| Parks & Comm. Services / Parks Maint. | P&CS-018 | Backflow Tests (for building fire flow tests) | 2 years | | 2 years | | Mag Ppr | | | GC §34090 |
| Parks & Comm. Services / Parks Maint. | P&CS-019 | Daily Logs (Park Maintenance, Security, Park Ranger, etc.) | 2 years | | 2 years | - | Mag Ppr | | | GC §34090 |
| Parks & Comm. Services / Parks Maint. | P&CS-020 | Daily Vehicle Inspections | 2 years | 3 years | 5 years | | Mag Ppr | S | Yes: After Inactive | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §34090 |
| AS / Risk Manage. | P&CS-021 | Incident File (Citizens and Employees) | Copies - When No Longer Required | | Copies - When No Longer Required | | Mag Ppr | | | Copies; GC §34090.7 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------|---|-------------------------|--------------------------------|-------------------------|--------|-------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Parks & Comm. Services / Parks Maint. | P&CS-022 | Maintenance Reports (by park) | 3 10 years | | 3 10 years | | Ppr, Mag | | Department Preference to cover all statute of limitations; GC §34090, CCP §337 et seq. |
| Parks & Comm. Services / Parks Maint. | P&CS-023 | Pesticide and Herbicide Permits | 2 years | 3 years | 5 years | | Mag, Mfr, OD, Ppr | S/I Yes: When Inactive | Department Preference (County Agriculture Requirement); Registered fumigation / pesticide companies are required to retain logs and other records for 3 years; GC §34090, 16 CCR 1970 |
| Parks & Comm. Services / Parks Maint. | P&CS-024 | Vehicle Forms - Daily Use | When No Longer Required | | When No Longer Required | | Mag, Ppr | | Transitory Records; GC §34090 et seq. |
| Dept. Providing Service / Work | P&CS-025 | Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy) | 3 years | | 3 years | | Mag Ppr | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record (MFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---------------|---|-------------------------|--------------------------------|-------------------------|-----------------------|-------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| RECREATION | | | | | | | | | | |
| Parks & Comm. Services. / Recreation | P&CS-026 | Agreements for Contractors: Class Instructors etc. | Completion + 2 years | 3 years | Completion + 5 years | Yes: Until Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. |
| Parks & Comm. Services. / Recreation | P&CS-027 | Alcohol Use Permits | 1 year | 3 years | 4 years | Yes: During Event | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-028 | Birth Certificates | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | Non-records retained for reference; GC §34090 et seq. |
| Parks & Comm. Services. / Recreation | P&CS-029 | Class Registration Forms - City Sponsored Activities (includes sports programs) | 1 year | 3 years | 4 years | | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-030 | Field Permit Contracts, Facility Renewal Requests and Use Permits (Banners, Schools, Room Reservations, Club House Rentals, Park Use and Rentals, etc.) | 1 year | 3 years | 4 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|---------------|--|-------------------------|--------------------------------|-----------------------|--------------------------------|-------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Parks & Comm. Services. / Recreation | P&CS-031 | Liability Waiver for Recreation Activities & Classes | 1 year | 3 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-032 | Programs (Childcare, Dancing, etc.) | 1 year | 3 years | 4 years | | Mag, Ppr | | Department Preference to be consistent with registration, permits, etc.; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-033 | Recreation Class Database | 1 year | 3 years | 4 years | | Mag, Ppr | | Department Preference to be consistent with registration, permits, etc.; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-034 | Rental Contracts / Room Rentals | 1 year | 3 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Recreation | P&CS-035 | Special Events - City Sponsored or Co-Sponsored | 4 years | | 4 years | Yes: Before Event | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| AS / Volunteer | P&CS-036 | Volunteer Emergency Contact Forms | Inactive / Separation | | Inactive / Separation | Yes: While volunteer is active | Mag, Ppr | | GC §34090 |
| Parks & Comm. Services. / Recreation | P&CS-037 | Youth Services Committee | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive Department Preference; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record (MFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | | |
|---|---------------|---|-------------------------|--------------------------------|----------------------|-----------------------|-------------------|------------------------------|----------------------|---|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| SENIOR COMMUNITY CENTER | | | | | | | | | | | |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-038 | Agreements for Contractors: Class Instructors etc. | Completion + 2 years | 3 years | Completion + 5 years | Yes: Until Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. | |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-039 | Alcohol Use Permits | 2 years | 2 years | | 4 years | Yes: During Event | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-040 | Class Registration Forms - City Sponsored Activities (includes sports programs) | 2 years | 2 years | | 4 years | | Mag, Ppr | | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-041 | Facility Renewal Requests and Use Permits (Senior Banquet Halls, Room Reservations, Club House Rentals, etc.) | 2 years | 2 years | | 4 years | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|--------------------------------|-----------------------|--------------------------------|---------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-042 | Liability Waivers for Field Trips, etc. | 2 years | 2 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-043 | Rental Contracts / Room Rentals | 2 years | 2 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| AS / Volunteer | P&CS-044 | Seniors' Emergency Contact Forms | Inactive / Separation | | Inactive / Separation | Yes: While volunteer is active | Mag, Ppr | | GC §34090 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-045 | Senior Food Sharing Project Registrations (Confidential) | 4 years | | 4 years | | Mag, Ppr | | City administers program for the County; meets Uniform Grant Requirements; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Parks & Comm. Services. / Senior Commun. Center | P&CS-046 | Sign-ups for Activities | 2 years | 2 years | 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |

Item No. A.10-345

RECORDS RETENTION SCHEDULE - PLANNING

| Office of Record OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|--|--|-------------------------|--------------------------------|-------------------------|-----------------------------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Planning | PL-001 GD-018 | Alcoholic Beverage License Application Copies or Notices | When No Longer Required | | When No Longer Required | | Ppr | | | Non-records |
| Planning | PL-002 GD-019 | Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries | When No Longer Required | | When No Longer Required | | Ppr | | | Non-records |
| Planning | PL-003 GD-020 | Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Kept in project files; Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090 |
| City Clerk | PL-004 GD-024 | General Plan, General Plan Elements, Amendments Approved by the City Council | P | | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After Amended | Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090 |
| Lead Dept. | PL-005 GD-022 | Historical Landmarks (Properties on Local, State, or National Registers) | P | | P | | Mag, Mfr, OD, Ppr | S | Yes: 1 year | GC §34090 |
| City Clerk | PL-006 GD-023 | Planning Commission (MINUTES) | P | | P | Yes: Depending Upon Subject | Mag, Mfr, OD, Ppr | S | Yes: After 2 years | City Clerk is OFR in Municipal Code; GC §34090 |
| Planning | PL-007 GD-024 | Planning Commission (RESOLUTIONS) | P | | P | Yes: Depending Upon Subject | Mag, Mfr, OD, Ppr | S | Yes: After 2 years | GC §34090 |

RECORDS RETENTION SCHEDULE - PLANNING

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|---|--|-------------------------|--------------------------------|-----------------|----------------------|-------------------|------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Planning -347- | PL-008 GD-025 | Project Files (Includes Associated Plans, Environmental Determinations & Maps): Plot Plan, Variance, Change of Zone, Conditional Use Permit (CUP), Development Agreement, Specific Plan, Parcel Map, Tract Maps, etc. | Completion | P | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | Projects have a 3 year approval timeframe (applicant must pull permit within 3 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the approval period has expired. Some permits must obtain Council approval, and therefore the City Clerk becomes office of record for material presented to Council; Department maintains complete files for administrative purposes; GCSS34090, 34090.7 |
| Planning | PL-009 GD-026 | Project Files: Denied, Not Approved, etc. | 2 3 years | | 2 3 years | | Mag, Ppr | | | Department Preference; GCSS34090, 34090.7 |
| Planning | PL-010 GD-027 | Project Files: Inactive, Withdrawn, Expired, etc. | 2 3 years | | 2 3 years | | Mag, Ppr | | | Department Preference; Projects have a 3 year approval timeframe (applicant must pull permit within 3 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the approval period has expired; GCSS34090, 34090.7 |

Item No. A.10

RECORDS RETENTION SCHEDULE - PLANNING

| Office of Record (OFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|------------------|---|--|--------------------------------|--|-----------------------|-------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Planning | PL-011 GD-028 | Sign Applications | P | | P | Yes: Until Removed | Mag, Mfr, OD, Ppr | S | Yes: When Inactive Department Preference because permits are stored in Permits Plus; Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Planning | PL-012 GD-029 | Temporary Use Permits (Temporary Signs, Carnivals, Tent Sales, Pumpkin, Tree lots, etc.), Banner Permits, Home Occupation Permits | Expiration + 2 4 years | | Expiration + 2 4 years | | Mag, Ppr | | Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343 |
| Planning | PL-013 GD-030 | Zone Maps (History) | When No Longer Required - Minimum 2 years | | When No Longer Required - Minimum 2 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S | Yes: After Superseded Department Preference; City Clerk Maintains documents that are presented to Council; GC §34090 |

RECORDS RETENTION SCHEDULE: POLICE

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|--|-------------------------|--|-----------------------|--------|-------------------|----------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the County's Records 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Police | PL-001 | Anti-Graffiti Program (AGP) Files | 7 10 years | | 7 10 years | | Mag, Mfr, OD, Ppr | M / S / I | No | Department Preference for civil litigation; CCP §337 et seq., GC §34090 |
| Police | PL-002 | Bingo Licensing Files | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Police | PL-003 | False Alarms, Notice of Appeals | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Police | PL-004 | PAL Records and Field Trips (Grant funded Middle school program) | 7 2 years | After-Funding-Agency-Audit, if Required— Minimum 5 years | 7 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | Department preference: Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Police | PL-005 | Parking Complaint Log | 5 3 years | | 5 3 years | | Mag Ppr | | | Department preference: Consistent with Citywide standards; 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 |
| Police | PL-006 | Pawn Licensing Files | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: POLICE

| Type of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|---------------|---|---|--------------------------------|---|--------|-------------------|----------------------|---|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide Standards or the County's Records 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Police | PL-007 | POP Case Files / Binders (Problem Oriented Policing) | 5 3 years | | 5 3 -years | | Mag Ppr | | Department preference: Consistent with Citywide standards; 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 | |
| Police | PL-008 | Regulatory Data Files - Owners / Establishments: Adult Entertainment, Massage Parlors, etc. | Termination of Business + 3 -2 years | | Termination of Business + 3 -2 years | | Mag, Mfr, OD, Ppr | M / S / I | No | Department preference: GC §34090 |
| Police | PL-009 | Regulatory Data Files - Technicians / Individual Operators - Background Checks and testing: Adult Entertainment, Massage Technicians, etc. | Expiration of License - minimum 3 2 years | | Expiration of License - minimum 3 2 years | | Mag, Ppr | | | Department preference: GC §34090 |
| Police | PL-010 | Rotational Tow List (approved companies to provide towing services) | When No Longer Required - minimum 2 years | | When No Longer Required - minimum 2 years | | Mag, Ppr | | | GC §34090 |
| Police | PL-011 | Traffic Complaint Program Log | 3 years | | 3 years | | Mag Ppr | | | Consistent with Citywide standards; 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 |
| Police | PL-012 | Youth Court (Diversion) Files | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|-------------------------------|---|---------------------------|--------------------------------|---------------------------|----------------------|---------------------|----------------------|--|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| ADMINISTRATION | | | | | | | | | | |
| Public Works / Admin. | PW-001 | Annual Report of Solid Waste Diversions | 3 years | 7 years | 10 years | | Mag, Ppr | | Consistent with other studies / reports (no specific retention requirement); GC §34090 | |
| Public Works / Admin. Human sources | PW-043 HR-017 | CAL-OSHA , Inspections & Citations, Log 200, Log 300 and Administration | 5 7 years | | 5 7 years | | Ppr | | Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §§14300.33, 14300.44; GC §34090 et seq.; LC §6429c | |
| CAPITAL PROJECTS | | | | | | | | | | |
| City Clerk | PW-002 | Abandonments and Vacations | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; GC §34090.7 |
| City Clerk | PW-003 | Annexations | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; GC §34090.7 |
| City Clerk | PW-004 | Easements - Roads | Upon Completion | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Infrastructure; statewide guidelines propose 10 years; GC §34090 |
| County | PW-005 | Flood Control Files (e.g. area drainage facilities) | When No Longer Required | | When No Longer Required | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: 1 year | County maintains originals (non-records); GC §34090 et seq. |

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Item No. A.10

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record (CFR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|------------------------|--|--|---|---|-----------|-----------------------------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Public Works / Capital Projects | PW-006 | Disaster Recovery Files (e.g. cost recovery and damage information) | 2 years | After Funding Agency Audit, if Required - Minimum 5 years | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: When Inactive | For FEMA funding; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090 |
| Public Works and Plann. / Capital Projects | PW-007 | Maps, Plans & Drawings - Final Original Infrastructure, Building and Park Improvement Plans (ALL - Drainage, Grading, Sewer, Subdivision, Survey, Water, etc.) | Completion + 5 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | | With the exception of the original copy, all drafts and duplicates should be destroyed; 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 / Capital Projects | PW-044 | Preliminary Drawings | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | | | Department Preference; GC §34090 |
| Public Works / Capital Projects | PW-008 | Preliminary Studies / Project Assessments (Not Acquired) | 3 years No Activity + 10 years | 5 years P | 8 years P | | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Department Preference; GC §34090 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference |
|---|--|---|--|--------------------------------|--|---|-------------------|------------------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | |
| (OFR) | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Public Works / Capital projects -353- | PW-009A | <p>Projects: INFRASTRUCTURE, Permanent File</p> <p>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> <p>Final Specifications, Plans, Project File, and Environmental Determinations (Buildings, Improvement Plans, Major Park Improvements, Right of Way, Sewers, Street Widening, etc.)</p> | Completion + 3 years | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | <p>Yes: After Inactive</p> <p>Department preference: retained for disaster preparedness purposes; Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; CCP §§337. 337.1(a), 337.15, GC §34090</p> |
| | Public Works / Capital projects Item No. A.10 | PW-009B | <p>Projects: INFRASTRUCTURE Administration File</p> <p>Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, etc.</p> | Upon Completion | 10 years or After Funding Agency Audit, if required, whichever is longer | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes (all) | Mag, Mfr, OD, Ppr | S |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record (JFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|--------------------------------|-----------------|----------------------|-------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Public Works / Capital Projects | PW-009C | Projects: INFRASTRUCTURE : Unsuccessful Proposals | 2 years | | 2 years | | Mag, Ppr | | GC §34090 |
| Public Works / Capital Projects | PW-010 | Real Estate Appraisal Reports: Property NOT purchased | 2 years | | 2 years | | Mag, Ppr | | Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h) |
| -354- Public Works / Capital Projects | PW-011 | Real Estate Appraisal Reports: Purchased Property | 2 years | 3 years | 5 years | Yes: Before Purchase | Mag, Mfr, OD, Ppr | S | Yes: After Inactive Not accessible to the public until purchase has been completed; Auditing standards are 7 years after audit; time is sufficient to establish tax increment; Statewide Guidelines show 2 years; USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §§34090, 6254(h) |
| TRANSPORTATION | | | | | | | | | |
| Public Works / Transport. | PW-034 | Crossing Guards | 3 years | | 3 years | | Mag, Ppr | | Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---------------|--|-------------------------|--------------------------------|-----------------|--------|---------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Public Works / Transport. | PW-035 | School Information (Traffic Safety Issues, etc.) | 10 years | | 10 years | | Mag, Ppr | | Department Preference; GC §34090 |
| Public Works / Transport. | PW-036 | Speed Surveys | 10 years | | 10 years | | Mag, Ppr | | Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090 Covers all Statute of Limitations; Department Preference; (required to revalidate every 5 years); GC §34090, CCP §337 et seq. |
| Public Works / Transport. | PW-037 | Traffic Calming / Control Requests (Stop signs, red curbs, etc.) | 5 years | | 5 years | | Mag, Ppr | | Department Preference; GC §34090 |
| Public Works / Transport. | PW-038 | Traffic Counts, Summaries, Reports | 10 years | | 10 years | | Mag, Ppr | | Department Preference; GC §34090 |
| Public Works / Transport. | PW-039 | Traffic Signals and Signs (locations, placement) | P | | P | | Mag, Ppr | | Department Preference; GC §34090, CCP §337 et seq. |
| Public Works / Transport. | PW-040 | Traffic Signals: Maintenance & Timing | 10 years | | 10 years | | Mag, Ppr | | Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq. |
| Public Works / Transport. | PW-041 | TSAC Investigations / Reports | 5 years | | 5 years | | Mag, Ppr | | Department Preference; GC §34090 |

Item No. A.10 -355-

RECORDS RETENTION SCHEDULE: PURCHASING

| Category | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | | |
|---|--|---|------------------------------------|--------------------------------|------------------------------------|------------------------|-------------------|----------------------|------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Purchasing | PUR-001 FN-054 | Bid Files (May include Purchase Orders and RFQs) | Completion + 2 years | 8 years | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S | Yes: After Inactive | Consistent with City-wide guidelines; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| Purchasing | PUR-001 FN-054 | Bidder / Vendor List (Companies that want to receive RFPs / RFQs) | Superseded | | Superseded | | Mag, Ppr | | | Transitory Record used to mail out requests; GC §34090 et seq. |
| Purchasing | PUR-001 FN-054 | Central Stores Requisitions | 2 years | | 2 years | | Mag, Ppr | | | GC §34090 |
| Purchasing | PUR-001 FN-054 | Credit Cards, Procurement Cards, Membership Cards | Authorization Expiration + 5 years | | Authorization Expiration + 5 years | | Mag, Ppr | | | Consistent with Accounts Payable; Statute of Limitations is 4 years; GC §34090, CCP §337 |
| Purchasing | PUR-001 FN-054 | MSDS Masters (Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 2 years | 28 years | 30 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive | MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic subst. exposure; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B). GC §34090 |
| Purchasing | PUR-001 FN-054 | Purchase Orders | 2 years | 3 years | 5 years | Yes: Until Paid | Mag, Ppr | | | Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; GC §34090, CCP §337 |

RECORDS RETENTION SCHEDULE: PURCHASING

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|--|--|-------------------------------|--------------------------------|-------------------------------|--------|---------------|------------------------------|------------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| (OFR) | | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| Purchasing | PUR-001 FN-051 | Vehicle and Equipment Leases (when the vehicle or equipment is not subsequently purchased) | Expiration of Lease + 2 years | 3 years | Expiration of Lease + 5 years | | | Mag, Mfr, OD, Ppr | S / I | Yes: After 1 year | Consistent with agreements and contracts; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15; GC §34090 et seq. |

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Item No. A.10

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

| File of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|--|--|--|--------------------------------|--|--------|-------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Risk Manage. | RM-001 AS-027 | Accident / Incident / Injury Reports: PUBLIC ADULTS (medical and non-medical.) | 3 years | | 3 years | | Mag, Ppr | | Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090 |
| Risk Manage. | RM-002 AS-028 | Accident / Incident / Injury Reports: PUBLIC JUVENILES (medical and non-medical.) | Age 18 or 3 years, whichever is longer | | Age 18 or 3 years, whichever is longer | | Mag, Ppr | | Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090 |
| Risk Manage. | RM-003 AS-029 | Accident / Incident Reports: CITY VEHICLES with no injuries | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6 |
| Risk Manage. | RM-004 AS-030 | CAL-OSHA , Inspections & Citations, Log 200 and 300 | 7 years | | 7 years | | Ppr | | Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years;- 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c |

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference | |
|---|---------------|--|--|--------------------------------------|-----------------|--|------------------------|------------------------------|------------------------------------|----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | | |
| -359- | Risk Manage. | RM-005 AS-034 | Claims - Adults | Settlement | 5 years | Settle + 5 years | Yes: Until Settlement | Mag, Mfr, OD, Ppr | S | Yes: After Settled | If litigation is filed, the claim is sent to the City Attorney's office after settlement; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5 |
| | Risk Manage. | RM-006 AS-032 | Claims - Juveniles | Age of Majority (minimum Settlement) | 5 years | Age of Majority (minimum Settle + 5 years) | Yes: Until Settlement | Mag, Mfr, OD, Ppr | S | Yes: After Settled | If litigation is filed, the claim is sent to the City Attorney's office after settlement; Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5 |
| | Risk Manage. | RM-007 AS-033 | Employee Fidelity Bonds | Expiration + 10 years | | Expiration + 10 years | | | Mag, Mfr, OD, Ppr | S | Yes: When Inactive |
| Item No. A.10 | Risk Manage. | RM-008 AS-034 | Insurance Certificates (for Agreements, Contracts, Facility Rentals, Special Events , etc.) | 2 years | 9 years | 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | Mfr | Yes: After Inactive | Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090 |

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

| Office of Record (FR) | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|--|--|-------------------------|--------------------------------|-----------------------|------------------------|-------------------|------------------------------|-----------------------|--|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Risk Manage. | RM-009 AS-035 | Insurance Certificates that cannot be matched to an agreement , etc. | 2 years | 9 years | 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | Mfr | Yes: After Inactive | If departments cannot determine the Lead Department, they send to Risk Management. Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090 |
| Risk Manage. | RM-010 AS-036 | Insurance Policies & Certificates (City-owned): Liability (General & Public), Workers Compensation | P | | P | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S | Yes: After Expiration | For protection from litigation; GC §34090 |
| Risk Manage. | RM-011 AS-037 | Insurance Policies & Certificates: City-owned - property insurance (NOT liability insurance - boiler maintenance, etc.) | Expiration + 10 years | | Expiration + 10 years | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S | Yes: After Expiration | Consistent with Agreement retention; GC §34090 |
| Risk Manage. | RM-012 AS-038 | Insurance Policies Issued to Organizations conducting activities on City Property (e.g. special events) | 2 years | 9 years | 11 years | | Mag, Ppr | | | Statute of Limitations is 4 years - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090 |

RECORDS RETENTION SCHEDULE: SPECIAL DISTRICTS

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | | Comments / Reference |
|---|--|---|--|--|--|----------------------|-------------------|------------------------------|------------------------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Special Districts | SD-001 PW-025 | Assessment District / Community Facilities District Projects / Landscape / Street Lighting Districts (Mylars, As-Builts, Final Maps) | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7 |
| Special Districts | SD-002 PW-026 | Assessment District / Community Facilities District Projects / Landscape / Street Lighting Districts (Project Files) | Termination of District + 10 years | | Termination of District + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Consistent with City-wide standards; CCP §§337. 337.1(a), 337.15, 343; GC §34090.7 |
| Special Districts | SD-003 PW-027 | Assessment District Maps (mylars) | P | | P | Yes: Until Completed | Mag, Mfr, OD, | S | Yes: 1 year | Department Preference; GC §34090 |
| Special Districts | SD-004 PW-028 | Assessor Parcel Maps and Information | P | | P | | Mag, Mfr, OD, Ppr | | | Department Preference (the County is the OFR - non-record used administratively); GC §34090 |
| Special Districts | SD-005 PW-029 | Bonds Transcripts (issuing documents retained by City Clerk) | Cancellat., Redemption, or Maturity + 30 years | | Cancellat., Redemption or Maturity + 30 years | Yes: Until Maturity | Ppr | | | Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. |
| Special Districts | SD-006 PW-030 | Daily Journals | 2 years | When No Longer Required - minimum 2 years | When No Longer Required - minimum 2 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: 1 year | Department Preference; GC §34090 |

Item No. A.10

RECORDS RETENTION SCHEDULE: SPECIAL DISTRICTS

| Office of Record (JFR) | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|---|---|------------------------------------|--------------------------------|------------------------------------|----------------------|-------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Special Districts | SD-007 PW-034 | Fixed Charge Levies (Inserts, Rejects, Paid and Unpaid Reports) | P | | P | | Mag, Mfr, OD, S | Yes: 1 year | Department Preference; GC §34090 |
| Special Districts | SD-008 PW-032 | Landscape Plans & Projects | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | Yes: 1 year | Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7 |
| Special Districts | SD-009 PW-033 | Liens / Levies: Assessment Districts (filed with County) | Termination of District + 10 years | | Termination of District + 10 years | | Mag, Ppr | | Meets auditing standards; GC §34090 |

RECORDS RETENTION SCHEDULE: TECHNOLOGY SERVICES

| Office of Record | Retention No. | Records Description | Retention / Disposition | | | | | | Comments / Reference | |
|---|--|---|--|---|---------------------------------|--------|---------------|------------------------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | | Destroy Paper after Imaged & QC'd? |
| (OFR) | | | | | | | | | | |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | | |
| Technology Services | TS-001 AS-039 | Asset Management Database | Disposal of Equipment + 4 years | | Disposal of Equipment + 4 years | | | Mag, Mfr, OD, Ppr | I | Meets Auditing Requirements; GC §34090 |
| Technology Services | TS-002 AS-040 | Backup Tapes - DAILY - Network, All Files on Shared Drives | When No Longer Required 7 days | | 7 days | Yes | Mag. | | | Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq. |
| -363- Technology Services | TS-003 AS-041 | Backup Tapes - WEEKLY (FULL) - Network, All Files on Shared Drives | | When No Longer Required 30 days | 30 days | Yes | Mag. | | | Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq. |
| Technology Services | TS-004 AS-042 | Backup Tapes - MONTHLY (FULL) - Network, All Files on Shared Drives | | When No Longer Required 12 months | 12 months | Yes | Mag. | | | Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq. |
| Item No. A.10 Technology Services | TS-005 AS-043 | Backup Tapes - YEARLY (FULL) - Network, All Files on Shared Drives | | When No Longer Required 1 year | 1 year | Yes | Mag. | | | Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq. |

RECORDS RETENTION SCHEDULE: TECHNOLOGY SERVICES

| Type of Record | Retention No. | Records Description | Retention / Disposition | | | | | Comments / Reference | |
|---|--|--|--|--------------------------------|--|----------------|-----------------|----------------------|---|
| | | | Active (in office) | Inactive (Off-site, OD or Mfr) | Total Retention | Vital? | Media Options | | Image: I=Import M=Mfr S=Scan |
| <i>If the record is not listed here, refer to the Retention for Citywide 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>Litigation, complaints, claims, audits, public records act requests and/or investigations suspend normal retention periods (retention resumes after settlement).</i> | | | | | | | | | |
| Technology Services | AS-044 | Computer Training Classes | 3-years | | 3-years | Yes | Mag- | | Department Preference; GC-§34090 |
| Technology Services | TS-006 AS-045 | E-mail database | When No Longer Required 14 days | | When No Longer Required 14 days | Yes | Mag. | | Department Preference (transitory records); GC §34090 et seq. |
| Technology Services | TS-007 AS-046 | Employee Policy and Use Acknowledgements: Technology Use, Policies, etc. | Separation + 4 years | | Separation + 4 years | Yes | Mag. | | Statute of Limitations for public official misconduct is discovery of offense + 4 years ; GC §§12946, 34090; PC §§801.5, 803(c) |
| -364- Technology Services | TS-008 AS-047 | Software License Agreements | Termination of Use + 5 years | | Termination of Use + 5 years | | Mag, Ppr | | Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; Errors and Omissions does not apply; CCP §§337.337.1(a), 337.15, 343; GC §34090 |



| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Joel Ontiveros, Chief of Police

AGENDA DATE: October 22, 2013

TITLE: SHERIFF'S DEPARTMENT APPLICATION AND ADMINISTRATION OF THE CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) – STEP GRANT & SOBRIETY CHECKPOINT GRANT

RECOMMENDED ACTION

Recommendations:

1. Authorize the Riverside County Sheriff's Department to complete the grant application and accept (if granted) the California Office of Traffic Safety (OTS) STEP Grant in the amount of approximately \$125,000 for the period beginning October 1, 2013 and ending September 30, 2014, on behalf of the Moreno Valley Police Department.
2. Authorize the Riverside County Sheriff's Department to complete the grant application and accept (if granted) the California Office of Traffic Safety (OTS) - Sobriety Checkpoint Grant in the amount of approximately \$156,410 for the period beginning October 1, 2013 and ending September 30, 2014, on behalf of the Moreno Valley Police Department.

SUMMARY

This report recommends that the City Council authorize the Riverside County Sheriff's Department to complete the grant application and authorize acceptance (if granted) of the California Office of Traffic Safety (OTS) STEP Grant in the amount of approximately \$125,000 and the Sobriety Checkpoint Grant in the amount of approximately \$156,410 for the period beginning October 1, 2013 and ending September 30, 2014, on behalf of the Moreno Valley Police Department.

DISCUSSION

In December of 2012, and in January of 2013, the Public Safety Sub-Committee and the City Council, respectively granted the Moreno Valley Police Department permission to apply for and accept an OTS Selective Traffic Enforcement Program (STEP) Grant and Sobriety Checkpoint Grant. Subsequently, the Moreno Valley Police Department applied for and was tentatively awarded the fiscal year 2013/2014 OTS STEP and Sobriety Checkpoint Grants.

In August of this fiscal year, the Sheriff's Department learned through the OTS that the National Highway Traffic Safety Administration (NHTSA) changed how OTS grant funds can be awarded. NHTSA'S General Counsel determined that it is not permissible for OTS to provide grant funding through NHTSA to a City that does not have a municipal police department. For several years, our City has applied for and received grant funds from OTS that were generated through NHTSA for programs related to traffic enforcement and safety. Through this grant funding, we have conducted successful traffic safety campaigns that were directly related to keeping the public safer on our streets.

If the OTS STEP grant is awarded to the Riverside County Sheriff's Department, the grant goals and objectives will not change. The funds will still be used to fund approximately 15 DUI saturation patrols; 2 highly publicized Motorcycle Safety enforcement operations to reduce motorcycle collisions; 3 DUI warrant sweep operations; 3 known DUI offender stakeout operations; 37 distracted driving and 37 PCF violation enforcement operations.

The OTS STEP grant funds will also be used to pay for training and travel for two training courses. Specifically, we will send two officers to a five day "Cavanaugh and Associates" DUI Seminar class; which has proven to be a great resource in building the skills necessary to handle DUI cases. Additionally, we will send six officers to the Vehicular Homicide Seminar. The course will strengthen MVPD officer knowledge and skill in the investigation and prosecution of vehicular homicide. Subjects will include California substantive law, collision investigation and reconstruction, post-collision determination of speed, how kinematics can assist in driver identification, understanding expert testimony, and basic toxicology.

Additionally, we will use the OTS STEP grant funding for Motivational Media Assemblies (MMA), an international leader in all-school "assembly" events. The media assembly features clips from today's most popular movies, music videos and sports footage. Themes include traffic safety, DUI driving, distracted driving, decision-making, conflict resolution, drug prevention and personal excellence. The past assemblies have received positive student responses and we would like to show this assembly to our local high school students.

Many of our Traffic Officers are tasked with teaching the public, both students and citizens, on the dangers of drunk/drugged driving, so the OTS STEP grant funds will

also be used to purchase DVDs/books that provide real stories and scenarios on the dangers of drunk/drugged driving and the aftermath.

If the Sobriety Checkpoint grant is awarded to the Riverside County Sheriff's Department, the grant goals and objectives also will not change. The funds will be used to fund approximately 18 DUI/ Driver's License Checkpoints. Funds will also be used to purchase required DUI Sobriety Checkpoint related equipment such as: reflective cones, reflective safety vests and hand tally counters.

MVPD personnel will continue to keep records in support of invoicing, grant accounts, claim forms, quarterly reports; however, all the actual grant reporting will be handled by the Sheriff's Department.

ALTERNATIVES

The Council has the following alternatives:

- 1) Authorize the Riverside County Sheriff's Department to apply and accept (if awarded) the OTS Grant titled STEP Grant for approximately \$125,000, and the Sobriety Checkpoint Grant for approximately \$156,410. Authorization will provide funding for a variety of traffic safety enforcement programs, funding for extensive traffic safety training, as well as motivational assemblies to improve traffic safety awareness for our City youth. **Staff recommends this alternative.**
- 2) Do not authorize the Riverside County Sheriff's Department to apply for the OTS Grant titled STEP Grant and Sobriety Checkpoint Grant. Because the enhanced police service cannot be delivered without the grant funding, **staff does not recommend this alternative.**

FISCAL IMPACT

The City will not be impacted financially by this grant. All administration of grant funding will be managed by the Riverside County Sheriff's Department.

CITY COUNCIL GOALS

To provide a safe and secure environment for people and property in the community, and provide protection for citizens who live, work and visit the City of Moreno Valley.

Prepared By:
Launa Jimenez
Management Analyst

Department Head Approval:
Joel Ontiveros
Chief of Police

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**MINUTES - REGULAR MEETING OF OCTOBER 8, 2013
(Report of: City Clerk Department)**

Recommendation: Approve as submitted.

SEE AGENDA ITEM A.2

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**MINUTES - SPECIAL MEETING OF OCTOBER 10, 2013
(Report of: City Clerk's Department)**

Recommendation: Approve as submitted.

SEE AGENDA ITEM A.3

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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council, acting in their respective capacity as President and Members of the Board of Directors of the Moreno Valley Community Services District

FROM: Michael McCarty, Director of Parks and Community Services

AGENDA DATE: October 22, 2013

TITLE: RECOMMENDATION TO APPROVE INDEPENDENT CONTRACTOR AGREEMENT FOR MAINTENANCE OF FACILITIES AND AQUEDUCT LANDSCAPING TO MARIPOSA LANDSCAPES, INC.

RECOMMENDED ACTION

Recommendations:

1. Approve the Independent Contractor Agreement for Maintenance of Facilities and Aqueduct Landscaping to Mariposa Landscapes, Inc., Irwindale, CA, in the total amount of \$149,065.00 per fiscal year (\$83,340.00 for CSD Zone A and CFD#1 Easements and Aqueducts) and (\$65,725.00 for Animal Shelter, ASES Administration Building, City Yard, Conference and Recreation Center, Electrical Substation, Library, Public Safety Building, Senior Center and Utility Facilities landscape).
2. Authorize the Mayor to execute the Independent Contractor Agreement with the above-mentioned contractor.
3. Authorize the Chief Financial Officer to issue a purchase order upon execution of the Independent Contractor Agreement to the above-mentioned contractor not to exceed \$149,065.00 per fiscal year. Funds are available in CSD Zone A account 5011.50.57.35211.620910; CFD#1 account 5113.50.57.35216.620910; Animal Shelter account 1010.30.38.25310.620910; ASES account 5011.50.57.35211.620910; City Yard account 5011.50.57.35211.620910; Conference and Recreation Center account 5011.50.58.35313.620910;

Electrical Substation account 6010.70.80.45510.620910; Library account 5010.18.56.18510.620910; Public Safety Building account 1010.60.65.40010.620910; Senior Center account 5011.50.58.35310.620910; and Utility Station account 6010.70.80.45510.620910.

4. Authorize the City Manager to execute subsequent Extensions or Amendments to the Agreement, within Council approved annual budgeted amounts, including the authority to authorize the associated purchase order in accordance with the terms of the Agreement, subject to the approval of the City Attorney.

SUMMARY

On July 1, 2013, the Parks Maintenance Division of the Parks and Community Services Department received proposals submitted by five landscape contracting firms in response to its Request for Proposal for Maintenance of Facilities and Aqueduct Landscaping. This report recommends award of a contract to provide landscape maintenance services.

DISCUSSION

A Request for Proposal advertisement was placed in the Press Enterprise on June 15, 2013. In addition, the Request for Proposal was posted on the City's website.

Representatives from ten landscape maintenance firms attended the mandatory pre bid meeting on June 20, 2013. At this meeting, staff explained in detail information requested in the Request for Proposal, and provided information on the proposal submittal and selection process. After the meeting a walkthrough of all the facilities listed on the Request for Proposal was offered to all interested firms.

Sealed proposals were received until the due date of July 1, 2013 at which time all received proposals were recorded by the City Clerk. Five sealed proposals were received and the results are as follow:

| | |
|---------------------------------|--------------|
| 1. Bemus Landscape, Inc. | \$167,115.48 |
| 2. Tropical Plaza Nursery, Inc. | \$172,760.40 |
| 3. Mariposa Landscapes, Inc. | \$150,716.00 |
| 4. Excel Landscape | \$215,880.00 |
| 5. SoCal Land Maintenance | \$142,845.41 |

In order to determine the best overall value to the City, all proposals were evaluated by the City's selection panel. The panel consisted of three City staff members two from the Parks and Community Service Department and one from Special Districts Division. The results of the selection panel ranked Mariposa Landscapes, Inc. as the best vendor that best meets the City's specifications and needs, and represents the best overall value for the City. With that, Mariposa Landscapes, Inc. was presented with a negotiation letter for a best and final offer for the Request for Proposal and presented a final proposal of \$149,065.00 per fiscal year. Therefore, based on Mariposa Landscapes, Inc. proposal

providing the best overall value, staff recommends the Board of Directors of the Moreno Valley Community Services District award the contract to Mariposa Landscapes, Inc., effective November 1, 2013.

The initial starting date is July 1, 2013, or thereafter, with an end date of June 30, 2014. The contract may be extended annually on July 1 for four (4) consecutive years with written agreement from both parties.

| Maintenance of Facilities and Aqueduct Landscaping | | | | | | |
|--|-------------------------------------|----------------------------------|-----------------------------------|----------------------------------|-------------------------------------|---------------------|
| | FY 2013/14 Original Agreement | FY 2014/15 First Extension | FY 2015/16 Second Extension | FY 2016/17 Third Extension | FY 2017/2018 Fourth Extension | Cumulative Total |
| Base | \$149,065.00 | \$149,065.00 | \$149,065.00 | \$149,065.00 | \$149,065.00 | \$745,325.00 |
| Additional Work | - | - | - | - | - | - |
| Total | \$149,065.00 | \$149,065.00 | \$149,065.00 | \$149,065.00 | \$149,065.00 | \$745,325.00 |

ALTERNATIVES

1. Accept staff's recommendation and approve the Independent Contractor Agreement for maintenance of facilities landscaping.
2. Elect not to approve the Independent Contractor Agreement for maintenance of facilities landscaping. Publishing a new Request for Proposal may cause a disruption in the continuity of service to the District's maintenance of facilities landscaping. Resubmitting proposals for this project will consume considerable additional time, with no guarantee of a more favorable result of the MVCSD.

FISCAL IMPACT

Funding for this project has been approved in 2013/2014 fiscal budget accounts: CSD Zone A account 5011.50.57.35211.620910; CFD#1 account 5113.50.57.35216.620910; Animal Shelter account 1010.30.38.25310.620910; ASES account 5011.50.57.35211.620910; City Yard account 5011.50.57.35211.620910; Conference and Recreation Center account 5011.50.58.35313.620910; Electrical Substation account 6010.70.80.45510.620910; Library account 5010.18.56.18510.620910; Public Safety Building account 1010.60.65.40010.620910; Senior Center account 5011.50.58.35310.620910; and Utility Station account 6010.70.80.45510.620910.

CITY COUNCIL GOALS

Community Image, Neighborhood Pride and Cleanliness. Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

NOTIFICATION

Publication of the Agenda

ATTACHMENTS

Attachment 1_2013_Landscape Maintenance

Prepared By:
Mel Alonzo
Division Manager Parks & Community Services

Department Head Approval:
Michael McCarty
Director Parks & Community Services

Attachment 1_2013_Landscape Maintenance

Moreno Valley Community Services District of the City of Moreno Valley

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between the Moreno Valley Community Services District, a district formed pursuant to California Community Services District Law, County of Riverside, State of California, hereinafter referred to as the "CSD", and the following named independent contractor, hereinafter referred to as the "Contractor," based upon CSD policies and the following legal citations:

A. Government Code Section 53060 authorizes the engagement of persons to perform special services as independent contractors; and

B. The public interest, convenience, necessity and general welfare will be served by this Agreement.

This Agreement is made and entered into effective the date the CSD signs this Agreement.

1. CONTRACTOR INFORMATION:

Contractor's Name: Mariposa Landscapes, Inc.
Address: 15529 Arrow Highway
City: Irwindale, CA 91706
Business Phone: 616-960-0196 Fax: 626-960-8477
Email: Joshua@mariposa-ca.com
Business License #: 16607
Federal Tax I.D. #: 95-4245898

2. CONTRACTOR SERVICES, FEES, AND RELEVANT DATES:

- A. The Contractor's scope of service is described in Exhibit "A" attached hereto and incorporated herein by this reference.
- B. The CSD's responsibility, other than payment, is described in Exhibit "B" attached hereto and incorporated herein by this reference.
- C. Payment terms are provided in Exhibit "C" attached hereto and incorporated herein by this reference.
- D. The Contractor Starting Date is the date CSD signs this Agreement and the Contractor Ending Date is June 30, 2014. The Agreement shall be automatically renewed annually at the end of each fiscal year for a period not to exceed four (4) years, provided that funding appropriations and program approvals have been granted by the Board of the CSD and if no written notice of termination is received by either party. This Agreement shall be renewed on the same condition until a new Agreement is fully executed or until terminated as provided for in this Agreement. The CSD acknowledges that it will not unreasonably withhold approval of the Contractor's requests for extensions of time in which to complete the work required. The Contractor shall not be responsible for performance delays caused by others or delays beyond the Contractor's reasonable control (excluding delays caused by non-

performance or unjustified delay by Contractor, his/her/its employees, or subcontractors), and such delays shall extend the time for performance of the work by the Contractor.

3. **STANDARD TERMS AND CONDITIONS:**

- A. Control of Work. Contractor is solely responsible for the content and sequence of the work, and will not be subject to control and direction as to the details and means for accomplishing the anticipated results of services. The CSD will not provide any training to Contractor or his/her/its employees.
- B. Intent of Parties. Contractor is, and at all times shall be, an independent contractor and nothing contained herein shall be construed as making the Contractor or any individual whose compensation for services is paid by the Contractor, an agent or employee of the CSD, or authorizing the Contractor to create or assume any obligation or liability for or on behalf of the CSD, or entitling the Contractor to any right, benefit, or privilege applicable to any officer or employee of the CSD.
- C. Subcontracting. Contractor may retain or subcontract for the services of other necessary contractors with the prior written approval of the CSD. Payment for such services shall be the responsibility of the Contractor. Any and all subcontractors shall be subject to the terms and conditions of this Agreement, with the exception that the CSD shall have no obligation to pay for any subcontractor services rendered. Contractor shall be responsible for paying prevailing wages where required by law [See California Labor Code Sections 1770 through 1777.7].
- D. Legal Considerations. The Contractor shall comply with applicable federal, state, and local laws in the performance of this Agreement.
- E. Contractor Indemnification. Contractor shall indemnify, defend and hold the CSD, the City of Moreno Valley, and the Moreno Valley Housing Authority, their officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of Contractor's performance of the work contemplated by this Agreement. Acceptance of this Agreement signifies that the Contractor is not covered under the CSD's general liability insurance, employee benefits, or worker's compensation. It further establishes that the Contractor shall be fully responsible for such coverage.
- F. CSD Indemnification. The CSD agrees to indemnify, defend and save the Contractor harmless from any and all liability, claims, damages or injuries to any person, including injury to the CSD's, City's, and Housing Authority's and employees and all claims which arise from the negligent performance or failure to perform the services or other obligations of the CSD under this Agreement, or are caused by the negligent acts of the CSD, City, and Housing Authority, their officers, agents or employees, or its subcontractor(s) or any person acting for the CSD or under its control or direction; provided, however, that this indemnification and hold harmless shall not include any claims

arising from the negligence or willful misconduct of the Contractor, its officers, agent, employees, or subcontractors.

- G. Insurance Requirements. The Contractor will comply with the following insurance requirements at its sole expense. Insurance companies shall be rated (A Minus: VII—Admitted) or better in Best's Insurance Rating Guide and shall be legally licensed and qualified to conduct business in the State of California:

The Contractor shall procure and maintain, at its sole expense, Workers' Compensation Insurance in such amounts as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the Contractor and the CSD, City, and the Housing Authority against any loss, claim, or damage arising from any injuries or occupational diseases happening to any worker employed by the Contractor in the course of carrying out the Agreement. This coverage may be waived if the Contractor is determined to be functioning as a sole proprietor and the city provided form "Exception to Worker's Compensation Coverage" is signed, notarized and attached to this Agreement

General Liability Insurance—to protect against loss from liability imposed by law for damages on account of bodily injury, including death, and/or property damage suffered or alleged to be suffered by any person or persons whomever, resulting directly or indirectly from any act or activities of the Contractor, sub-Contractor, or any person acting for the Contractor or under its control or direction. Such insurance shall be maintained in full force and effect throughout the terms of the Agreement and any extension thereof in the minimum amounts provided below:

| | |
|-----------------|---|
| Bodily Injury | \$1,000,000 per occurrence/ \$2,000,000 aggregate |
| Property Damage | \$500,000 per occurrence/ \$500,000 aggregate |

Liability and Property Damage Insurance coverage for owned and non-owned automotive equipment operated on CSD/City/Housing Authority premises. Such coverage limits shall not be less than \$1,000,000 combined single limit.

A Certificate of Insurance and appropriate additional insured endorsement evidencing the above applicable insurance coverage shall be submitted to the City Risk Manager prior to the execution of this Agreement. The Certificate of Insurance or an appropriate binder shall bear an endorsement containing the following provisions:

Solely as respect to services done by or on behalf of the named insured for the CSD, it is agreed that the CSD, City of Moreno Valley, and the Moreno Valley Housing Authority, their officers, employees and agents are included as additional insured under this policy and the coverage(s) provided shall be primary insurance and not contributing with any other insurance available to the CSD, City of Moreno Valley, and the Moreno

Valley Housing Authority, its officers, employees and agents, under any third party liability policy

The terms of the insurance policy or policies issued to provide the above coverage shall neither be amended to reduce the required insurance limits and coverages nor shall such policies be canceled by the carrier without thirty (30) days prior written notice by certified or registered mail of amendment or cancellation to the CSD, except that cancellation for non-payment of premium shall require ten (10) days prior written notice by certified or registered mail. In the event the insurance is canceled, the Contractor shall, prior to the cancellation date, submit to the Risk Manager new evidence of insurance in the amounts established.

- H. Intellectual Property. Any system or documents developed, produced or provided under this Agreement, including any intellectual property discovered or developed by Contractor in the course of performing or otherwise as a result of its work, shall become the sole property of the CSD unless explicitly stated otherwise in this Agreement. The Contractor may retain copies of any and all material, including drawings, documents, and specifications, produced by the Contractor in performance of this Agreement. The CSD and the Contractor agree that to the extent permitted by law, until final approval by the CSD, all data shall be treated as confidential and will not be released to third parties without the prior written consent of both parties.
- I. Entire Agreement. This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations of warranties, expressed or implied, not specified in this Agreement. This Agreement applies only to the current proposal as attached. This Agreement may be modified or amended only by a subsequent written Agreement signed by both parties. Assignment of this Agreement is prohibited without prior written consent.
- J. (a) The CSD may terminate this Agreement without cause by giving at least ten (10) days written notice to the Contractor. The written notice shall specify the date of termination. Upon receipt of such notice, the Contractor may continue work through the date of termination, provided that no work or service(s) shall be commenced or continued after receipt of the notice which is not intended to protect the interest of the CSD. The CSD shall pay the Contractor within thirty (30) days after receiving any invoice after the date of termination for all non-objected to services performed by the Contractor in accordance herewith through the date of termination.
(b) Either party may terminate this Agreement for cause. In the event the CSD terminates this Agreement for cause, the Contractor shall perform no further work or service(s) under the Agreement unless the notice of termination authorizes such further work.
- K. Payment. Payments to the Contractor pursuant to this Agreement will be reported to Federal and State taxing authorities as required. The CSD will not withhold any sums from compensation payable to Contractor. Contractor is independently responsible for the payment of all applicable taxes. Where the

payment terms provide for compensation on a time and materials basis, the Contractor shall maintain adequate records to permit inspection and audit of the Contractor's time and materials charges under the Agreement. Upon reasonable notice, such records must be made available to the CSD's agent; however, nothing herein shall convert such records into public records. Such records shall be retained by the Contractor for three (3) years following completion of the services under the Agreement.

- L. Restrictions on CSD Employees. The Contractor shall not employ any CSD employee or official in the work performed pursuant to this Agreement. No officer or employee of the CSD shall have any financial interest in this Agreement in violation of federal, state, or local law.
- M. Choice of Law and Venue. The laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement, and shall govern the interpretation of this Agreement. Any legal proceeding arising from this Agreement shall be brought in the appropriate court located in Riverside County, State of California.

SIGNATURE PAGE TO FOLLOW

IN WITNESS HEREOF, the parties have each caused their authorized representative to execute this Agreement.

Community Services Department
of the City of Moreno Valley

BY: _____
President

DATE: _____

MARIPOSA LANDSCAPES, INC.

BY: Terry Noriega
Terry Noriega, President

DATE: 9-6-13

INTERNAL USE ONLY

ATTEST:

City Clerk

APPROVED AS TO LEGAL FORM:

City Attorney

Date: _____

RECOMMENDED FOR APPROVAL:

Michael McCarty, Director
Parks and Community Services

Date: _____

- Attachment A: Scope of Services
- Attachment B: Services to be Provided to Contractor
- Attachment C: Terms of Payment
- Attachment D: Faithful Performance Bond

EXHIBIT "A"
SCOPE OF WORK

Contractor shall have the responsibility to maintain facility landscapes. In general, work shall consist of items identified below.

The Contractor shall not work or perform any operation, particularly during periods of inclement weather, which may destroy or damage plant, ground cover or turf areas. The Parks Maintenance Supervisor shall have the authority to suspend the work, wholly or in part, for such period as he/she may deem necessary, due to unsuitable weather or to such other conditions as are considered unfavorable for the suitable prosecution of the work. Any mowing missed due to inclement weather or holidays, and not rescheduled, shall be deducted from the monthly billing statement. Clippings are to be removed concurrent with each mowing.

Contractor shall be required to assign a designated English-speaking foreman as Project Manager. This individual will be the contact person for this project, and must be available to respond to inquiries, walk-throughs and inspections of the project as required. Project Manager shall be on site for a minimum of fifteen (15) hours per week. At least one member of any maintenance crew at each maintenance area shall be able to read and speak English fluently. All Contractors' personnel shall wear and maintain presentable uniforms complete with a nametag.

The Contractor or Project Manager shall be available twenty-four (24) hours a day, seven (7) days a week to respond to all emergencies within two (2) hours of notification or attempted notification. If Contractor cannot be notified or does not respond in a timely manner, the City will respond and all costs will be charged to the Contractor. If Contractor fails to respond on three (3) separate occasions, Contractor will be subject to a \$250.00 deduction from his monthly invoice in addition to any CSD incurred costs.

The designated foreman shall perform a maintenance inspection weekly during daylight hours of all areas within the Maintenance Areas.

Foreman shall prepare and submit to the Parks Maintenance Supervisor, or designated Director, a weekly project report. A copy shall be included with the billing for prompt payment, said report shall indicate the overall condition of the "Maintained Areas" and shall list specifically any unusual or problem areas/situations. The report shall also include action to be taken by Contractor to rectify said situation and indicate the anticipated time frame for compliance. Contractor will provide the CSD with monthly inspections with the billing statement.

The Contractor shall schedule his operations so as not to interfere with the public or employees of the City of Moreno Valley's use of the "Maintained Areas." Contractor shall conduct its operations so as to provide the maximum safety for the public and to offer the least possible obstruction and inconvenience to the public, or disruption to the peace and quiet of the area around which the services are performed. Hours of maintenance service may be conducted between 7:00 a.m. and 4:00 p.m.

AREAS TO BE MAINTAINED

Contractor shall maintain the Landscape areas identified as the following:

Community Facilities District #1

Towngate Community Center and Towngate Aqueduct Bikeway, Eucalyptus Avenue 300 feet east of Arbor Park Lane.

The Aqueduct Bikeway: Bay Avenue to Graham, Delphinium along Perham Drive to John F. Kennedy, and Vandenberg and Fay.

California Aqueduct

North Aqueduct: North Aqueduct Elsworth to Dracaea

Pan Am Section Aqueduct: Pan Am to Baywood

South Aqueduct A: 16303 Parkside Lane,

South Aqueduct B: 16726 Via Pamplona

SCE & Old Lake: Old Lake Road s/o Sunnymead Ranch Parkway and Pigeon Pass, and Sunnymead Ranch between Gateway Park to North of Old Lake Road

City of Moreno Valley Animal Shelter, ASES Administration Building, City of Moreno Valley City Yard, Conference and Recreation Center, Electric Substation, City of Moreno Valley Library, Public Safety Building, Senior Center, and the Moreno Valley Utility.

TURF CARE

The Contractor shall perform, at his sole expense, the following services:

Mowing: Turf to be mowed with an adequately sharpened power rotary mower to ensure a smooth surface appearance without scalping or leaving visible clippings on the turf or adjacent walkways. All turf grasses are to be cut so that no more than one-third the height of the grass blade is removed during any one mowing operation. Recycling mowers will only be used upon acceptance by the Parks Maintenance Supervisor or approved Director. The mowing heights will be adjusted according to the needs of the CSD or during periods of renovation. A mowing schedule will be established and maintained. This schedule will provide that all areas will be mowed not less than once a week.

Edging: The edge of the grass along sidewalks, curbs, shrub and flowerbeds, and walls shall be trimmed to a neat and uniform line. Where trees occur in turf areas, all grass shall be removed 6 inches from the trunks of trees by approved chemicals or by hand as required. Mulch may be applied to the base of tree trunks to reduce weed growth (mulch will be supplied by the City). Weedeaters may not be used to clear turf around trees or sprinklers. Contractor shall trim around all sprinkler heads as necessary in order to provide maximum water coverage. Edging will be done concurrent with each mowing. The edge of the turf shall be trimmed around valve boxes, meter boxes, backflow devices, or any structures located within the turf areas using mechanical or hand methods. Turf edges are to be maintained to prevent grass invasion into adjacent shrub, flower, and ground cover bed areas. After mowing and edging is completed, all adjacent hardscape areas are to be cleaned immediately upon completion of the mowing.

Example Fertilization Schedule: A fertilization schedule will be established and maintained. This schedule will provide that fertilization of turf areas occur as often as necessary to maintain the turf in vigorous healthy condition. The minimum frequency of fertilization is included in the

“frequency schedule.” The CSD will provide all fertilizer; the contractor will provide all labor and equipment necessary for fertilizer applications at no additional cost to the CSD.

| JAN | FEB | MAR | APR | MAY | JUNE |
|------|--------------------------------------|--------------------------------------|-----|--------------------------------------|------------------------------------|
| | Turf Supreme 16-6-8 6#/1000 SF | | | Turf Supreme 16-6-8 6#/1000 SF | |
| JULY | AUG | SEP | OCT | NOV | DEC |
| | | Turf Supreme 16-6-8 6#/1000 SF | | | Nitra King 22-3-9 5#/1000 SF |

Weed Control: Turf areas shall be maintained in a weed-free condition. Chemical control for broadleaf weeds shall be applied on an as-needed basis to maintain weed free condition. All personnel applying these chemicals shall be properly licensed, certified, and trained in accordance with applicable regulations in effect at the time of application.

Insect/Pest Control: Turf shall be maintained free of diseases and insects. Rodents and varmints are maintained by the CSD.

Irrigation System Maintenance: All turf and planter areas shall be irrigated to provide a lush green appearance. Irrigation components shall be properly maintained and adjustments made to limit overspray and prolonged run times. The entire irrigation system shall be checked following mowing and repairs completed within 24 hours. Repairs needed due to vandalism or traffic collisions will be billed as extra work. Irrigation controllers shall be adjusted as needed to minimize water consumption.

Application Notices: The contractor is required to submit application notices, such as a two-day notice prior to applying chemicals, to the CSD and to Cal-Ag . (Article 8.07.b)

SHRUB, GROUND COVER AND TREEWELL CARE

The Contractor shall perform the following services:

Pruning: Prune shrubbery during the term of the contract to encourage healthy growth habits and for shape and appearance. All shrubs shall, at all times, be free of dead wood, weak, diseased, insect-infested, and damaged limbs. Contractor shall remove all clippings the same day shrubbery is pruned. Pruning shall be done to maintain a well-groomed, laced-out appearance appropriate for plant size, species, and surroundings. Under no circumstances shall any shrubs be pooded or balled.

Trimming: Contractor shall restrict growth of shrubbery and ground cover plants to areas behind curbs and walkways and within planter beds by trimming as necessary, or as requested by the CSD. All shrubs shall be maintained at a height below street name signs and behind curbs. Major trimming shall be performed a minimum of four (4) times per year to restrict plant height and width. All trimming debris shall be picked up and removed on the same day that trimming occurs. Soundwall vines shall be trimmed to restrict growth on sign poles and light posts. At no time will plants be permitted to extend over the curblines and into gutters. Oleander hedges shall be kept trimmed to restrict growth to a maximum height of 8 to 10 feet and the sides trimmed to prevent encroachment into traffic lanes.

Renovation: Contractor shall renovate ground cover plants according to methods appropriate to the specific plant material encountered, as needed to maintain a healthy, vigorous appearance and growth rate. This includes, but is not limited to, thinning and trimming to encourage growth or to achieve a more manicured appearance.

Disease and Insect Control: Contractor shall maintain all areas free of diseases and insects.

Weed Control: All ground cover, shrub beds, hard surfaces and tree wells shall be kept weed free at all times. Methods for control may incorporate one or more of the following:

1. Hand removal
2. Cultivation
3. Chemical eradication (except in areas that rely on reseeding to maintain appearance). Weed whipping is not an acceptable alternative for weed control. Debris generated by weed control must be removed from site each day and disposed of in a proper, legal manner.

Mulching: Contractor shall maintain a 4 inch layer of mulch in all bare soil areas in shrub beds and tree wells. Mulch will be provided by the CSD.

CSD will provide fertilizer and the contractor will provide all labor and equipment for fertilizer applications at no additional cost to the CSD.

| JAN | FEB | MAR | APR | MAY | JUNE |
|------|-----|---|-----|-----|------|
| | | Gro-Power Plus 5-3-1 20#/1000 SF | | | |
| JULY | AUG | SEP | OCT | NOV | DEC |
| | | Gro-Power Plus 5-3-1 20#/1000 SF | | | |

Shrub and Ground Cover Replacement: Contractor shall replace all untreated, diseased shrubs and ground cover plants with the same plant species of similar size in all contract areas within 24 hours when plant mortality is a result of contractor negligence. Substitutions for any plants must have prior approval in writing by the CSD. Original plans and specifications should be consulted to determine the correct identification of species. All shrubs shall be guaranteed to live and remain in healthy condition for no less than six (6) months from the date of acceptance by the CSD.

The ground cover shall be maintained to a height not to exceed ten inches. Weedeaters are appropriate to accomplish this task. Undesirable plant material or weeds shall be removed. Removal of desirable annual flora growth, after it has flowered and seeded, (such as, but not limited to, Daylilies) if necessary. All shrubs shall have a one-foot clear area maintained around the plant base at all times.

Annual color beds shall be maintained with appropriate seasonal flowers. CSD shall provide flowers. All Labor and equipment required to plant the flowers will be considered regular maintenance and is not a billable extra.

TREE CARE

ALL trees are to be maintained in a manner that will promote normal, healthy growth.

For the purposes of these Specifications, trimming, pruning, and pest control operations for those portions of trees in excess of eighteen feet in height are to be considered Additional Work.

Any tree shall be pruned at any time in order to:

- Remove dead, diseased, or damaged branches.
- Remove unwanted encroachments into public and/or utility rights-of-way.
- Correct any condition which the Director has deemed to be hazardous.

Trees over eighteen feet in height shall:

- Be considered extra work and Contractor shall submit a written estimate for the cost of performing work to the CSD for approval.
- Be pruned and/or trimmed as necessary to maintain proper site orientation.
- Be pruned and/or trimmed to remove unwanted encroachments into public and/or utility rights-of-way.
- Be pruned and/or trimmed to correct any condition which the Director has deemed to be hazardous.

Trees shall be staked/guyed in a manner, and with materials that are acceptable to the Director. Double staking with two (2) lodge-pole-type stakes is the minimum Standard.

Tree stakes, tree ties, and guy wires shall be inspected regularly to ensure against girdling and abrasion, and removed as soon as possible after tree establishment, and site conditions allow.

USE OF CHEMICALS

The Contractor shall perform the following services:

Chemical Application:

Permits: All chemicals requiring a special permit for use must be registered by the Contractor with the County Agricultural Commissioner. Contractor shall file a copy of the special permit with the CSD prior to use.

GENERAL CLEAN-UP

The Contractor shall also perform the following services:

Trash Removal: Contractor shall remove all trash and litter a minimum of once per week from all Maintained Areas, as indicated and specified in the "Minimum Frequency Schedules". All trash

generated through routine contract operations shall be transported to a legal disposal site at the cost of the contractor.

Curb and Gutter Maintenance: Contractor shall remove all weeds and grass growing in and around curb and gutter areas. This is not limited to the space between curbs, cutters, and air conditioning units.

Drain Maintenance: All drains and catch basins shall be free of silt and debris at all times, at no additional cost to the CSD.

Removal of Leaves: Accumulations of leaves shall be removed from all areas not less than once per week.

Monument Signs: Contractor shall be required to keep monument signs clean of dirt and debris. Any damage shall be reported to CSD.

MAINTENANCE OF SIDEWALKS, WALKWAYS, DRAINAGE SYSTEMS, PARKING LOTS AND MISCELLANEOUS IMPROVEMENTS

Sidewalks and Walkways: In Maintained Areas, Contractor shall notify CSD of any conditions that may affect the health and safety of the public.

Contractor shall replace all sidewalks, walkways, and roadways damaged by Contractor's negligence.

Contractor shall not be responsible for the replacement of roadways, walkways, or sidewalks worn due to normal deterioration.

Contractor shall thoroughly clean all hard surface areas a minimum of once per week or more often, if necessary, to maintain in a clean and safe condition. Weeds shall be removed, as needed. Contractor shall not be permitted to blow dirt and debris into traffic lanes. All litter and debris shall be either manually removed or vacuumed. The tops of all stamped concrete surfaces shall be kept clean of dirt and debris.

All expansion joints and cold joints shall be kept weed free at all times.

All asphalt parking lots at the listed CSD facilities shall be included as part of the scope of work. This includes weeds that appear in asphalt cracks.

Drainage Systems: The following services shall be provided by the Contractor:

All surface drains ("V" ditches) in the Maintained Areas, if any, shall be kept clear of debris and plant growth so that water will have an unimpeded passage to its outlet.

All sub-surface drains (except storm drains) in the Maintained Areas, if any, shall be periodically flushed with water to avoid build-up of silt and debris. All inlets to sub-surface drains shall be kept clear of leaves, paper and other debris to ensure the unimpeded passage of water. Contractor shall immediately, upon discovery, notify CSD of all broken or stolen sections of pipe, catch basin boxes, and grates.

IRRIGATION SYSTEM MAINTENANCE

Contractor shall be responsible to irrigate all landscaped areas as required to maintain adequate growth rate and appearance and in accordance with the schedule most conducive to maintain a lush green appearance. Consideration shall be given to the soil conditions, seasonal temperatures, wind conditions, humidity, minimizing of runoff, and the relationship of conditions which affect day and night watering. This may include daytime watering during winter weather to prevent icy conditions and manual operation of the irrigation system during periods of prolonged heat. Contractor shall be responsible to manually irrigate areas that do not have automatic irrigation systems.

Contractor shall be responsible for maintaining all systems within the jurisdiction of this contract and for the correction of coverage, sprinkler adjustments, nozzle replacements, head cleaning, minor valve and controller maintenance, replacement of irrigation controller batteries and re-programming of irrigation controllers. Repairs required due to vandalism or traffic collisions shall be billed as extra work.

Contractor shall be required to perform complete irrigation system checks on a weekly basis following mowing or maintenance activity. All malfunctions shall be reported by the end of the work day and repairs completed within 24 hours.

All irrigation shall be scheduled to activate during non peak traffic periods. Facilities and adjacent landscaping irrigation may operate between 10 pm and 6 am. Frequent intervals may be required to reduce irrigation runoff. Contractor shall be required to respond to turn off irrigation system during times of inclement weather and in cases of emergency. Response time shall not exceed 2 hours.

EXTRAORDINARY REPAIRS

Any extraordinary incident such as vandalism, acts of God, and third-party negligence which has or will affect any Maintained Area and is within the scope of The Contractor's responsibilities, shall be documented by Contractor by a phone call, photographs, and/or written statement, and documentation shall be given to the CSD within eight (8) hours. Contractor is not responsible for reporting or documenting graffiti. Contractor shall perform the above documentation upon discovery of extraordinary incidents.

The CSD may, at its discretion, when it learns of the need for extraordinary repairs, direct the Contractor to perform necessary repairs and replacements in accordance with the following:

Contractor shall submit a written estimate for the cost of performing such work to the CSD. The CSD may, upon review and approval of such estimate, authorize Contractor to perform said work by the issuance of a written work order. Upon completion of the work, Contractor shall submit a bill to the CSD and the CSD shall reimburse Contractor, but only up to the amount of the agreed upon cost estimate. In the event Contractor's written estimate is not approved, the CSD reserves the right to contract with a third party to perform such work or to make the repairs using CSD staff. All parts used by the Contractor shall be reimbursed at Contractor's direct cost.

Notwithstanding the above, when a condition exists wherein there is imminent danger of injury to the public or damage to property, the CSD may verbally authorize work to be performed upon receiving a verbal estimate from the Contractor. However, within twenty-four (24) hours after receiving a verbal authorization, the Contractor shall submit a written estimate to the CSD.

MAINTENANCE INSPECTION

The Contractor shall:

Weekly perform a maintenance inspection during daylight hours of all facilities within the Maintained Areas.

Contractor's designated foreman shall meet on site with an authorized representative of the CSD on a weekly basis for a walk-through inspection. Said meeting shall be at the convenience of the CSD. Any corrective work required as a result of an inspection or any interim inspection by the CSD shall be accomplished to the satisfaction of the CSD as follows:

The CSD will provide a written notice ("punch list") to the Contractor to correct the deficiencies within specified time frames. Said specified time frames shall be reasonable, as determined by the CSD, to correct the specified deficiencies.

Should the Contractor fail to correct deficiencies within said time frames, the CSD may contract the work or may perform the work utilizing CSD employees and contract labor. The cost for corrective measures will be deducted and forfeited from the payments to the Contractor by the CSD.

This action shall not be construed as a penalty but as an adjustment of payment to Contractor for the purpose of recovering the costs incurred by the CSD due to the failure of the Contractor to comply with the provision of this Contract. Should it become necessary for the CSD to provide personnel to assist or complete a task as per this maintenance contract, the Contractor will be billed for all costs, plus a 15% administrative fee.

Reasonable time frames are defined as follows:

- a. Emergency service notification or attempted notification must be responded to within two (2) hours. No further notification will be given.
- b. Areas impacted and affected by health and safety issues shall immediately be barricaded to inform the public and CSD personnel of potential dangers in that area. Repairs must be completed within three (3) working days of notification. No further notification will be given.
- c. All other issues will receive written notification ("punch list") giving five (5) working days for completion. If the deficiency is not corrected within the required five (5) day period, any item which has not been corrected by the end of the five (5) day period may be completed by the CSD or by other contractual services and actual costs will be charged to the Contractor without further notification.

EXHIBIT A

BASE COMPENSATION SHEET

SCHEDULE "A"

| Areas to be Maintained | Address | Monthly Maintenance Cost | Annual Maintenance Cost |
|--|--|--------------------------|-------------------------|
| COMMUNITY FACILITIES DISTRICT #1 | | | |
| Towngate Community Center | 13100 Arbor Park Lane | \$175.00 | \$2,100.00 |
| Towngate Aqueduct Bikeway | On Eucalyptus Avenue, 300 feet east of Arbor Park Lane | \$710.00 | \$8,520.00 |
| AQUEDUCT BIKEWAY | | | |
| Bay Avenue to Graham | Bay Avenue to Graham | \$410.00 | \$4,920.00 |
| Delphinium along Perham to John F. Kennedy | Delphinium along Perham to John F. Kennedy | \$630.00 | \$7,560.00 |
| Vandenberg to Fay | Vandenberg to Fay | \$190.00 | \$2,280.00 |
| CALIFORNIA AQUEDUCT | | | |
| North Aqueduct | North Aqueduct Elsworth to Dracaea | \$570.00 | \$6,840.00 |
| Pan Am Section Aqueduct | Pan Am to Baywood | \$460.00 | \$5,520.00 |
| South Aqueduct A | 16303 Parkside Lane | \$1,400.00 | \$16,800.00 |
| South Aqueduct B | 16726 Via Pamplona | \$1,250.00 | \$15,000.00 |
| SCE & Old Lake | Old Lake Road s/o Sunnymead Ranch Parkway and Pigeon Pass, and Sunnymead Ranch between Gateway Park to North of Old Lake Road, | \$1,150.00 | \$13,800.00 |
| TOTAL ANNUAL COST SCHEDULE A | | | \$83,340.00 |

BASE COMPENSATION SHEET

SCHEDULE B

| Areas to be Maintained | Address | Monthly Maintenance Cost | Annual Maintenance Cost |
|---|---|---------------------------------|--------------------------------|
| Animal Shelter | 14041 Elsworth | \$385.00 | \$4,620.00 |
| ASES Administration Building | 4 th & W St. Building 823 (MARB) | \$275.00 | \$3,300.00 |
| City Yard | 15670 Perris Blvd. | \$128.00 | \$1,536.00 |
| Conference and Recreation Center (CRC) | 14075 Frederick | \$2,477.00 | \$29,724.00 |
| Electric Substation | 27913 Cottonwood | \$185.00 | \$2,220.00 |
| Library | 25480 Alessandro Blvd. | \$326.00 | \$3,912.00 |
| Public Safety Building (PSB) | 25075 Calle San Juan De Los Lagos | \$1,060.083 | \$12,721.00 |
| Senior Center | 27075 Fir Street | \$426.00 | \$5,112.00 |
| Utility | 28020 Bay Street | \$215.00 | \$2,580.00 |
| TOTAL ANNUAL COST FOR SCHEDULE "B" | | | \$65,725.00 |

ADDITIONAL WORK PRICING
Routine Irrigation Repair Prices

Irrigation repair parts for routine repairs @ cost plus 15%

UNIT PRICES (PARTS AND LABOR)

| | | | | |
|-----|--|-------|-----------------|-------------|
| 1. | Pop-up sprinkler in place | 4" @ | <u>\$8.50</u> | Each |
| | | 6" @ | <u>\$10.00</u> | Each |
| | | 12" @ | <u>\$14.00</u> | Each |
| 2. | Pop-up gear drive sprinkler in place | 4" @ | <u>\$38.00</u> | Each |
| | | 12" @ | <u>\$58.00</u> | Each |
| 3. | Fixed shrub sprinkler in place | @ | <u>\$10.00</u> | Each |
| 4. | Fixed shrub gear drive sprinkler in place | @ | <u>\$38.00</u> | Each |
| 5. | 1-gallon shrub in place | @ | <u>\$7.00</u> | Each |
| 6. | 5-gallon shrub in place | @ | <u>\$18.00</u> | Each |
| 7. | 5-gallon tree in place (stakes included) | @ | <u>\$30.00</u> | Each |
| 8. | 15-gallon tree in place (stakes included) | @ | <u>\$75.00</u> | Each |
| 9. | 24" box tree in place (stakes included) | @ | <u>\$275.00</u> | Each |
| 10. | 36" box tree in place (guy wires included) | @ | <u>\$750.00</u> | Each |
| 11. | Flat of ground cover in place | @ | <u>\$28.00</u> | Each |
| 12. | Planter bed mulch in place | @ | <u>\$40.00</u> | /cubic yard |
| 13. | Turf renovation (includes dethatch, overseed, top dress) | @ | <u>\$81.00</u> | /1000 SF |
| 14. | Turf aeration | @ | <u>\$16.00</u> | 1000 SF |
| 15. | Additional labor | @ | <u>\$30.00</u> | /man hour |
| 16. | Additional supervision | @ | <u>\$45.00</u> | /man hour |
| 17. | Additional Irrigation Technician | @ | <u>\$45.00</u> | /man hour |

EXHIBIT "B"

SERVICES TO BE PROVIDED TO CONTRACTOR

1. Furnish the Contractor all in-house data which is pertinent to services to be performed by the Contractor and which is within the custody or control of the CSD, including, but not limited to, copies of record and off-record maps and other record and off-record property data, right-of-way maps and other right-of-way data, pending or proposed subject property land division and development application data, all newly developed and pertinent design and project specification data, and such other pertinent data which may become available to the CSD.
3. Provide timely review, processing, and reasonably expeditious approval of all submittals by the Contractor.
4. Provide timely CSD staff liaison with the Contractor when requested and when reasonably needed.

EXHIBIT B

EXHIBIT C

TERMS OF PAYMENT

1. The Contractor's compensation shall not exceed \$149,065.00 per fiscal year.
2. The Contractor will obtain, and keep current during the term of this Agreement, the required City of Moreno Valley business license. Proof of a current City of Moreno Valley business license will be required prior to any payments by the CSD. Any invoice not paid because the proof of a current City of Moreno Valley business license has not been provided will not incur any fees, late charges, or other penalties. Complete instructions for obtaining a City of Moreno Valley business license are located at: http://www.moval.org/do_biz/biz-license.shtml
3. The Contractor will electronically submit an invoice to the CSD as provided in this Agreement for progress payments along with documentation evidencing services completed to date. The progress payment is based on actual time and materials expended in furnishing authorized professional services since the last invoice. At no time will the CSD pay for more services than have been satisfactorily completed and the CSD's determination of the amount due for any progress payment shall be final. The Contractor will submit all original invoices to Accounts Payable staff at AccountsPayable@moval.org

Accounts Payable questions can be directed to (951) 413-3087.

Copies of invoices may be submitted to the Parks Maintenance Division kathys@moval.org or calls directed to (951) 413-3703.

4. The Contractor agrees that CSD payments will be received via Automated Clearing House (ACH) Direct Deposit and that the required ACH Authorization form will be completed prior to any payments by the CSD. Any invoice not paid because the completed ACH Authorization Form has not been provided will not incur any fees, late charges, or other penalties. The ACH Authorization Form is located at:
http://www.moval.org/city_hall/forms.shtml#bf
5. The minimum information required on all invoices is:
 - A. Vendor Name, Mailing Address, and Phone Number
 - B. Invoice Date
 - C. Vendor Invoice Number
 - D. City-provided Reference Number (e.g. Project, Activity, Purchase Order No.)
 - E. Detailed work hours by class title (e.g. Manager, Technician, or Specialist), services performed and rates, explicit portion of a

contract amount, or detailed billing information that is sufficient to justify the invoice amount; single, lump amounts without detail are not acceptable.

6. The CSD shall pay the Contractor for all invoiced, authorized professional services within thirty (30) days of receipt of the invoice for same.

EXHIBIT C

EXHIBIT D

FAITHFUL PERFORMANCE BOND

(Attached)

FAITHFUL PERFORMANCE BOND

City of Moreno Valley
County of Riverside
State of California
(Government Code Section 66499.1)

Public Improvements \$ 149,065.00 Project No. RFP#JLL-12/13-13
Bond No. 024040168 Premium \$853.00
Surety The Ohio Casualty Insurance Company Principal Mariposa Landscapes, Inc.
Address 790 The City Drive South, Suite 200 Address 15529 Arrow Highway
City/Zip Orange, CA 92868 City/Zip Irwindale, CA 91706

WHEREAS, the City Council of the City of Moreno Valley, County of Riverside, State of California, and Mariposa Landscapes, Inc., as "Principal") have entered into, or are about to enter into the attached agreement whereby Principal agrees to install and complete the above-designated public improvements, relating to RFP#JLL-12/13-13, Maintenance of Facilities Landscaping, Schedules A and B, which agreement is hereby referred to and made a part hereof; and,

WHEREAS, said principal is required under the terms of said agreement to furnish bond for the faithful performance of said agreement;

NOW, THEREFORE, we the Principal, and The Ohio Casualty Insurance Company, as Surety, are held and firmly bound to the City of Moreno Valley in the penal sum of One Hundred Forty Nine Thousand Sixty Five AND NO/100 Dollars (***\$149,065.00***), lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, successors, executors and administrator, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bonded Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City of Moreno Valley, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

As part of the obligation secured hereby, and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

FAITHFUL PERFORMANCE BOND (Page 2 of 2)
PROJECT NO. RFP#JII-12/13-13

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications. Surety further stipulates and agrees that the provisions of Section 2845 of the Civil Code are not a condition precedent to Surety's obligations hereunder and are hereby waived by Surety.

When the work covered by the agreement is complete, the City Council of the City of Moreno Valley will accept the work and thereupon the amount of the obligation of this bond is reduced by 90%, with the remaining 10% held as security for the one-year maintenance period provided for in the agreement(s).

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named on September 11th, 2013.

NAME OF PRINCIPAL: Mariposa Landscapes, Inc.
Company Name

AUTHORIZED SIGNATURE(S): By [Signature], President
Name Title
[Signature], Secretary
Name Title

NAME OF SURETY: The Ohio Casualty Insurance Company
Company Name

AUTHORIZED SIGNATURE: [Signature]
Jeffrey R. Gryde, Attorney-in-Fact

ATTACH NOTARIAL ACKNOWLEDGMENT OF SIGNATURE OF PRINCIPAL AND ATTORNEY-IN-FACT.
BOND COMPANY - ATTACH POWER OF ATTORNEY

Approved as to form:
Date: _____

City Attorney
City of Moreno Valley

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 5901392

American Fire and Casualty Company
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Jeffrey R. Gryde

all of the city of Laquna Niquel state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 19th day of December 2012

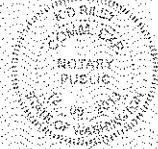
American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

STATE OF WASHINGTON ss
COUNTY OF KING

On this 19th day of December, 2012, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By: KD Riley
KD Riley, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

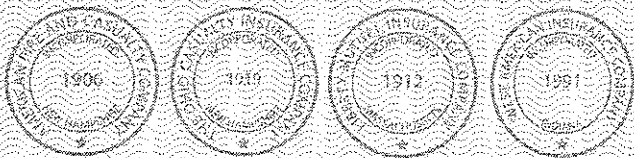
ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 11th day of September, 20 13



By: David M. Carey
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

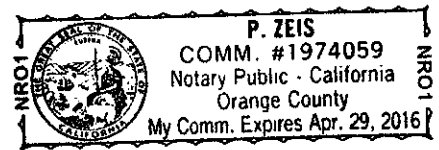
CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

State of California
County of Orange

On September 11, 2013 before me, **P Zeis, Notary Public**, personally appeared **Jeffrey R. Gryde** Who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature 

(Notary Seal)

ADDITIONAL OPTIONAL INFORMATION

INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

| | |
|--|---------------------|
| DESCRIPTION OF THE ATTACHED DOCUMENT | |
| _____ (Title or description of attached document) | |
| _____ (Title or description of attached document continued) | |
| Number of Pages _____ | Document Date _____ |
| _____ (Additional information) | |

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document

| | |
|--|------------------|
| CAPACITY CLAIMED BY THE SIGNER | |
| <input type="checkbox"/> Individual (s) | |
| <input type="checkbox"/> Corporate Officer | |
| | _____ (Title) |
| <input type="checkbox"/> Partner(s) | |
| <input checked="" type="checkbox"/> Attorney-in-Fact | |
| <input type="checkbox"/> Trustee(s) | |
| <input type="checkbox"/> Other _____ | |

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

State of California

County of Los Angeles

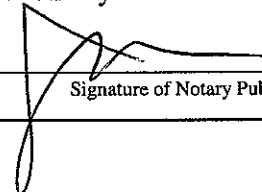
On September 11, 2013 before me, J. Cho, Notary Public
(Here insert name and title of the officer)

Personally appeared Terry Noriega, President and Antonio Valenzuela, Secretary

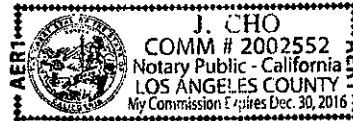
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~/are subscribed to the within instrument and acknowledgement to me that ~~he/she~~ they executed the same in ~~his/her~~/their authorized capacity(ies), and that by ~~his/her~~/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature of Notary Public



(Notary Seal)

ADDITIONAL OPTIONAL INFORMATION INSTRUCTIONS FOR COMPLETING THIS

FORM

| |
|---|
| <p>DESCRIPTION OF THE ATTACHED DOCUMENT</p> <p>AGREEMENT SIGNATURE PAGE (Title or description of attached document)</p> <p>_____ (Title or description of attached document continued)</p> <p>Number of Pages _____</p> <p>Document Date _____</p> <p style="text-align: center;">_____ Additional Information</p> |
|---|

| |
|--|
| <p>CAPACITY CLAIMED BY THE SIGNER</p> <p><input type="checkbox"/> Individual(s)</p> <p><input type="checkbox"/> Corporate Officer</p> <p style="text-align: center;">_____ (Title)</p> <p><input type="checkbox"/> Partner (s)</p> <p><input type="checkbox"/> Attorney-in-Fact</p> <p><input type="checkbox"/> Other _____</p> |
|--|

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/shc/they, is/are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/1/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|--------------------------------------|
| PRODUCER: CDS Insurance Services License # 0C88587 437 S. Cataract Ave. Suite 1 San Dimas CA 91773 | CONTACT NAME: Polly Riordan PHONE (A/C No. Ext): (909) 599-7200 E-MAIL ADDRESS: pollyr@cdsinsurance.com | FAX (A/C No.): (909) 599-2700 |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED: Mariposa Landscapes Inc. Mariposa Landscapes Arizona, Inc., ID 558918 15529 Arrow Highway Irwindale CA 91706 | INSURER A: Wausau Underwriters Ins Co <i>A (X) CA</i> | |
| | INSURER B: Scottsdale Ins Co <i>A (X) CA</i> | |
| | INSURER C: Admiral Insurance Company <i>A (X) CA</i> | |
| | INSURER D: | |
| | INSURER E: | |

COVERAGES **CERTIFICATE NUMBER:** 13-14 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--|----------------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY | | | | | EACH OCCURRENCE \$ 1,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | YVJ-Z91-456651-023 ✓ | 4/1/2013 | 4/1/2014 | MED EXP (Any one person) \$ 5,000 |
| | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | |
| | <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOG | | | | | |
| B | AUTOMOBILE LIABILITY | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> ANY AUTO | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | <input type="checkbox"/> SCHEDULED AUTOS | | | | BODILY INJURY (Per accident) \$ |
| | <input type="checkbox"/> HIRED AUTOS | <input type="checkbox"/> NON-OWNED AUTOS | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | |
| | UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR | | | | | EACH OCCURRENCE \$ 5,000,000 |
| | <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE | | XLS0087602 | 4/1/2013 | 4/1/2014 | AGGREGATE \$ 5,000,000 |
| | DED | RETENTION \$ | | | | |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | WC STATUTORY LIMITS |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | <input type="checkbox"/> Y/N | N/A | | | OTHER |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | E.L. EACH ACCIDENT \$ |
| | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | Contractors Pollution Liability | | FBI-ECC-14192-00 | 4/1/2013 | 4/1/2014 | E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required):
 The City of Moreno Valley, The City of Moreno Valley Community Services District, and the Moreno Valley Housing Authority, their officers, employees and agents are named as additional insured per the attached endorsement CG 20 10 07 04 and CG 20 37 07 04. Primary wording applies per form LG 31 80 09 07.

Approved

KMB *10-3-13*

| | |
|--|---|
| CERTIFICATE HOLDER By <u>Kathy@moval.org</u> Date _____ | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Chuck Swan/POLLYR <i>Charles Swan</i> |
| City of Moreno Valley 14177 Frederick Street PO Box 88005 Moreno Valley, CA 92552 | |

Policy number YVJ-Z91-456651-023 ✓

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**Additional Insured - Owners, Lessees or Contractors-
Scheduled Person or Organization**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Schedule

Name Of Additional Insured Person(s)
Or Organization(s)

Location(s) Of Covered Operations

ALL PERSONS OR ORGANIZATIONS WITH WHOM YOU HAVE A WRITTEN AGREEMENT TO INCLUDE THEM AS ADDITIONAL INSUREDS, WHICH IS SIGNED IN ADVANCE OF THE "OCCURRENCE" OR OFFENSE FOR WHICH THE ADDITIONAL INSURED SEEKS COVERAGE.

AS SPECIFIED IN A WRITTEN AGREEMENT WHICH IS SIGNED IN ADVANCE OF THE "OCCURRENCE" OR OFFENSE FOR WHICH THE ADDITIONAL INSURED SEEKS COVERAGE.

Copyright, ISO Properties, Inc., 2004

CG 20 10 07 04
07-04

Policy number YVJ-Z91-456651-023 ✓

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**Additional Insured - Owners, Lessees or
Contractors - Completed Operations**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

Schedule

Name Of Additional Insured Person(s)
Or Organization(s)

Location And Description Of Completed Operations

AS REQUIRED BY WRITTEN AGREEMENT
WITH THE EXCEPTION OF AGREEMENTS
FOR ARCHITECTURAL, ENGINEERING OR
SURVEYING SERVICES

Copyright, ISO Properties, Inc., 2004

CG 20 37 07 04
07-04

Policy Number YVJ-Z91-456651-023 ✓
Issued by WAUSAU UNDERWRITERS INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

LIBERTY DirectSolutions for Contractors

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

This endorsement modifies insurance by broadening the insurance provided by CG 00 01.

Index of modified items:

- Item 1. REASONABLE FORCE
- Item 2. NON-OWNED WATERCRAFT EXTENSION
- Item 3. ALIENATED PREMISES
- Item 4. PROPERTY IN YOUR CARE, CUSTODY OR CONTROL
- Item 5. DAMAGE TO PREMISES RENTED TO YOU - EXPANDED COVERAGE
- Item 6. BODILY INJURY TO CO-EMPLOYEES
- Item 7. HEALTH CARE PROFESSIONALS AS INSURED
- Item 8. NEWLY FORMED OR ACQUIRED ENTITIES
- Item 9. BLANKET ADDITIONAL INSURED AND WAIVER OF SUBROGATION - MANAGERS OR LESSORS OF PREMISES
- Item 10. EXPANDED BLANKET ADDITIONAL INSURED AND WAIVER OF SUBROGATION (FOR INSTALLATION EXPOSURES)
- Item 11. BLANKET ADDITIONAL INSURED AND WAIVER OF SUBROGATION - PERSON OR ORGANIZATION
- Item 12. ADDITIONAL INSURED - ARCHITECTS, ENGINEERS OR SURVEYORS
- Item 13. ADDITIONAL INSURED - STATE, MUNICIPALITY OR POLITICAL SUBDIVISION - PERMITS
- Item 14. ADDITIONAL INSURED AND WAIVER OF SUBROGATION - LESSOR OF LEASED EQUIPMENT
- Item 15. KNOWLEDGE OF OCCURRENCE
- Item 16. UNINTENTIONAL ERRORS AND OMISSIONS
- Item 17. BODILY INJURY REDEFINITION
- Item 18. MOBILE EQUIPMENT REDEFINITION
- Item 19. SUPPLEMENTARY PAYMENTS
- Item 20. LIBERALIZATION

These changes broaden the policy sections described unless differing language is separately endorsed to the coverage part.

Item 1. REASONABLE FORCE

Exclusion a. of Coverage A is replaced by the following:

a. Expected or Intended Injury

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

Item 2. NON-OWNED WATERCRAFT EXTENSION

Subparagraph g.(2) of Exclusion g. of Coverage A (Section I - Coverages) is replaced by the following:

- (2) A watercraft you do not own that is:
 - (a) Less than 55 feet long; and
 - (b) Not being used for public transportation or as a common carrier.

Item 3. ALIENATED PREMISES

1. Subparagraph j.(2) of Exclusions of Section I - Coverages - Bodily Injury And Property Damage Liability is replaced by the following:
 - (2) Premises you sell, give away, or abandon, if the "property damage" arises out of any part of those premises, and occurs from hazards that were known by you, or should have reasonably been known by you, at the time the property was transferred or abandoned.

Item 4. PROPERTY IN YOUR CARE, CUSTODY OR CONTROL

1. Subparagraphs (3) and (4) of Exclusion j. of Coverage A. do not apply except to:
 - (a) Borrowed equipment; or
 - (b) "Property damage" to property in your care, custody and control while in transit.

This insurance does not apply to any portion of a loss for which the insured has available any other valid and collectible insurance, whether primary, excess, contingent, or on any other basis, unless such other insurance was specifically purchased by the insured to apply in excess of this policy.

2. Limits of Insurance

Subject to Paragraphs 2., 3., and 5. of Section III - Limits Of Insurance, the most we will pay for insurance provided by Paragraph 1. above is:

\$10,000 Each Occurrence Limit

\$25,000 Aggregate Limit

The Each Occurrence Limit for this coverage applies to all damages as a result of any one "occurrence" regardless of the number of persons or organizations who sustain damage because of that "occurrence."

The Aggregate Limit is the most we will pay for the sum of all occurrences covered by this provision.

Item 5. DAMAGE TO PREMISES RENTED TO YOU - EXPANDED COVERAGE

A. Fire, Lightning Or Explosion Damage

The last paragraph of 2. Exclusions under Section I - Coverage A is replaced by the following:

Exclusions c. through n. do not apply to damage to premises rented to you or temporarily occupied by you with permission of the owner when the damage is caused by fire, lightning, or explosion or subsequent damages resulting from such fire, lightning or explosion, including water damage. A separate limit of insurance applies to this coverage as described in Section III - Limits of Insurance.

B. Limits for Damage to Premises Rented to You

Paragraph 6. of Section III - Limits of Insurance is replaced by the following:

Subject to 5. above, the Damage to Premises Rented to You Limit is the most we will pay under Coverage A for any combination of:

- (a) Damage caused by fire, lightning, or explosion or subsequent damages resulting from such fire, lightning or explosion, including water damage to premises rented to you, or temporarily occupied by you with permission of the owner; and
- (b) "Property damage" (other than damage by fire) to premises, including the contents of such premises, rented to you for a period of 7 or fewer consecutive days.

Item 6. BODILY INJURY TO CO-EMPLOYEES

1. Subject to the Each Occurrence Limit and the General Aggregate Limit, Paragraphs 2.a.(1)(a), (b) and (c) of Section II - Who Is an Insured do not apply to your supervisory or management "employees" for "bodily injury" only.
2. Subject to the Each Occurrence Limit and the General Aggregate Limit, Paragraphs 2.a.(1)(a), (b) and (c) of Section II - Who Is an Insured do not apply to your "employees" or "volunteer workers" for "bodily injury" arising out of a Good Samaritan act to a co-"employee" or co-"volunteer worker." A Good Samaritan act means an attempt to rescue or aid a person in imminent or serious peril, provided the attempt is not recklessly made.

Damages owed to an injured co-"employee" or "volunteer worker" will be reduced by any amount paid or available to the injured co-"employee" or "volunteer worker" under any other valid and collectible insurance.

Item 7. HEALTH CARE PROFESSIONALS AS INSUREDS

Paragraph 2.a. (1) (d) of Section II - Who Is An Insured is deleted unless:

- (i) You are engaged in the occupation or business of providing or offering medical, surgical, dental, x-ray or nursing services, treatment, advice or instruction; or
- (ii) The "employee" has any other insurance that would also cover claims arising under this provision, whether the other insurance is primary, excess, contingent or on any other basis.

Item 8. NEWLY FORMED OR ACQUIRED ENTITIES

Paragraph 3. of Section II - Who Is An Insured is replaced by the following:

3. Any organization, other than a joint venture, you newly acquire or form and over which you maintain majority ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization.
 - a. Coverage under this provision is afforded only until:

- i. The 180th day after you acquire or form the organization; or
 - ii. Separate coverage is purchased for the organization; or
 - iii. The end of the policy period,
- whichever is earlier.
- b. Coverage A does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
 - c. Coverage B does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

No person or organization is an insured with respect to the conduct of any past partnership, current or past joint venture or past limited liability company that is not shown as a Named Insured in the Declarations.

Item 9. BLANKET ADDITIONAL INSURED AND WAIVER OF SUBROGATION - MANAGERS OR LESSORS OF PREMISES

A. Section II - Who Is An Insured is amended to include as an insured any manager or lessor of premises leased by you in which the written lease agreement obligates you to procure additional insured coverage, provided that:

- 1. The "bodily injury", "property damage" or "personal and advertising injury" giving rise to liability occurs subsequent to the execution of the agreement; and
- 2. The written agreement is in effect at the time of the "bodily injury", "property damage", "personal and advertising injury" for which coverage is sought.

That person or organization shall be referred to as the additional insured.

The coverage afforded to the additional insured is limited to liability in connection with the ownership, maintenance or use of the premises leased to you and caused, in whole or in part, by some negligent acts or omissions of you, your employees, your agents, or your subcontractors. There is no coverage for the additional insured for "bodily injury", "property damage" or "personal and advertising injury" arising out of the sole negligence of the additional insured or by those acting on behalf of the additional insured, except as provided below.

If the written agreement to indemnify an additional insured requires that you indemnify the additional insured for its sole negligence, then the coverage for the additional insured shall conform to that agreement; provided, however, that the contractual indemnification language of the agreement is valid under the law of the state where the agreement was formed. If the written agreement provides that a particular state's law will apply, then such provision will be honored.

B. Waiver Of Subrogation

For any additional insured that obtains insured status on this policy through Paragraph A. above, we waive any right of recovery we may have against the additional insured because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies.

C. Exclusions

This insurance does not apply to:

1. Any "occurrence" that takes place after you cease to be a tenant in that premises.
2. Any construction, renovation, demolition or installation operations performed by or on behalf of the additional insured.
3. Any premises for which coverage is excluded by endorsement.

D. Other Insurance

The insurance provided by this endorsement applies only to coverages and limits of insurance required by written agreement, but in no event exceeds either the scope of coverage or the limits of insurance available within this policy.

This insurance shall be excess over any other insurance available to the additional insured, whether such insurance is on an excess, contingent or primary basis, unless you are obligated under a written agreement to provide liability insurance for that additional insured on any other basis. In that event, this policy will apply solely on the basis required by such written agreement.

To the extent that the additional insured has the right to pursue any other insurance carrier for coverage, including a defense, we shall share that right with the additional insured.

Item 10. EXPANDED BLANKET ADDITIONAL INSURED AND WAIVER OF SUBROGATION (FOR INSTALLATION EXPOSURES)

A. Section II - Who Is An Insured is amended to include as an insured any person or organization to whom you are obligated by a written agreement to procure additional insured coverage, provided that:

1. The "bodily injury," "property damage," or "personal and advertising injury" giving rise to liability occurs subsequent to the execution of the written agreement; and
2. The written agreement is in effect at the time of the "bodily injury," "property damage," or "personal and advertising injury" for which coverage is sought.

That person or organization shall be referred to as the additional insured.

The coverage afforded to the additional insured is limited to liability caused, in whole or in part, by the negligent acts or omissions of you, your employees, your agents, or your subcontractors, in the performance of your ongoing operations.

This insurance does not apply to "bodily injury," or "property damage," "personal and advertising injury" arising out of "your work" included in the "products-completed operations hazard" unless you are required to provide such coverage for the additional insured by the written agreement, and then only for the period of time required by the written agreement and only for liability caused, in whole or in part, by the negligent acts or omissions of you, your employees, your agents, or your subcontractors.

There is no coverage for the additional insured for "bodily injury," "property damage" or "personal and advertising injury" arising out of the sole negligence of the additional insured or by those acting on behalf of the additional insured, except as provided below.

If the written agreement to indemnify an additional insured requires that you indemnify the additional insured for its sole negligence, then the coverage for the additional insured shall conform to that agreement; provided, however, that the contractual indemnification language of the agreement is valid under the law of the state where the agreement was formed. If the written agreement provides that a particular state's law will apply, then such provision will be honored.

B. Waiver Of Subrogation

For any additional insured that obtains insured status on this policy through Paragraph A. above, we waive any right of recovery we may have against the additional insured because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies.

C. Exclusions

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply:

1. To "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - b. Supervisory, inspection, architectural or engineering activities.
2. To "bodily injury" or "property damage" that occurs during the ongoing operations of a project where you have purchased an Owners & Contractors Protective Liability or Railroad Protective Liability Policy for the additional insured.
3. When coverage is available under a consolidated (wrap up) insurance program in which you are involved.

D. Other Insurance

The insurance provided by this endorsement applies only to coverages and limits of insurance required by written agreement, but in no event exceeds either the scope of coverage or the limits of insurance available within this policy.

This insurance shall be excess over any other insurance available to the additional insured, whether such insurance is on an excess, contingent or primary basis, unless you are obligated under a written agreement to provide liability insurance for that additional insured on any other basis. In that event, this policy will apply solely on the basis required by such written agreement.

To the extent that the additional insured has the right to pursue any other insurance carrier for coverage, including a defense, we shall share that right with the additional insured.

Item 11. BLANKET ADDITIONAL INSURED AND WAIVER OF SUBROGATION - PERSON OR ORGANIZATION

- A. Section II - Who Is An Insured is amended to include as an additional insured any person or organization to whom you are obligated by a written agreement to procure additional insured coverage, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

1. In the performance of your ongoing operations; or
2. In connection with premises owned by you

provided that:

- (a) The "bodily injury", "property damage" or "personal and advertising injury" giving rise to liability occurs subsequent to the execution of the agreement; and
- (b) The written agreement is in effect at the time of the "bodily injury", "property damage", "personal injury" or "advertising injury" for which coverage is sought.

That person or organization shall be referred to as the additional insured.

There is no coverage for the additional insured for "bodily injury", "property damage" or "personal and advertising injury" arising out of the sole negligence of the additional insured or by those acting on behalf of the additional insured, except as provided below.

If the written agreement to indemnify an additional insured requires that you indemnify the additional insured for its sole negligence, then the coverage for the additional insured shall conform to that agreement; provided, however, that the contractual indemnification language of the agreement is valid under the law of the state where the agreement was formed. If the written agreement provides that a particular state's law will apply, then such provision will be honored.

B. Waiver Of Subrogation

For any additional insured that obtains insured status on this policy through Paragraph A. above, we waive any right of recovery we may have against the additional insured because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies.

C. Exclusions

This insurance does not apply to:

1. Any premises or equipment leased to you.
2. Any construction, renovation, demolition or installation operations performed by or on behalf of you, or those operating on your behalf.

D. Other Insurance

The insurance provided by this endorsement applies only to coverages and limits of insurance required by written agreement, but in no event exceeds either the scope of coverage or the limits of insurance available within this policy.

This insurance shall be excess over any other insurance available to the additional insured, whether such insurance is on an excess, contingent or primary basis, unless you are obligated under a written agreement to provide liability insurance for that additional insured on any other basis. In that event, this policy will apply solely on the basis required by such written agreement.

To the extent that the additional insured has the right to pursue any other insurance carrier for coverage, including a defense, we shall share that right with the additional insured.

Item 12. ADDITIONAL INSURED - ARCHITECTS, ENGINEERS OR SURVEYORS

A. Section II - Who Is An Insured is amended to include as an additional insured any architect, engineer, or surveyor engaged by you but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In connection with your premises; or
2. In the performance of your ongoing operations.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

1. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
2. Supervisory, inspection, architectural or engineering activities.

Item 13. ADDITIONAL INSURED - STATE, MUNICIPALITY OR POLITICAL SUBDIVISION - PERMITS

Section II - Who Is An Insured is amended to include as an additional insured any state, municipality or political subdivision with respect to any operations performed by you, or on your behalf, for which the state, municipality or political subdivision has issued a permit.

However, this insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state, municipality or political subdivision; or
2. Any "bodily injury" or "property damage" included within the "products-completed operations hazard", except when required by written contract or agreement initiated prior to loss; or
3. "Bodily injury", "property damage" or "personal and advertising injury," unless negligently caused, in whole or in part, by you or those acting on your behalf.

Item 14. ADDITIONAL INSURED AND WAIVER OF SUBROGATION - LESSOR OF LEASED EQUIPMENT

A. Section II - Who Is An Insured is amended to include as an additional insured any person or organization from whom you lease equipment when you and such person or organization have agreed in a written agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

There is no coverage for the additional insured for "bodily injury", "property damage" or "personal and advertising injury" arising out of the sole negligence of the additional insured or by those acting on behalf of the additional insured.

A person's or organization's status as an additional insured under this endorsement ends when the agreement with you for such leased equipment ends.

B. Waiver of Subrogation

For any additional insured that obtains insured status on this policy through Paragraph A. above, we waive any right of recovery we may have against the additional insured because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

C. Other Insurance

This insurance shall be excess over any other insurance available to the additional insured, whether such insurance is on an excess, contingent or primary basis, unless you are obligated under a written agreement to provide liability insurance for that additional insured on any other basis. In that event, this policy will apply solely on the basis required by such written agreement.

To the extent that the additional insured has the right to pursue any other insurance carrier for coverage, including a defense, we shall share that right with the additional insured.

Item 15. KNOWLEDGE OF OCCURRENCE

Subparagraphs 2.a., b. and c. of Condition 2. Section IV - Commercial General Liability Conditions are amended to add the following:

As used in this paragraph, the word "you" refers to an "executive officer", partner, member or legal representative, and any other "employee" with insurance or risk management responsibilities.

Item 16. UNINTENTIONAL ERRORS AND OMISSIONS

Paragraph 6. of Section IV - Commercial General Liability Conditions is amended to add the following:

Any unintentional error or omission in the description of, or failure to completely describe, any premises or operations intended to be covered by this policy will not invalidate or affect coverage for those premises or operations. However, you must report such error or omission to us as soon as practicable after its discovery.

This provision does not affect our right to collect additional premium or exercise our right of cancellation or non renewal.

Item 17. BODILY INJURY REDEFINITION

The definition of "bodily injury" in Section V - Definitions section is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person. It includes death or mental anguish, which results at any time from such physical harm, physical sickness or physical disease. Mental anguish means any type of mental or emotional illness or distress.

Item 18. MOBILE EQUIPMENT REDEFINITION

Paragraphs 12.f.(1) (a) (b) and (c) of Section V - Definitions do not apply to self-propelled vehicles of less than 1000 pounds gross vehicle weight.

Item 19. SUPPLEMENTARY PAYMENTS

Section I - Coverages, Supplementary Payments - Coverages A and B, Items 1.b. and 1.d., respectively, are replaced with:

LG 31 80 09 07

Page 9
See next page

- b. Up to \$2,500 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.
- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit" including substantiated loss of earnings up to \$500 a day because of time off from work.

Item 20. LIBERALIZATION

Section IV - Commercial General Liability Conditions is amended to add the following:

10. Liberalization

If we adopt a change in our forms or rule which would broaden your coverage without an extra charge, the broader coverage will apply to this policy. This extension is effective upon the approval of such broader coverage in your state.

CITY OF MORENO VALLEY

BUSINESS LICENSE TAX RECEIPT

The person, firm or corporation named below has paid the appropriate fees to the City and is hereby granted this business license tax receipt for the business described below. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of any law or ordinance. The City does not pass on the qualifications of the holder of this business license tax receipt.

Business Name: Mariposa Landscapes, Inc
Business Location: 15529 Arrow Hwy, Irwindale, CA 91706
Business Owner: Mariposa Landscapes, Inc
Terry Noriega

BUSINESS TYPE: 091
Description: CONTRACTOR - ALL

MARIPOSA LANDSCAPES, INC
15529 ARROW HWY
IRWINDALE, CA 91706

| |
|---|
| BUSINESS LICENSE #: 16607 |
| Effective Date: January 01, 2013 |
| Expiration Date: December 31, 2013 |


Richard Teichert
Financial & Administrative Services Director

TO BE POSTED IN A CONSPICUOUS PLACE

NOT TRANSFERABLE

**MINUTES - REGULAR MEETING OF OCTOBER 8, 2013
(Report of: City Clerk Department)**

Recommendation: Approve as submitted.

SEE AGENDA ITEM A.2

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**MINUTES – SPECIAL MEETING OF OCTOBER 10, 2013
(Report of: City Clerk’s Department)**

Recommendation: Approve as submitted.

SEE AGENDA ITEM A.3

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**MINUTES - REGULAR MEETING OF OCTOBER 8, 2013
(Report of: City Clerk Department)**

Recommendation: Approve as submitted.

SEE AGENDA ITEM A.2

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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Richard Teichert, Chief Financial Officer

AGENDA DATE: October 22, 2013

TITLE: PUBLIC HEARING REGARDING THE MAIL BALLOT PROCEEDING FOR TPM 36463 BALLOTING FOR NPDES

RECOMMENDED ACTION

Recommendations: That the City Council:

1. Conduct the Public Hearing and accept public testimony regarding the mail ballot proceeding for all parcels associated with Tentative Parcel Map (TPM) 36463.
2. Direct the City Clerk to tabulate the National Pollutant Discharge Elimination System (NPDES) ballots for TPM 36463.
3. Verify and accept the results of the mail ballot proceeding as identified on the Official Tally Sheet.
4. Receive and file with the City Clerk's office the accepted Official Tally Sheet.
5. If approved, authorize and impose the NPDES maximum commercial/industrial regulatory rate to all parcels associated with TPM 36463.

SUMMARY

The action before the City Council is to accept public testimony, tabulate the returned ballots, verify, and accept the results of the mail ballot proceedings for TPM 36463.

DISCUSSION

To comply with the 1972 Federal Clean Water Act, Land Development, a division of the Public Works Department, conditions new development projects to participate in the

appropriate NPDES regulatory rate to fund federally mandated programs. The City Council adopted the residential regulatory rate on June 10, 2003, and the commercial/industrial regulatory rate on January 10, 2006.

New development projects are subject to the current NPDES Permit requirements for stormwater management as mandated by the Federal Clean Water Act. Public agencies are to obtain Permits to discharge urban stormwater runoff from municipally owned drainage facilities, including streets, highways, storm drains, and flood control channels. With funding support provided by Property Owners, the City annually inspects site design, source and treatment control Best Management Practices, monitors maintenance records for those on-site facilities, and performs annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State. Provided the mail ballot is approved by the property owner, the City will also be authorized to levy the NPDES maximum commercial/industrial regulatory rate on the annual property tax bill or as a monthly charge on a utility bill.

The Conditions of Approval for TPM 36463 require that a funding source be provided to help support the NPDES program. Approving the NPDES maximum commercial/industrial regulatory rate through a mail ballot proceeding fulfills this requirement.

In compliance with Proposition 218, which requires that any new or proposed increase in property-related assessments, fees, or charges be submitted to property owners for approval, a mail ballot proceeding is being conducted to give the property owners of TPM 36463 ("Property Owners") the option to approve or oppose the NPDES maximum commercial/industrial regulatory rate. The Property Owners are given two opportunities to address the legislative body. These two opportunities are the Public Meeting on October 8, 2013 and the Public Hearing on October 22, 2013, when the results of the ballot proceeding will be announced.

ALTERNATIVES

1. **Conduct the Public Hearing**, tabulate the ballots, verify, and accept the results of the mail ballot proceeding as identified on the Official Tally Sheet, receive and file with the City Clerk's office the accepted Official Tally Sheet, and if approved, authorize and impose the annual parcel charge for CSD Zone M to certain parcels associated with TPM 36463. *This alternative will fulfill the 45-day noticing period and Public Hearing requirements as mandated by Proposition 218.*
2. **Open the Public Hearing and continue** the hearing to a future regular City Council meeting. *This alternative will fulfill the 45-day noticing period and Public Hearing requirements as mandated by Proposition 218. This alternative will not incur any additional costs for re-noticing.*
3. **Do not conduct the Public Hearing**, tabulate the ballots, verify, or accept the results of the mail ballot proceeding for certain parcels associated with TPM 36463.

This alternative prohibits the property owner from satisfying their Conditions of Approval utilizing this funding mechanism.

4. **Do not conduct the Public Hearing** at this time but reschedule it to a date certain, at a regular City Council meeting. *This alternative would require the 45-day noticing period to start over and cause additional costs to be incurred for re-noticing.*

FISCAL IMPACT

For fiscal year (FY) 2013/14, the NPDES annual regulatory rate and estimated CSD Zone M annual parcel charge is as follows:

| Project | NPDES Maximum Commercial/Industrial Rate |
|--|--|
| APN 297-170-027 (and any division thereof) | \$223 |
| APN 297-170-067 (and any division thereof) | \$223 |
| APN 297-170-075 (and any division thereof) | \$223 |
| APN 297-170-076 (and any division thereof) | \$223 |

Beginning in FY 2014/15, the NPDES Maximum Commercial/Industrial Regulatory Rate shall be subject to an annual adjustment based on the percentage change calculated for the previous year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics.

The NPDES rates collected from property owners support the current Permit programs and reduce the level of General Fund support necessary to remain in compliance with unfunded federal mandates, as administered by the State. The NPDES rate is levied on a per parcel basis. Once the map TPM records, creating one parcel, the property owner will only be levied the current rate each year based on the one parcel. **Funds collected from the NPDES rates are restricted for use only within the Stormwater Management program.**

CITY COUNCIL GOALS

Advocacy

Management of the stormwater will ensure that water pollutants are discharged in compliance with federal mandates and City policies.

Revenue Diversification and Preservation

The NPDES maximum commercial/industrial regulatory rate provides funding for program costs, which include maintenance and administration.

NOTIFICATION

The Property Owners were given the required 45-day noticing period to review the ballot documents. The documents included a notice to the property owner, map of the project area, the NPDES commercial/industrial rate schedule, NPDES ballot, instructions for marking and returning the ballots, and postage-paid envelopes for returning the ballots to the City Clerk. (See Attachments 1 and 2.)

Newspaper advertising for the October 8, 2013, Public Meeting and October 22, 2013, Public Hearing was published in The Press-Enterprise on September 19, 2013. Additionally, the Public Hearing notification was published on October 3 and again on October 10, 2013.

ATTACHMENTS

- Attachment 1: Mail Ballot Packet for IIT
- Attachment 2: Mail Ballot Packet for RMV

Prepared by:
Jennifer Terry,
Management Analyst

Department Head Approval:
Richard Teichert
Chief Financial Officer

Concurred by:
Candace E. Cassel,
Special Districts Division Manager

Concurred by:
Mark W. Sambito, P.E.
Engineering Division Manager

TEL: 951.413.3480
 FAX: 951.413.3498
 WWW.MOVAL.ORG



14331 FREDERICK STREET, SUITE 2
 P. O. BOX 88005
 MORENO VALLEY, CA 92552-0805

IIT Inland Empire Logistics Center
 Attention: Alicia Light
 18818 Teller Ave, Suite 277
 Irvine, CA 92612

August 28, 2013

NOTICE TO PROPERTY OWNER-MAIL BALLOT PROCEEDING FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) MAXIMUM COMMERCIAL/INDUSTRIAL REGULATORY RATE FOR APN 297-170-067

******* OFFICIAL BALLOT ENCLOSED *******

Introduction

In November of 1996, California voters passed Proposition 218 (“The Right to Vote on Taxes Act”). As a result, any new or proposed increase in a property-related charge requires approval of the charge by the property owner of record. In compliance with Proposition 218 legislation, the City of Moreno Valley Special Districts Division is conducting a mail ballot proceeding to provide the owner of Assessor’s Parcel Number (APN) 297-170-067 the opportunity to express support for or opposition to the approval of the NPDES Maximum Commercial/Industrial Regulatory Rate and services. Approval of the NPDES Maximum Commercial/Industrial Regulatory Rate through a mail ballot proceeding will fulfill the Conditions of Approval to provide a funding source for the NPDES program.

Background

The City shall provide the services necessary to meet mandates of the Federal Clean Water Act. The current NPDES Permit, as administered by the State, regulates the volume and amount of pollutants in stormwater runoff from all development types. NPDES Maximum Commercial/Industrial Regulatory Rate provides financial support for inspecting site design, source and treatment control Best Management Practices, monitoring maintenance records for those on-site facilities, and performing annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State.

Services Provided

In compliance with the Federal Clean Water Act, the City of Moreno Valley shall annually inspect site design, source and treatment control Best Management Practices, verify monitoring and maintenance records for those on-site facilities, and perform annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements.

How is the Amount of the Charge Determined?

Each fiscal year (FY), the City of Moreno Valley shall determine the type of services necessary to comply with NPDES Permit requirements and levy the rate applicable for that service. The rate levied shall not exceed the rate previously approved by the property owner.

August 28, 2013

Proposed Charge

For FY 2013/14, the NPDES Maximum Commercial/Industrial Regulatory Rate is \$223 per parcel. The total amount of the NPDES rates levied for FY 2013/14 for the program as a whole was \$419,571.00.

Annual Adjustment

Beginning in FY 2014/15, the NPDES Maximum Commercial/Industrial Regulatory Rate shall be subject to an annual adjustment based on the percentage change calculated for the previous year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics.

Duration of the Charge

Upon approval of the NPDES Maximum Commercial/Industrial Regulatory Rate, the annual levy amount will be assessed to APN 297-170-067 (and any division thereof) and shall be placed on the Riverside County property tax bill or as a monthly charge on a utility bill. The NPDES Maximum Commercial/Industrial Regulatory Rate will be levied each following year at the proposed rate, which may include an annual inflation adjustment.

Public Hearing

To provide information concerning this mail ballot proceeding the City has scheduled one (1) Public Meeting and one (1) Public Hearing, which will be held at the **Moreno Valley City Hall Council Chamber located at 14177 Frederick Street, Moreno Valley.**

| <u>Public Meeting</u> | <u>Public Hearing</u> |
|--|--|
| Tuesday, October 8, 2013 6:00 P.M. | Tuesday, October 22, 2013 6:00 P.M. |
| (Or As Soon Thereafter As The Matter May Be Called) | (Or As Soon Thereafter As The Matter May Be Called) |

Tabulation of returned ballots will commence after the close of the Public Hearing. All ballots received shall be tabulated under the direction of the City Clerk in compliance with the current Policy For Conducting Mail Ballot Proceedings Policy #1.12.

Effect if Approval of the Charges is Approved

Approval of the NPDES Maximum Commercial/Industrial Regulatory Rate will be confirmed if the ballot is marked in favor of the NPDES rate. Approving the NPDES Maximum Commercial/Industrial Regulatory Rate through a mail ballot proceeding will fulfill the Conditions of Approval to provide a funding source for the NPDES program.

Effect if Approval of the Charges is Not Approved

Not approving the NPDES Maximum Commercial/Industrial Regulatory Rate to meet federally mandated NPDES Permit requirements may result in noncompliance with the Conditions of Approval. If the returned valid ballot is marked opposing the NPDES rate, then the rate will not be levied on the property tax bill.

For More Information

If you have any questions about the proposed program, the annual rate, or about the mail ballot proceeding process, please contact Jennifer Terry, Management Analyst, Special Districts, a

Division of the Financial and Management Services Department, Monday through Thursday from 7:30 a.m. to 6:00 p.m. at 951.413.3505 or via email at JenniferT@moval.org.

Completing Your Ballot

The enclosed ballot shall be submitted to the City Clerk in support of or opposition to the proposed program and annual charge. Please follow the instructions listed below to complete and return your ballot. Procedures for the completion, return, and tabulation of the ballot are also on file in the City Clerk's office.

1. Mark the enclosed ballot in support of or opposition to the proposed program and annual rate **by placing a mark in the corresponding box.**
2. Sign your name on the ballot. Ballots received without signature(s) will be considered invalid *and will not be counted.*
3. Mail or personally deliver your completed ballot in a sealed envelope to the City Clerk's office, 14177 Frederick Street, Moreno Valley, California, 92553. For your convenience, a postage-paid envelope has been included for return of the ballot.
4. Ballot(s) must be **received** by the City Clerk prior to the close of the Public Hearing to be held on **Tuesday, October 22, 2013**, at the Moreno Valley City Hall Council Chamber. The Public Hearing will be held at 6:00 p.m. or as soon thereafter as the matter may be called. Ballots received after the close of the Public Hearing cannot be legally counted.

Ballot Marks

Appropriate ballot markings include any one of the following for either the YES/Approved or NO/Not Approved blank box:

- A check mark substantially inside a box;
- An X mark substantially inside a box;
- A dot or oval mark substantially inside a box;
- A completely shaded or filled mark substantially inside a box;
- A line, single or dashed, or combination of lines, through the box area. Lines may be any one of the following marks: horizontal, vertical, or diagonal. The mark may either run from side to side or corner to corner. All valid lines must be substantially within the box area and not marking any part of another blank box on the ballot;
- A circle around the box and/or associated clause; or
- A square or rectangle around the box and/or associated clause.

Balloting marks shall not extend past one box area into any portion of another nor surround the perimeter or any portion of more than one box area. Markings that extend past one box area into any portion of another or surround the perimeter or any portion of more than one box area shall be considered invalid and not counted.

Ballot Mark Revisions (Changes): An error or desire to revise (change) a selection made on the ballot may be completed and returned any time **prior** to the conclusion of public testimony at the Public Hearing. **The revision must be initialed by the record owner(s) of property. Initials must be clearly printed and placed at the right top corner of the revised selection.**







COMMON INTEREST, COMMERCIAL, INDUSTRIAL AND QUASI-PUBLIC USE NPDES RATE SCHEDULE
 Adopted by the City Council on January 10, 2006

| LEVEL 1 | LEVEL II | | | | | | | | | | | | |
|--|--|-----------|----------|--|--------|---------|---|----------------------|-----------|----------|--|---------|----------|
| <p align="center">NPDES Administration <i>(Not covered by CSA 152)</i></p> <p>Costs associated with personnel, administration and management of the storm water management program. Administrative tasks include development and filing of various stormwater reports and data collection and management.</p> <p>Level I is levied on all parcels conditioned for the NPDES Rate Schedule.</p> | <p align="center">Site Design, Source Control and Treatment Control BMPs Monitoring and Maintenance</p> <p>Costs associated with stormwater and non-stormwater runoff monitoring, inspection of the project's site design, source control and treatment control BMPs; evaluation of site stormwater compliance activities, review of site-specific technical reports and treatment control BMP maintenance records.</p> | | | | | | | | | | | | |
| <p>Fiscal Year (FY) 2005/2006 - Base Year Calculation, subject to an annual inflation factor based on the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics</p> | <p>Fiscal Year (FY) 2005/2006 - Base Year Calculation, subject to an annual inflation factor based on the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics</p> | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>PROPOSED PARCEL RATE</th> <th>Per Month</th> <th>Per Year</th> </tr> </thead> <tbody> <tr> <td></td> <td align="center">\$2.67</td> <td align="center">\$32.00</td> </tr> </tbody> </table> | PROPOSED PARCEL RATE | Per Month | Per Year | | \$2.67 | \$32.00 | <table border="1"> <thead> <tr> <th>PROPOSED PARCEL RATE</th> <th>Per Month</th> <th>Per Year</th> </tr> </thead> <tbody> <tr> <td></td> <td align="center">\$12.58</td> <td align="center">\$151.00</td> </tr> </tbody> </table> | PROPOSED PARCEL RATE | Per Month | Per Year | | \$12.58 | \$151.00 |
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| PROPOSED PARCEL RATE | Per Month | Per Year | | | | | | | | | | | |
| | \$12.58 | \$151.00 | | | | | | | | | | | |

Inflation Factor Adjustments

- FY 2006/2007 - 4.5% = (\$33.00 & \$158.00)
- FY 2007/2008 - 3.1% = (\$34.00 & \$163.00)
- FY 2008/2009 - 4.2% = (\$35.00 & \$170.00)
- FY 2009/2010 - no change = (\$35.00 & \$170.00)
- FY 2010/2011 - no change = (\$35.00 & \$170.00)
- FY 2011/2012 - 3.8% = (\$36.00 & \$176.00)
- FY 2012/2013 - 2.7% = (\$37.00 & \$181.00)
- FY 2013/2014 - 2.0% = (\$38.00 & \$185.00) rounded to the nearest dollar

Harbor Freight Expansion PA13-0012

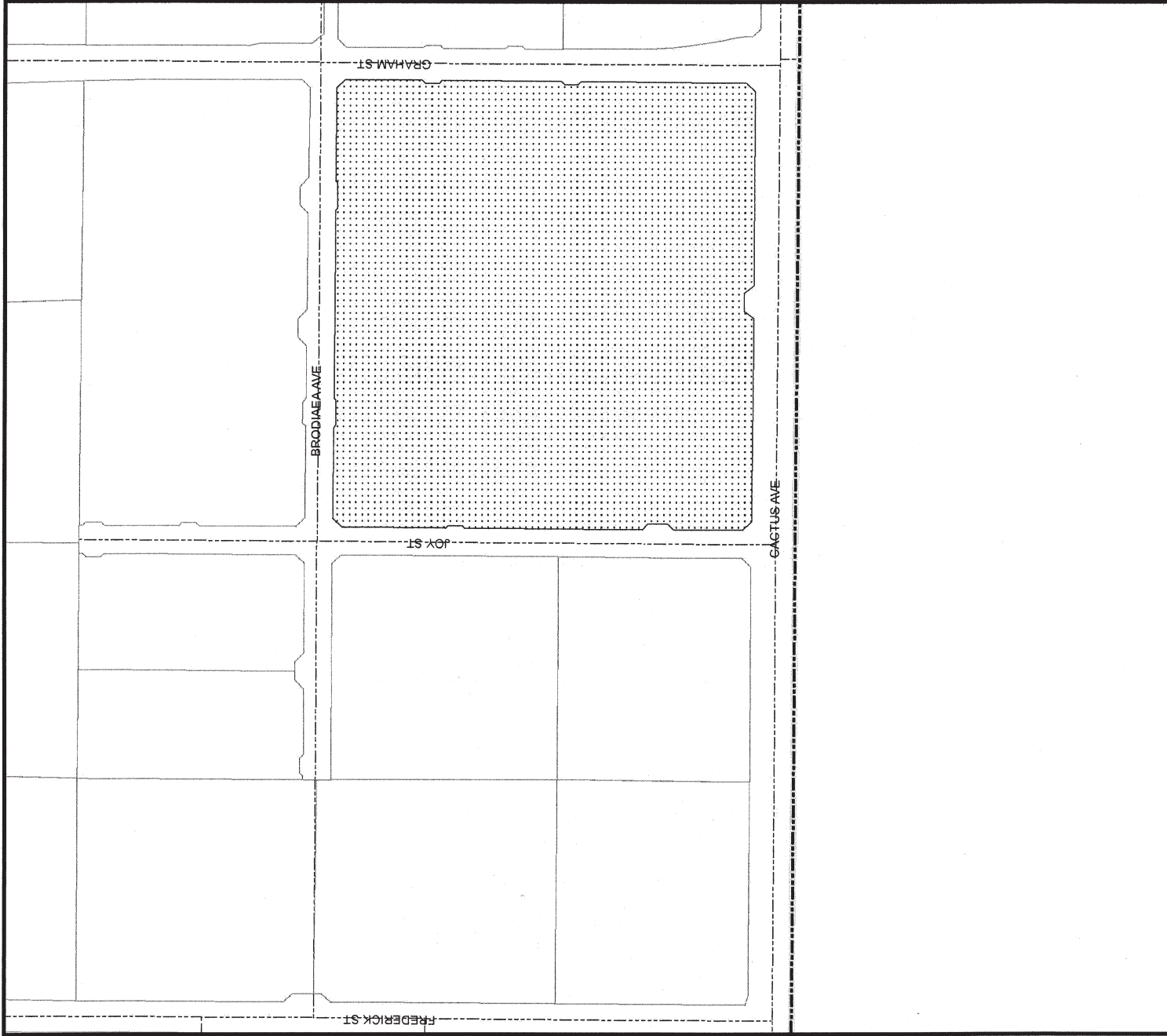
-  Median
-  Landscaped Areas
-  APN 297-170-067
-  Roads
-  Parcels
-  City Boundary

Map reflects all changes indicated on Riverside County Assessor Maps as of August 27, 2013.



G:\WP\SDA\PA13-0012 Harbor Freight Expansion.mxd

The information shown on this map was compiled from the Riverside County GIS and the City of Moreno Valley GIS. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. Data and information on this map is subject to update and modification. Riverside County and City of Moreno Valley will not be held responsible for any claims, losses or damages resulting from the use of this map. This map is not to be recycled or resold.



**OFFICIAL MAIL BALLOT for
Assessor's Parcel Number (APN) 297-170-067**

**National Pollutant Discharge Elimination System (NPDES)
Maximum Commercial/Industrial Regulatory Rate**

YES* — as property owner of APN 297-170-067, **I approve** the NPDES Maximum Commercial/Industrial Regulatory Rate and services. For fiscal year (FY) 2013/14, the NPDES Maximum Commercial/Industrial Regulatory Rate is \$223 per parcel. Upon approval of the maximum regulatory rate, the annual levy amount shall be placed on the Riverside County property tax bill or as a monthly charge on a utility bill. Beginning FY 2014/15, the maximum regulatory rate shall be subject to an annual adjustment based on the percentage change calculated for the previous year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics. The City will annually inspect site design, source and treatment control Best Management Practices, verify monitoring and maintenance records for those on-site facilities, and perform annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State.

NO** — as property owner of APN 297-170-067, **I do not approve** the NPDES Maximum Commercial/Industrial Regulatory Rate and services. I understand that not approving the NPDES Maximum Commercial/Industrial Regulatory Rate to fund federally mandated NPDES Permit requirements shall result in noncompliance with the project's Conditions of Approval. The NPDES maximum commercial/industrial regulatory rate shall not be levied on the Riverside County property tax bill.

| Assessor Parcel Number | YES* | NO** | NPDES Maximum Commercial/Industrial Regulatory Rate |
|--|--------------------------|--------------------------|---|
| 297-170-067 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$223 |

This ballot must be received by the City Clerk of the City of Moreno Valley prior to the close of the Public Hearing to be held on October 22, 2013, at the Moreno Valley City Hall Council Chamber, 14177 Frederick Street, Moreno Valley, California. The Public Hearing will be held at 6:00 p.m. or as soon thereafter as the matter may be called.

PROPERTY OWNER SIGNATURE DATE

Please remember to mark the appropriate box, sign and date the ballot and return to the City Clerk's office in the enclosed envelope prior to the close of the October 22, 2013 Public Hearing

TEL: 951.413.3480
 FAX: 951.413.3498
 WWW.MOVAL.ORG



14331 FREDERICK STREET, SUITE 2
 P. O. BOX 88005
 MORENO VALLEY, CA 92552-0805

Ridge Moreno Valley
 c/o Ridge Property Trust
 225 W Washington St 1550
 Chicago, IL 60606

August 28, 2013

NOTICE TO PROPERTY OWNER-MAIL BALLOT PROCEEDING FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) MAXIMUM COMMERCIAL/INDUSTRIAL REGULATORY RATE AND FOR COMMUNITY SERVICES DISTRICT (CSD) ZONE M (COMMERCIAL, INDUSTRIAL, AND MULTIFAMILY IMPROVED MEDIAN MAINTENANCE) FOR APNs 297-170-027, 297-170-075, AND 297-170-076

******* OFFICIAL BALLOTS ENCLOSED *******

Introduction

In November of 1996, California voters passed Proposition 218 ("The Right to Vote on Taxes Act"). As a result, any new or proposed increase in a property-related charge requires approval of the charge by the property owner of record. In compliance with Proposition 218 legislation, the City of Moreno Valley Special Districts Division is conducting a mail ballot proceeding to provide the owner of Assessor's Parcel Numbers (APNs) 297-170-027, 297-170-075, and 297-170-076 the opportunity to express support or opposition for the approval of the NPDES regulatory rate and services and for inclusion into and approval of the annual charge for the CSD Zone M program for APNs 297-170-027 and 297-170-076.

Background

NPDES Maximum Commercial/Industrial Regulatory Rate

The City shall provide the services necessary to meet mandates of the Federal Clean Water Act. The current NPDES Permit, as administered by the State, regulates the volume and amount of pollutants in stormwater runoff from all development types. NPDES Maximum Commercial/Industrial Regulatory Rate provides financial support for inspecting site design, source and treatment control Best Management Practices, monitoring maintenance records for those on-site facilities, and performing annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State.

CSD Zone M Charge

The CSD was formed simultaneously with City incorporation and established Zones to allocate the costs of special benefit services to those parcels designated to receive selective programs. The CSD Zone M program provides ongoing maintenance to improved medians adjacent to commercial, industrial, and multifamily developments in designated areas of the City. Commercial, industrial, and multifamily developments along designated arterial streets are conditioned to participate in the improved median maintenance program in compliance with the Citywide Arterial Median Maintenance Policy approved by the CSD Board in March 2003 and revised in January 2006.

Services Provided

NPDES Maximum Commercial/Industrial Regulatory Rate

In compliance with the Federal Clean Water Act, the City of Moreno Valley shall annually inspect site design, source and treatment control Best Management Practices, verify monitoring and maintenance records for those on-site facilities, and perform annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State.

CSD Zone M Charge

Special Districts' staff manages private landscape maintenance firms to ensure that landscape preservation activities are completed on a regular schedule. The CSD Zone M annual charge was established to cover administration and service costs for the landscape maintenance. Services include, but are not limited to: trimming, pruning, fertilizing, replacing plant material(s) as necessary, litter removal, weed control, maintenance of the irrigation system, payment of water and electric utility charges, staff support, and other items necessary for the satisfactory maintenance of the landscaped medians.

How is the Amount of the Charge Determined?

NPDES Maximum Commercial/Industrial Regulatory Rate

Each fiscal year (FY), the City of Moreno Valley shall determine the type of services necessary to comply with NPDES Permit requirements and levy the rate applicable for that service. The rate levied shall not exceed the rate previously approved by the property owner.

CSD Zone M Charge

The annual CSD Zone M charge includes maintenance and administration costs. The CSD Zone M charge shall be proportionally adjusted if APNs 297-170-027 and 297-170-076 are subdivided in the future. The charge levied shall not exceed the charge previously approved by the property owner.

Proposed Charge

NPDES Maximum Commercial/Industrial Regulatory Rate

For FY 2013/14, the NPDES maximum commercial/industrial regulatory rate is \$223 per parcel. The total amount of the NPDES rates levied for FY 2013/14 for the program as a whole was \$419,571.00.

CSD Zone M Charge

The CSD Zone M annual charge for FY 2013/14 for the existing Cactus Ave. median is \$1,633.32 for APN 297-170-027 and \$1,578.08 for APN 297-170-076. The total amount of the CSD Zone M charges levied for FY 2013/14 for the program as a whole was \$165,549.72.

Annual Adjustment

NPDES Maximum Commercial/Industrial Regulatory Rate

Beginning in FY 2014/15, the NPDES Maximum Commercial/Industrial Regulatory Rate shall be subject to an annual adjustment based on the percentage change calculated for the previous year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics.

CSD Zone M Charge

Beginning in FY 2014/15, the CSD Zone M charge shall be subject to an annual adjustment based on the percentage change calculated for the previous calendar year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics.

Duration of the Charge

Upon approval of the NPDES Maximum Commercial/Industrial Regulatory Rate, the annual levy amount will be assessed to APN 297-170-027, 297-170-075, and 297-170-076 (and any division thereof) and shall be placed on the Riverside County property tax bill or as a monthly charge on a utility bill. Upon approval, the CSD Zone M charge shall be placed on the Riverside County property tax bill. The NPDES Maximum Commercial/Industrial regulatory rate and the CSD Zone M charge will be levied each following year at the proposed rate, which may include an annual inflation adjustment.

Public Hearing

To provide information concerning this mail ballot proceeding the City/CSD has scheduled one (1) Public Meeting and one (1) Public Hearing, which will be held at the **Moreno Valley City Hall Council Chamber located at 14177 Frederick Street, Moreno Valley.**

| <u>Public Meeting</u> | <u>Public Hearing</u> |
|---|--|
| Tuesday, October 8, 2013 6:00 P.M. (Or As Soon Thereafter As The Matter May Be Called) | Tuesday, October 22, 2013 6:00 P.M. (Or As Soon Thereafter As The Matter May Be Called) |

Tabulation of all returned ballots will commence after the close of the Public Hearing. All ballots received shall be tabulated under the direction of the City Clerk/Secretary of the CSD Board of Directors in compliance with the current Policy For Conducting Mail Ballot Proceedings Policy #1.12.

Effect if Inclusion into and Approval of the Charges are Approved

Approval of the NPDES Maximum Commercial/Industrial maximum regulatory rate will be confirmed if the ballot is marked in favor of the NPDES rate. Inclusion into the CSD Zone M program and approval of the annual charges will be confirmed if a simple majority of the weighted value of APNs are marked in favor of the annual charges.

Effect if Inclusion into and Approval of the Charges are Not Approved

NPDES Maximum Commercial/Industrial Regulatory Rate

Not approving the NPDES commercial/industrial regulatory rate to meet federally mandated NPDES Permit requirements shall result in noncompliance with the Conditions of Approval. If the returned valid ballot is marked opposing the NPDES rate, then the rate will not be levied on the property tax bill.

CSD Zone M Charge

If a majority of the returned valid weighted APNs oppose the CSD Zone M annual charges, then the annual charges will not be levied on the property tax bills and noncompliance of the Conditions of Approval shall result.

For More Information

If you have any questions about the proposed programs, the annual rates, or about the mail ballot proceeding process, please contact Jennifer Terry, Management Analyst, Special Districts, a Division of the Financial and Management Services Department, Monday through Thursday from 7:30 a.m. to 6:00 p.m. at 951.413.3505 or via email at JenniferT@moval.org.

Completing Your Ballot

Property owner may submit the enclosed ballots to the City Clerk in support of or opposition to the proposed programs and annual charges. Please follow the instructions listed below to complete and return your ballots. Procedures for the completion, return, and tabulation of the ballots are also on file in the City Clerk's office.

1. Mark the two enclosed ballots in support of or opposition to the proposed programs and annual charges **by placing a mark in the corresponding box.**
2. Sign your name on the ballots. Ballots received without signature(s) will be considered invalid *and will not be counted.*
3. Mail or personally deliver your ballots in a sealed envelope to the City Clerk's office, 14177 Frederick Street, Moreno Valley, California, 92553. For your convenience, two postage-paid envelopes have been included for return of the ballots.
4. Ballot(s) must be **received** by the City Clerk prior to the close of the Public Hearing to be held on **Tuesday, October 22, 2013**, at the Moreno Valley City Hall Council Chamber. The Public Hearing will be held at 6:00 p.m. or as soon thereafter as the matter may be called. Ballots received after the close of the Public Hearing cannot be legally counted.

Ballot Marks

Appropriate ballot markings include any one of the following for either the YES/Approved or NO/Not Approved blank box:



A check mark substantially inside a box;



An X mark substantially inside a box;



A dot or oval mark substantially inside a box;



A completely shaded or filled mark substantially inside a box;



A line, single or dashed, or combination of lines, through the box area. Lines may be any one of the following marks: horizontal, vertical, or diagonal. The mark may either run from side to side or corner to corner. All valid lines must be substantially within the box area and not marking any part of another blank box on the ballot;

Notice of Mail Ballot Proceeding for RMV
August 28, 2013



A circle around the box and/or associated clause; or



A square or rectangle around the box and/or associated clause.

Balloting marks shall not extend past one box area into any portion of another nor surround the perimeter or any portion of more than one box area. Markings that extend past one box area into any portion of another or surround the perimeter or any portion of more than one box area shall be considered invalid and not counted.

Ballot Mark Revisions (Changes): An error or desire to revise (change) a selection made on the ballot may be completed and returned any time prior to the conclusion of public testimony at the Public Hearing. **The revision must be initialed by the record owner(s) of property. Initials must be clearly printed and placed at the right top corner of the revised selection.**




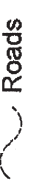
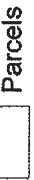

COMMON INTEREST, COMMERCIAL, INDUSTRIAL AND QUASI-PUBLIC USE NPDES RATE SCHEDULE
 Adopted by the City Council on January 10, 2006

| LEVEL I | LEVEL II | | | | | | | | | | | | |
|--|--|-----------|----------|--|--------|---------|---|----------------------|-----------|----------|--|---------|----------|
| <p align="center">NPDES Administration (Not covered by CSA 152)</p> <p>Costs associated with personnel, administration and management of the storm water management program. Administrative tasks include development and filing of various stormwater reports and data collection and management.</p> <p>Level I is levied on all parcels conditioned for the NPDES Rate Schedule.</p> | <p align="center">Site Design, Source Control and Treatment Control BMPs Monitoring and Maintenance</p> <p>Costs associated with stormwater and non-stormwater runoff monitoring, inspection of the project's site design, source control and treatment control BMPs; evaluation of site stormwater compliance activities, review of site-specific technical reports and treatment control BMP maintenance records.</p> | | | | | | | | | | | | |
| <p>Fiscal Year (FY) 2005/2006 - Base Year Calculation, subject to an annual inflation factor based on the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics</p> <table border="1"> <thead> <tr> <th>PROPOSED PARCEL RATE</th> <th>Per Month</th> <th>Per Year</th> </tr> </thead> <tbody> <tr> <td></td> <td align="center">\$2.67</td> <td align="center">\$32.00</td> </tr> </tbody> </table> | PROPOSED PARCEL RATE | Per Month | Per Year | | \$2.67 | \$32.00 | <table border="1"> <thead> <tr> <th>PROPOSED PARCEL RATE</th> <th>Per Month</th> <th>Per Year</th> </tr> </thead> <tbody> <tr> <td></td> <td align="center">\$12.58</td> <td align="center">\$151.00</td> </tr> </tbody> </table> | PROPOSED PARCEL RATE | Per Month | Per Year | | \$12.58 | \$151.00 |
| PROPOSED PARCEL RATE | Per Month | Per Year | | | | | | | | | | | |
| | \$2.67 | \$32.00 | | | | | | | | | | | |
| PROPOSED PARCEL RATE | Per Month | Per Year | | | | | | | | | | | |
| | \$12.58 | \$151.00 | | | | | | | | | | | |

Inflation Factor Adjustments

- FY 2006/2007 - 4.5% = (\$33.00 & \$158.00)
- FY 2007/2008 - 3.1% = (\$34.00 & \$163.00)
- FY 2008/2009 - 4.2% = (\$35.00 & \$170.00)
- FY 2009/2010 - no change = (\$35.00 & \$170.00)
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- FY 2012/2013 - 2.7% = (\$37.00 & \$181.00)
- FY 2013/2014 - 2.0% = (\$38.00 & \$185.00) rounded to the nearest dollar

Harbor Freight Expansion PA13-0012

-  Median
-  Landscaped Areas
-  Ridge Moreno Valley Properties
-  Roads
-  Parcels
-  City Boundary

Map reflects all changes indicated
on Riverside County Assessor Maps
as of August 27, 2013.

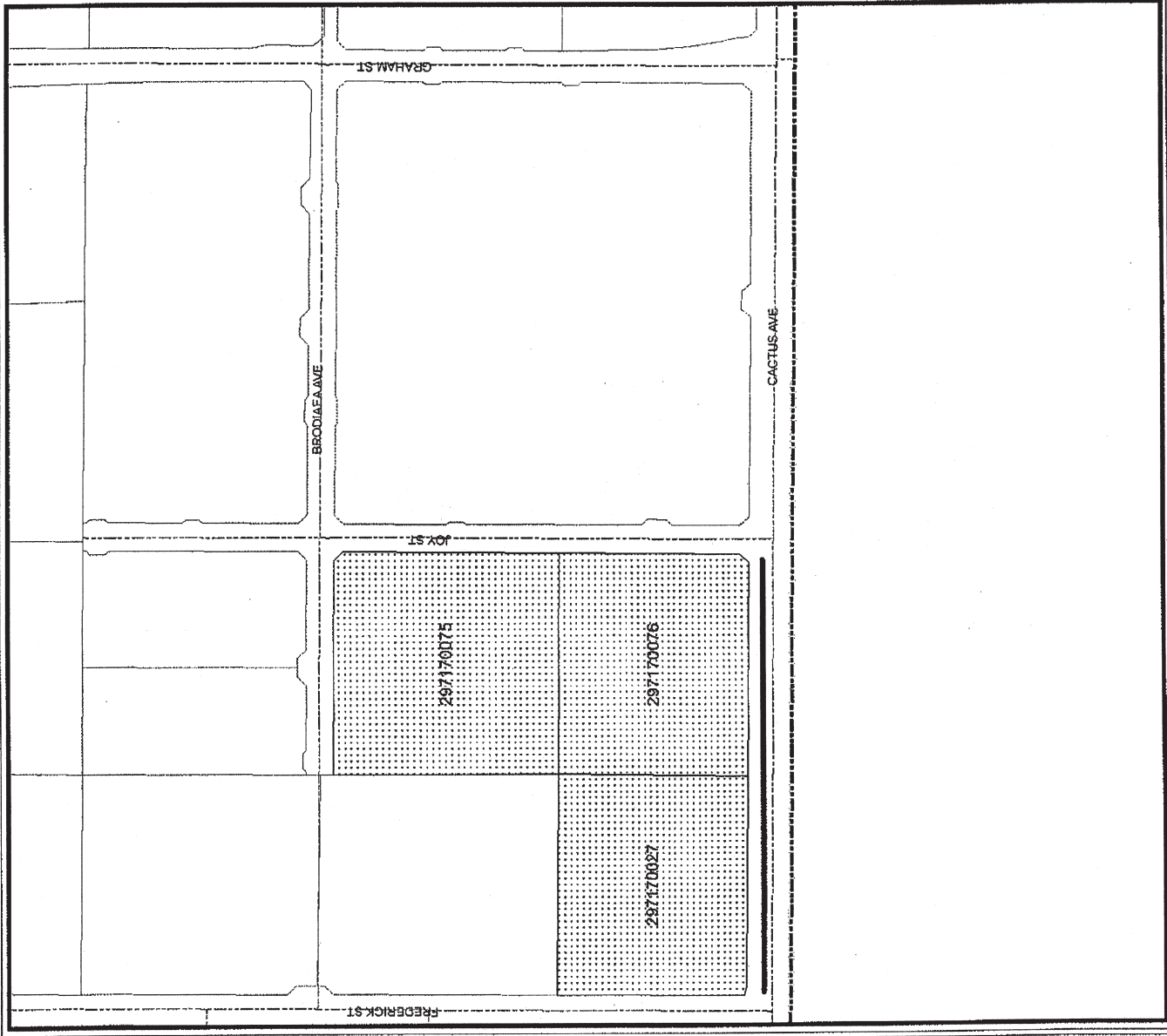


G:\WP\SDA\PA13-0012 Harbor Freight Expansion RPT.mxd

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MORENO VALLEY
WHERE DREAMS SOAR



**OFFICIAL MAIL BALLOT for
Assessor's Parcel Numbers (APNs) 297-170-027,
297-170-075, and 297-170-076**

**National Pollutant Discharge Elimination System (NPDES)
Maximum Commercial/Industrial Regulatory Rate**

YES* — as property owner of APNs 297-170-027, 297-170-075, and 297-170-076, **I approve** the NPDES Maximum Commercial/Industrial Regulatory Rate and services. For fiscal year (FY) 2013/14, the NPDES Maximum Commercial/Industrial Regulatory Rate is \$223 per parcel. Upon approval of the maximum regulatory rate, the annual levy amount shall be placed on the Riverside County property tax bill or as a monthly charge on a utility bill. Beginning FY 2014/15, the maximum regulatory rate shall be subject to an annual adjustment based on the percentage change calculated for the previous year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics. The City will annually inspect site design, source and treatment control Best Management Practices, verify monitoring and maintenance records for those on-site facilities, and perform annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State.

NO** — as property owner of APNs 297-170-027, 297-170-075, and 297-170-076, **I do not approve** the NPDES Maximum Commercial/Industrial Regulatory Rate and services. I understand that not approving the NPDES Maximum Commercial/Industrial Regulatory Rate to fund federally mandated NPDES Permit requirements shall result in noncompliance with the project's Conditions of Approval. The NPDES maximum commercial/industrial regulatory rate shall not be levied on the Riverside County property tax bill.

| Assessor Parcel Number | YES* | NO** | NPDES Maximum Commercial/Industrial Regulatory Rate |
|--|--------------------------|--------------------------|---|
| 297-170-027 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$223 |
| 297-170-075 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$223 |
| 297-170-076 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$223 |

This ballot must be received by the City Clerk of the City of Moreno Valley prior to the close of the Public Hearing to be held on October 22, 2013, at the Moreno Valley City Hall Council Chamber, 14177 Frederick Street, Moreno Valley, California. The Public Hearing will be held at 6:00 p.m. or as soon thereafter as the matter may be called.

PROPERTY OWNER SIGNATURE DATE

Please remember to mark the appropriate box, sign and date the ballot and return to the City Clerk's office in the enclosed envelope prior to the close of the October 22, 2013 Public Hearing

**OFFICIAL MAIL BALLOT for
Assessor's Parcel Numbers (APNs) 297-170-027 and 297-170-076**

**Moreno Valley Community Services District (CSD) Zone M
(Commercial, Industrial, and Multifamily Improved Median Maintenance)**

YES* — as the property owner of APNs 297-170-027 and 297-170-076, **I approve** the annual CSD Zone M charge for FY 2013/14 for the existing Cactus Ave. median of \$1,633.32 for APN 297-170-027 and \$1,578.08 for APN 297-170-076. Beginning FY 2014/15, the annual CSD Zone M charges shall be subject to an annual adjustment based on the percentage change calculated for the previous calendar year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics. Upon approval, the CSD Zone M charges shall be placed on the Riverside County property tax bill. The CSD Zone M charges shall be proportionally adjusted if said APNs are subdivided. If parcels are merged then the annual charges for those parcels shall be combined.

NO** — as the property owner of APNs 297-170-027 and 297-170-076, **I do not approve** the CSD Zone M annual parcel charges. I understand that not incorporating said APNs into the CSD Zone M program is a violation of the Conditions of Approval. The CSD Zone M charges shall not be levied on the Riverside County property tax bill.

| Assessor Parcel Number | YES* | NO** | CSD Zone M Annual Charge*** |
|--|--------------------------|--------------------------|-----------------------------|
| 297-170-027 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$1,633.32 |
| 297-170-076 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | 1,578.08 |

***The weighted value for each APN is equal to its proposed annual charge. The total proposed Zone M charge for this ballot is \$3,211.40.

This ballot must be received by the Secretary of the Board of the CSD (City Clerk) prior to the close of the Public Hearing to be held on October 22, 2013, at the Moreno Valley City Hall Council Chamber, 14177 Frederick Street, Moreno Valley, California. The Public Hearing will be held at 6:00 p.m. or as soon thereafter as the matter may be called.

PROPERTY OWNER SIGNATURE DATE

Please remember to mark the appropriate box, sign and date the ballot and return to the City Clerk's office in the enclosed envelope prior to the close of the October 22, 2013 Public Hearing

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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council Acting in its Capacity as the President and Members of the Board of Directors of the Moreno Valley Community Services District ("CSD")

FROM: Richard Teichert, Chief Financial Officer

AGENDA DATE: October 22, 2013

TITLE: PUBLIC HEARING REGARDING THE MAIL BALLOT PROCEEDING FOR CERTAIN PARCELS ASSOCIATED WITH TPM 36463 BALLOTING FOR CSD ZONE M

RECOMMENDED ACTION

Recommendations: That the CSD:

1. Conduct the Public Hearing and accept public testimony regarding the mail ballot proceeding for Assessor's Parcel Numbers (APNs) 297-170-027 and 297-170-076.
2. Direct the Secretary of the CSD Board (City Clerk) to tabulate the CSD Zone M ballot for APNs 297-170-027 and 297-170-076.
3. Verify and accept the results of the mail ballot proceeding as identified on the Official Tally Sheet.
4. Receive and file with the City Clerk's office the accepted Official Tally Sheet.
5. If approved, authorize and impose the annual CSD Zone M (Commercial, Industrial, and Multifamily Improved Median Maintenance) charge to APNs 297-170-027 and 297-170-076.

SUMMARY

The action before the CSD Board is to accept public testimony, tabulate the returned ballot, verify, and accept the results of the mail ballot proceeding for certain parcels in TPM 36463.

DISCUSSION

The CSD was formed simultaneously with City incorporation in 1984. The designation of zones within the CSD was established to allocate the costs of special services to those parcels receiving the benefit. The City's Arterial Median Maintenance Policy, adopted by the CSD February 2003 and subsequently amended January 2006, requires that certain commercial, industrial, and multifamily developments be conditioned to fund the ongoing maintenance of arterial medians.

Special Districts, a division of the Financial and Management Services Department, manages private landscape maintenance firms to ensure that landscape preservation activities within specially designated districts or zones are completed on a regular schedule. Landscape maintenance includes, but is not limited to mowing, trimming, pruning, fertilizing, replacing plant material(s) as necessary, litter removal, weed control, maintenance of the irrigation system, payment of water and electric utility charges, and other items necessary for the satisfactory maintenance of the landscaped medians. The CSD Zone M annual parcel charge, paid by adjacent new developments, provides funding for the maintenance of improved medians within the CSD. Approved CSD Zone M annual parcel charges are levied on the property tax bill.

The Conditions of Approval for TPM 36463 require that a funding source be provided to help support the CSD Zone M program. Approving the CSD Zone M annual parcel charge through a mail ballot proceeding fulfills this requirement.

In compliance with Proposition 218, which requires that any new or proposed increase in property-related assessments, fees, or charges be submitted to property owners for approval, a mail ballot proceeding is being conducted to give the property owners of TPM 36463 ("Property Owners") the option to approve or oppose the annual parcel charge for the CSD Zone M program. The Property Owners are given two opportunities to address the legislative body. These two opportunities are the Public Meeting on October 8, 2013 and the Public Hearing on October 22, 2013, when the results of the ballot proceeding will be announced.

ALTERNATIVES

1. **Conduct the Public Hearing**, tabulate the ballots, verify, and accept the results of the mail ballot proceeding as identified on the Official Tally Sheet, receive and file with the City Clerk's office the accepted Official Tally Sheet, and if approved, authorize and impose the annual parcel charge for CSD Zone M to certain parcels associated with TPM 36463. *This alternative will fulfill the 45-day noticing period and Public Hearing requirements as mandated by Proposition 218.*
2. **Open the Public Hearing and continue** the hearing to a future regular City Council meeting. *This alternative will fulfill the 45-day noticing period and Public Hearing requirements as mandated by Proposition 218. This alternative will not incur any additional costs for re-noticing.*

3. **Do not conduct the Public Hearing**, tabulate the ballots, verify, or accept the results of the mail ballot proceeding for certain parcels associated with TPM 36463. *This alternative prohibits the property owner from satisfying their Conditions of Approval utilizing this funding mechanism.*
4. **Do not conduct the Public Hearing** at this time but reschedule it to a date certain, at a regular City Council meeting. *This alternative would require the 45-day noticing period to start over and cause additional costs to be incurred for re-noticing.*

FISCAL IMPACT

For fiscal year (FY) 2013/14, the estimated CSD Zone M annual parcel charges are as follows:

| Project | CSD Zone M Annual Charge |
|--|---------------------------------|
| APN 297-170-027 (and any division thereof) | \$1,633.32 |
| APN 297-170-067 (and any division thereof) | N/A |
| APN 297-170-075 (and any division thereof) | N/A |
| APN 297-170-076 (and any division thereof) | \$1,578.08 |

Beginning in FY 2014/15, the CSD Zone M annual parcel charge shall be subject to an annual adjustment based on the percentage change calculated for the previous year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics.

The property owner of APNs 297-170-027 and 297-170-076 is being balloted to provide a funding source for the maintenance costs of an existing median. The CSD Zone M annual parcel charge was estimated based on each parcel's front linear footage to the existing Cactus Ave. median. The CSD Zone M charge will be proportionally adjusted if said APNs are subdivided. APN 297-170-067 already contributes to the Zone M program and has since the median was constructed. The annual parcel charge will offset a portion of the funds collected from the contributing parcels adjacent to this median. **Funds collected for the CSD Zone M program are restricted for use for the maintenance and administration of the improved medians within the CSD Zone M program.**

CITY COUNCIL GOALS

Community Image, Neighborhood Pride, and Cleanliness

The Zone M program allows the CSD an opportunity to maintain the appearance of developed areas within the City.

Revenue Diversification and Preservation

The CSD Zone M annual charge provides funding for program costs, which include maintenance and administration.

NOTIFICATION

The Property Owner was given the required 45-day noticing period to review the ballot documents. The documents included a notice to the property owner, map of the project area, Zone M ballot, instructions for marking and returning the ballot, and postage-paid envelope for returning the ballot to the City Clerk. (See Attachment 1.)

Newspaper advertising for the October 8, 2013, Public Meeting and October 22, 2013, Public Hearing was published in The Press-Enterprise on September 19, 2013. Additionally, the Public Hearing notification was published on October 3 and again on October 10, 2013.

ATTACHMENTS

Attachment 1: Mail Ballot Packet for RMV

Prepared by:
Jennifer Terry,
Management Analyst

Department Head Approval:
Richard Teichert
Chief Financial Officer

Concurred by:
Candace E. Cassel,
Special Districts Division Manager

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 WWW.MOVAL.ORG



14331 FREDERICK STREET, SUITE 2
 P.O. BOX 88005
 MORENO VALLEY, CA 92552-0805

Ridge Moreno Valley
 c/o Ridge Property Trust
 225 W Washington St 1550
 Chicago, IL 60606

August 28, 2013

NOTICE TO PROPERTY OWNER-MAIL BALLOT PROCEEDING FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) MAXIMUM COMMERCIAL/INDUSTRIAL REGULATORY RATE AND FOR COMMUNITY SERVICES DISTRICT (CSD) ZONE M (COMMERCIAL, INDUSTRIAL, AND MULTIFAMILY IMPROVED MEDIAN MAINTENANCE) FOR APNs 297-170-027, 297-170-075, AND 297-170-076

***** OFFICIAL BALLOTS ENCLOSED *****

Introduction

In November of 1996, California voters passed Proposition 218 ("The Right to Vote on Taxes Act"). As a result, any new or proposed increase in a property-related charge requires approval of the charge by the property owner of record. In compliance with Proposition 218 legislation, the City of Moreno Valley Special Districts Division is conducting a mail ballot proceeding to provide the owner of Assessor's Parcel Numbers (APNs) 297-170-027, 297-170-075, and 297-170-076 the opportunity to express support or opposition for the approval of the NPDES regulatory rate and services and for inclusion into and approval of the annual charge for the CSD Zone M program for APNs 297-170-027 and 297-170-076.

Background

NPDES Maximum Commercial/Industrial Regulatory Rate

The City shall provide the services necessary to meet mandates of the Federal Clean Water Act. The current NPDES Permit, as administered by the State, regulates the volume and amount of pollutants in stormwater runoff from all development types. NPDES Maximum Commercial/Industrial Regulatory Rate provides financial support for inspecting site design, source and treatment control Best Management Practices, monitoring maintenance records for those on-site facilities, and performing annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State.

CSD Zone M Charge

The CSD was formed simultaneously with City incorporation and established Zones to allocate the costs of special benefit services to those parcels designated to receive selective programs. The CSD Zone M program provides ongoing maintenance to improved medians adjacent to commercial, industrial, and multifamily developments in designated areas of the City. Commercial, industrial, and multifamily developments along designated arterial streets are conditioned to participate in the improved median maintenance program in compliance with the Citywide Arterial Median Maintenance Policy approved by the CSD Board in March 2003 and revised in January 2006.

Services Provided

NPDES Maximum Commercial/Industrial Regulatory Rate

In compliance with the Federal Clean Water Act, the City of Moreno Valley shall annually inspect site design, source and treatment control Best Management Practices, verify monitoring and maintenance records for those on-site facilities, and perform annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State.

CSD Zone M Charge

Special Districts' staff manages private landscape maintenance firms to ensure that landscape preservation activities are completed on a regular schedule. The CSD Zone M annual charge was established to cover administration and service costs for the landscape maintenance. Services include, but are not limited to: trimming, pruning, fertilizing, replacing plant material(s) as necessary, litter removal, weed control, maintenance of the irrigation system, payment of water and electric utility charges, staff support, and other items necessary for the satisfactory maintenance of the landscaped medians.

How is the Amount of the Charge Determined?

NPDES Maximum Commercial/Industrial Regulatory Rate

Each fiscal year (FY), the City of Moreno Valley shall determine the type of services necessary to comply with NPDES Permit requirements and levy the rate applicable for that service. The rate levied shall not exceed the rate previously approved by the property owner.

CSD Zone M Charge

The annual CSD Zone M charge includes maintenance and administration costs. The CSD Zone M charge shall be proportionally adjusted if APNs 297-170-027 and 297-170-076 are subdivided in the future. The charge levied shall not exceed the charge previously approved by the property owner.

Proposed Charge

NPDES Maximum Commercial/Industrial Regulatory Rate

For FY 2013/14, the NPDES maximum commercial/industrial regulatory rate is \$223 per parcel. The total amount of the NPDES rates levied for FY 2013/14 for the program as a whole was \$419,571.00.

CSD Zone M Charge

The CSD Zone M annual charge for FY 2013/14 for the existing Cactus Ave. median is \$1,633.32 for APN 297-170-027 and \$1,578.08 for APN 297-170-076. The total amount of the CSD Zone M charges levied for FY 2013/14 for the program as a whole was \$165,549.72.

Annual Adjustment

NPDES Maximum Commercial/Industrial Regulatory Rate

Beginning in FY 2014/15, the NPDES Maximum Commercial/Industrial Regulatory Rate shall be subject to an annual adjustment based on the percentage change calculated for the previous year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics.

Notice of Mail Ballot Proceeding for RMV
August 28, 2013

CSD Zone M Charge

Beginning in FY 2014/15, the CSD Zone M charge shall be subject to an annual adjustment based on the percentage change calculated for the previous calendar year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics.

Duration of the Charge

Upon approval of the NPDES Maximum Commercial/Industrial Regulatory Rate, the annual levy amount will be assessed to APN 297-170-027, 297-170-075, and 297-170-076 (and any division thereof) and shall be placed on the Riverside County property tax bill or as a monthly charge on a utility bill. Upon approval, the CSD Zone M charge shall be placed on the Riverside County property tax bill. The NPDES Maximum Commercial/Industrial regulatory rate and the CSD Zone M charge will be levied each following year at the proposed rate, which may include an annual inflation adjustment.

Public Hearing

To provide information concerning this mail ballot proceeding the City/CSD has scheduled one (1) Public Meeting and one (1) Public Hearing, which will be held at the **Moreno Valley City Hall Council Chamber located at 14177 Frederick Street, Moreno Valley.**

| <u>Public Meeting</u> | <u>Public Hearing</u> |
|--|--|
| Tuesday, October 8, 2013 6:00 P.M. | Tuesday, October 22, 2013 6:00 P.M. |
| (Or As Soon Thereafter As The Matter May Be Called) | (Or As Soon Thereafter As The Matter May Be Called) |

Tabulation of all returned ballots will commence after the close of the Public Hearing. All ballots received shall be tabulated under the direction of the City Clerk/Secretary of the CSD Board of Directors in compliance with the current Policy For Conducting Mail Ballot Proceedings Policy #1.12.

Effect if Inclusion into and Approval of the Charges are Approved

Approval of the NPDES Maximum Commercial/Industrial maximum regulatory rate will be confirmed if the ballot is marked in favor of the NPDES rate. Inclusion into the CSD Zone M program and approval of the annual charges will be confirmed if a simple majority of the weighted value of APNs are marked in favor of the annual charges.

Effect if Inclusion into and Approval of the Charges are Not Approved

NPDES Maximum Commercial/Industrial Regulatory Rate

Not approving the NPDES commercial/industrial regulatory rate to meet federally mandated NPDES Permit requirements shall result in noncompliance with the Conditions of Approval. If the returned valid ballot is marked opposing the NPDES rate, then the rate will not be levied on the property tax bill.

CSD Zone M Charge

If a majority of the returned valid weighted APNs oppose the CSD Zone M annual charges, then the annual charges will not be levied on the property tax bills and noncompliance of the Conditions of Approval shall result.

For More Information

If you have any questions about the proposed programs, the annual rates, or about the mail ballot proceeding process, please contact Jennifer Terry, Management Analyst, Special Districts, a Division of the Financial and Management Services Department, Monday through Thursday from 7:30 a.m. to 6:00 p.m. at 951.413.3505 or via email at JenniferT@moval.org.

Completing Your Ballot

Property owner may submit the enclosed ballots to the City Clerk in support of or opposition to the proposed programs and annual charges. Please follow the instructions listed below to complete and return your ballots. Procedures for the completion, return, and tabulation of the ballots are also on file in the City Clerk's office.

1. Mark the two enclosed ballots in support of or opposition to the proposed programs and annual charges **by placing a mark in the corresponding box.**
2. Sign your name on the ballots. Ballots received without signature(s) will be considered invalid *and will not be counted.*
3. Mail or personally deliver your ballots in a sealed envelope to the City Clerk's office, 14177 Frederick Street, Moreno Valley, California, 92553. For your convenience, two postage-paid envelopes have been included for return of the ballots.
4. Ballot(s) must be **received** by the City Clerk prior to the close of the Public Hearing to be held on **Tuesday, October 22, 2013**, at the Moreno Valley City Hall Council Chamber. The Public Hearing will be held at 6:00 p.m. or as soon thereafter as the matter may be called. Ballots received after the close of the Public Hearing cannot be legally counted.

Ballot Marks

Appropriate ballot markings include any one of the following for either the YES/Approved or NO/Not Approved blank box:



A check mark substantially inside a box;



An X mark substantially inside a box;



A dot or oval mark substantially inside a box;



A completely shaded or filled mark substantially inside a box;



A line, single or dashed, or combination of lines, through the box area. Lines may be any one of the following marks: horizontal, vertical, or diagonal. The mark may either run from side to side or corner to corner. All valid lines must be substantially within the box area and not marking any part of another blank box on the ballot;

Notice of Mail Ballot Proceeding for RMV
August 28, 2013



A circle around the box and/or associated clause; or



A square or rectangle around the box and/or associated clause.

Balloting marks shall not extend past one box area into any portion of another nor surround the perimeter or any portion of more than one box area. Markings that extend past one box area into any portion of another or surround the perimeter or any portion of more than one box area shall be considered invalid and not counted.

Ballot Mark Revisions (Changes): An error or desire to revise (change) a selection made on the ballot may be completed and returned any time prior to the conclusion of public testimony at the Public Hearing. **The revision must be initialed by the record owner(s) of property. Initials must be clearly printed and placed at the right top corner of the revised selection.**







COMMON INTEREST, COMMERCIAL, INDUSTRIAL AND QUASI-PUBLIC USE NPDES RATE SCHEDULE
 Adopted by the City Council on January 10, 2006

| LEVEL I | | LEVEL II | |
|--|---|--|--|
| NPDES Administration <i>(Not covered by CSA 152)</i> | | Site Design, Source Control and Treatment Control BMPs Monitoring and Maintenance | |
| Costs associated with personnel, administration and management of the storm water management program. Administrative tasks include development and filing of various stormwater reports and data collection and management. | Level I is levied on all parcels conditioned for the NPDES Rate Schedule. | Costs associated with stormwater and non-stormwater runoff monitoring, inspection of the project's site design, source control and treatment control BMPs; evaluation of site stormwater compliance activities, review of site-specific technical reports and treatment control BMP maintenance records. | |
| Fiscal Year (FY) 2005/2006 - Base Year Calculation, subject to an annual inflation factor based on the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics | | | |
| PROPOSED PARCEL RATE | Per Month | Per Year | PROPOSED PARCEL RATE |
| | \$2.67 | \$32.00 | Per Month Per Year \$12.58 \$151.00 |

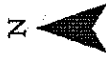
Inflation Factor Adjustments

- FY 2006/2007 - 4.5% = (\$33.00 & \$168.00)
- FY 2007/2008 - 3.1% = (\$34.00 & \$163.00)
- FY 2008/2009 - 4.2% = (\$35.00 & \$170.00)
- FY 2009/2010 - no change = (\$35.00 & \$170.00)
- FY 2010/2011 - no change = (\$35.00 & \$170.00)
- FY 2011/2012 - 3.8% = (\$36.00 & \$176.00)
- FY 2012/2013 - 2.7% = (\$37.00 & \$181.00)
- FY 2013/2014 - 2.0% = (\$38.00 & \$185.00) rounded to the nearest dollar

Harbor Freight Expansion PA13-0012

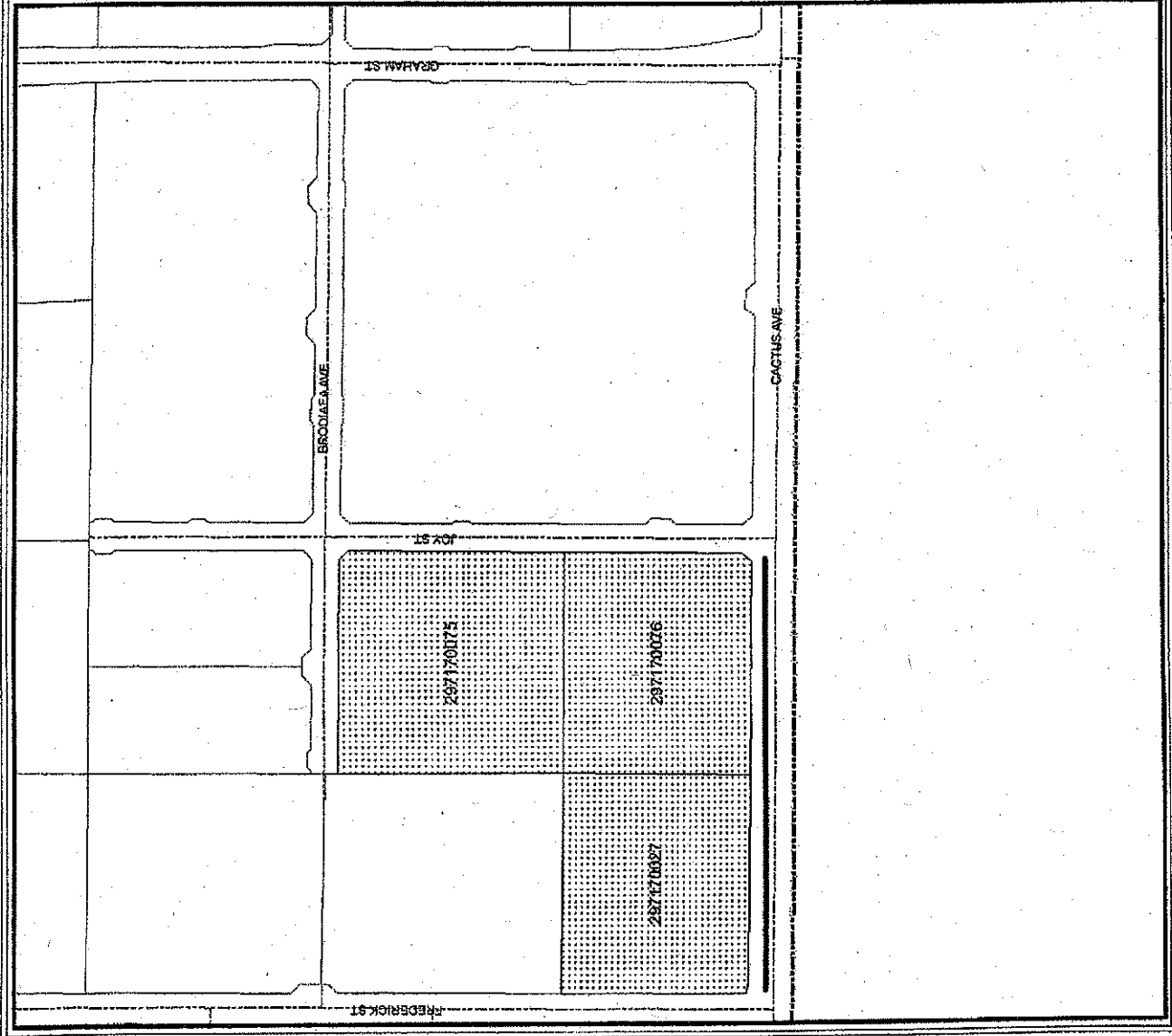
-  Median
-  Landscaped Areas
-  Ridge Moreno Valley Properties
-  Roads
-  Parcels
-  City Boundary

Map reflects all changes indicated
on Riverside County Assessor Maps
as of August 27, 2013.



G:\AVF\SDA\PA13-0012 Harbor Freight Expansion RPT.mxd

The information shown on this map was compiled from the Riverside County GIS and the City of Moreno Valley GIS. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. Data and information on this map is subject to update and modification. Riverside County and City of Moreno Valley will not be held responsible for any claims, losses or damages resulting from the use of this map. This map is not to be reprinted or resold.



**OFFICIAL MAIL BALLOT for
Assessor's Parcel Numbers (APNs) 297-170-027,
297-170-075, and 297-170-076**

**National Pollutant Discharge Elimination System (NPDES)
Maximum Commercial/Industrial Regulatory Rate**

YES* — as property owner of APNs 297-170-027, 297-170-075, and 297-170-076, **I approve** the NPDES Maximum Commercial/Industrial Regulatory Rate and services. For fiscal year (FY) 2013/14, the NPDES Maximum Commercial/Industrial Regulatory Rate is \$223 per parcel. Upon approval of the maximum regulatory rate, the annual levy amount shall be placed on the Riverside County property tax bill or as a monthly charge on a utility bill. Beginning FY 2014/15, the maximum regulatory rate shall be subject to an annual adjustment based on the percentage change calculated for the previous year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics. The City will annually inspect site design, source and treatment control Best Management Practices, verify monitoring and maintenance records for those on-site facilities, and perform annual inspections of the affected areas to ensure compliance with federally mandated NPDES Permit requirements, as administered by the State.

NO** — as property owner of APNs 297-170-027, 297-170-075, and 297-170-076, **I do not approve** the NPDES Maximum Commercial/Industrial Regulatory Rate and services. I understand that not approving the NPDES Maximum Commercial/Industrial Regulatory Rate to fund federally mandated NPDES Permit requirements shall result in noncompliance with the project's Conditions of Approval. The NPDES maximum commercial/industrial regulatory rate shall not be levied on the Riverside County property tax bill.

| Assessor Parcel Number | YES | NO | NPDES Maximum Commercial/Industrial Regulatory Rate |
|--|--------------------------|--------------------------|---|
| 297-170-027 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$223 |
| 297-170-075 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$223 |
| 297-170-076 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$223 |

This ballot must be received by the City Clerk of the City of Moreno Valley prior to the close of the Public Hearing to be held on October 22, 2013, at the Moreno Valley City Hall Council Chamber, 14177 Frederick Street, Moreno Valley, California. The Public Hearing will be held at 6:00 p.m. or as soon thereafter as the matter may be called.

PROPERTY OWNER SIGNATURE DATE

Please remember to mark the appropriate box, sign and date the ballot and return to the City Clerk's office in the enclosed envelope prior to the close of the October 22, 2013 Public Hearing

**OFFICIAL MAIL BALLOT for
Assessor's Parcel Numbers (APNs) 297-170-027 and 297-170-076**

**Moreno Valley Community Services District (CSD) Zone M
(Commercial, Industrial, and Multifamily Improved Median Maintenance)**

YES* — as the property owner of APNs 297-170-027 and 297-170-076, **I approve** the annual CSD Zone M charge for FY 2013/14 for the existing Cactus Ave. median of \$1,633.32 for APN 297-170-027 and \$1,578.08 for APN 297-170-076. Beginning FY 2014/15, the annual CSD Zone M charges shall be subject to an annual adjustment based on the percentage change calculated for the previous calendar year in the Los Angeles-Riverside-Orange County Regional Consumer Price Index for All Urban Consumers, as published by the Department of Labor's Bureau of Labor Statistics. Upon approval, the CSD Zone M charges shall be placed on the Riverside County property tax bill. The CSD Zone M charges shall be proportionally adjusted if said APNs are subdivided. If parcels are merged then the annual charges for those parcels shall be combined.

NO** — as the property owner of APNs 297-170-027 and 297-170-076, **I do not approve** the CSD Zone M annual parcel charges. I understand that not incorporating said APNs into the CSD Zone M program is a violation of the Conditions of Approval. The CSD Zone M charges shall not be levied on the Riverside County property tax bill.

| Assessor Parcel Number | YES* | NO** | CSD Zone M Annual Charge*** |
|--|--------------------------|--------------------------|-----------------------------|
| 297-170-027 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | \$1,633.32 |
| 297-170-076 (and any division thereof) | <input type="checkbox"/> | <input type="checkbox"/> | 1,578.08 |

***The weighted value for each APN is equal to its proposed annual charge. The total proposed Zone M charge for this ballot is \$3,211.40.

This ballot must be received by the Secretary of the Board of the CSD (City Clerk) prior to the close of the Public Hearing to be held on October 22, 2013, at the Moreno Valley City Hall Council Chamber, 14177 Frederick Street, Moreno Valley, California. The Public Hearing will be held at 6:00 p.m. or as soon thereafter as the matter may be called.

PROPERTY OWNER SIGNATURE DATE

Please remember to mark the appropriate box, sign and date the ballot and return to the City Clerk's office in the enclosed envelope prior to the close of the October 22, 2013 Public Hearing

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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Ahmad R. Ansari, P.E., Public Works Director/City Engineer

AGENDA DATE: October 22, 2013

TITLE: ACCEPTANCE OF FISCAL YEAR 2013/2014 SB 821 GRANTS AND FUNDING APPROPRIATIONS FOR TWO CITYWIDE SIDEWALK/ACCESS RAMP/BICYCLE LANE PROJECTS

RECOMMENDED ACTION

Recommendations: That the City Council:

1. Accept grant awards of up to \$250,000 total in FY 2013/2014 SB 821 funds for the design and construction of two Citywide sidewalk, access ramp, and bicycle lane projects.
2. Authorize a revenue appropriation of \$250,000 and an expense appropriation of \$250,000 in the SCAG Article 3 Fund (Fund 2800) for the design and construction of the Citywide sidewalk, access ramp, and bicycle lane projects.

SUMMARY

The City has been awarded FY 2013/2014 SB 821 grant funding in the amount of \$250,000 for two Citywide sidewalk, access ramp, and bicycle lane projects. Staff recommends the City Council accept the grant awards and authorize a revenue appropriation of \$250,000 and an expense appropriation of \$250,000 in the SCAG Article 3 Fund for the design and construction of the needed sidewalk, access ramp, and bicycle lane improvements.

DISCUSSION

In May 2013, the Public Works Department submitted two FY 2013/2014 SB 821 grant applications to the Riverside County Transportation Commission (RCTC). The grant applications requested funding for the following improvements:

- Graham Street, south of Alessandro Boulevard: construct sidewalk on the east side;
- Indian Street, north of Alessandro Boulevard: construct sidewalk on the east side, install Class II bicycle lanes along Indian Street from Alessandro Boulevard to Cottonwood Avenue;
- Corporate Street, south of Calle San Juan De Los Lagos: construct sidewalk on the west side;
- Hemlock Avenue between Graham Street and David Place: construct sidewalk on the south side (funding supplements existing Capital Project);
- City Hall connection to Calle San Juan De Los Lagos: construct sidewalk and access ramps in front of City Hall (funding supplements existing Capital Project);
- Arbor Park at Dracaea Avenue: Construct curb access ramp;
- John F. Kennedy Drive at Oliver Street: Construct curb access ramp;
- Fir Avenue at Atherton Drive: Construct curb access ramp;
- John F. Kennedy Drive at Legendary Drive: Construct curb access ramp;
- Bay Avenue at Pecan Street: Construct curb access ramp;
- John F. Kennedy Drive at Blueberry: Construct curb access ramps;
- Eucalyptus Avenue at Edgemont Street: Construct curb access ramps;
- Heacock Street at Bay Avenue: Construct curb access ramps;
- Heacock Street at Dracaea Avenue: Construct curb access ramps;
- Eucalyptus Avenue at Kochi: Construct curb access ramps;
- Wordsworth Road at Boccaccio Court: Construct curb access ramps;
- Athens Drive at Spring Crest Road: Construct curb access ramps;
- Los Cabos Drive at Plaza Sonada Way: Construct curb access ramps.

On September 5, 2013, the City received a notification from RCTC of two successful grant applications in the amount of \$250,000 for the FY 2013/2014 Access Ramp Pedestrian Ramps and the FY 2013/2014 Pedestrian and Bicycle Enhancements projects. RCTC approved these grant applications with the presumption that the City will build all of the improvements listed above. The City will provide the matching funds required to complement the \$250,000 grant and complete all of the projects over the next 24 months.

Per the provisions of the SB 821 Bicycle and Pedestrian Facilities Program (no agreement is needed between the City and the RCTC), the City is required to use its own funds to implement the project and then receive a reimbursement at the completion of the projects. The \$250,000 appropriation is requested so that staff can proceed with the design and construction phases. If the funds are not claimed prior to the end of FY

2014/2015, the projects will be deleted from the SB 821 Bicycle and Pedestrian Facilities Program and the funds will be reprogrammed by RCTC.

ALTERNATIVES

1. Approve and authorize the recommended actions as presented in this staff report. *This alternative will allow the City to install the needed sidewalk, ADA access ramps, and bicycle lanes and receive the SB 821 Bicycle and Pedestrian Facilities Program reimbursement for the project.*
2. Do not approve and authorize the recommended actions as presented in this staff report. *This alternative will delay the installation of needed improvements and will prohibit the City from receiving the SB 821 Bicycle and Pedestrian Facilities Program reimbursement for this project.*

FISCAL IMPACT

The SB 821 Bicycle and Pedestrian Facilities Program grants will provide for reimbursement of up to \$250,000. The grants require local matching funds of 60% for the Access Ramp Pedestrian Ramp project, Project No. 801 0053 70 77, and 80% for the Pedestrian and Bicycle Enhancements project, Project No. 801 0054 70 77. Matching funds are provided from CDBG (Fund 2512), Measure A (Fund 2001), and the Facility Construction Fund (3000). Three projects included in the current FY 2013/2014 Capital Improvement Plan provide the matching funds (See Available Funds for the Projects listed below). **There is no impact to the General Fund.** SCAG Article 3 funds are restricted to transportation related capital improvements.

Proposed Appropriation for FY 2013/2014 Access Ramp Pedestrian Ramps Project and FY 2013/2014 Pedestrian and Bicycle Enhancements Project:

| Cat. | Fund | Project No (PN) GL Account (GL) | Type | Original Budget | Proposed Adjustment | Revised Budget |
|------|-------------------------------|--|------|------------------------|-------------------------------------|-------------------------------------|
| CIP | SCAG Article 3 Fund (2800) | GL – 2800-99-99-92800-487100 | REV | \$150,000 | \$250,000 | \$400,000 |
| CIP | SCAG Article 3 Fund (2800) | PN – 801 0053 70 77-2800-99 PN – 801 0054 70 77-2800-99 GL – 2800-70-77-80001-720199 | EXP | \$0 \$0 \$70,385 | \$125,000 \$125,000 \$250,000 | \$125,000 \$125,000 \$320,385 |

AVAILABLE FUNDS FOR THE PROJECTS:

Proposed SCAG Article 3 Funds Appropriations
(Account No. 2800-70-77-80001)
(Project Nos. 801 0053 70 77/801 0054 70 77)..... \$250,000
Hemlock Avenue / Graham Street to David Place
(Account No. 2512-70-77-80001) (Project No. 801 7002 70 77) \$463,000¹
Annual ADA Compliant Curb Ramp Upgrades
(Account No. 2001-70-77-80001) (Project No. 801 0008 70 77) \$187,000¹

¹ Amount shown reflects project funds needed as a match for this project, does not reflect CIP Budget amount.

| | |
|--|-----------------------|
| Civic Center Site Improvements (Exterior) (Account No. 3000-70-77-80001) (Project No. 803 0001 70 77) | \$20,000 ¹ |
| Total | \$920,000 |

ESTIMATED PROJECT COSTS:

| | |
|---|-----------|
| Design/Right-of-Way | \$110,000 |
| Construction | \$695,000 |
| Construction Geotechnical Services..... | \$20,000 |
| Construction Survey Services | \$30,000 |
| Project Administration and Inspection | \$65,000 |
| Total | \$920,000 |

ANTICIPATED PROJECT SCHEDULE:

| | |
|---|----------------|
| Complete Phase 1 (City Hall connection to Calle San Juan De Los Lagos sidewalk) Construction | September 2013 |
| Phase 2 (Hemlock Avenue between Graham Street and David Place sidewalk) Design Completed..... | October 2013 |
| Award Phase 2 Construction Contract | January 2014 |
| Notice to Proceed with Phase 2 Construction | February 2014 |
| Complete Phase 2 Construction..... | May 2014 |
| Complete Phase 3 Design..... | August 2014 |
| Award Phase 3 Construction Contract | October 2014 |
| Notice to Proceed with Phase 3 Construction | November 2014 |
| Complete Phase 3 Construction..... | February 2015 |

CITY COUNCIL GOALS

REVENUE DIVERSIFICATION AND PRESERVATION:

Develop a variety of city revenue sources and policies to create a stable revenue base and fiscal policies to support essential city services, regardless of economic climate.

PUBLIC SAFETY:

Provide a safe and secure environment for people and property in the community, control the number and severity of fire and hazardous materials incidents, and provide protection for citizens who live, work and visit the City of Moreno Valley.

PUBLIC FACILITIES AND CAPITAL PROJECTS:

Ensure that needed public facilities, roadway improvements, and other infrastructure improvements are constructed and maintained.

ATTACHMENTS

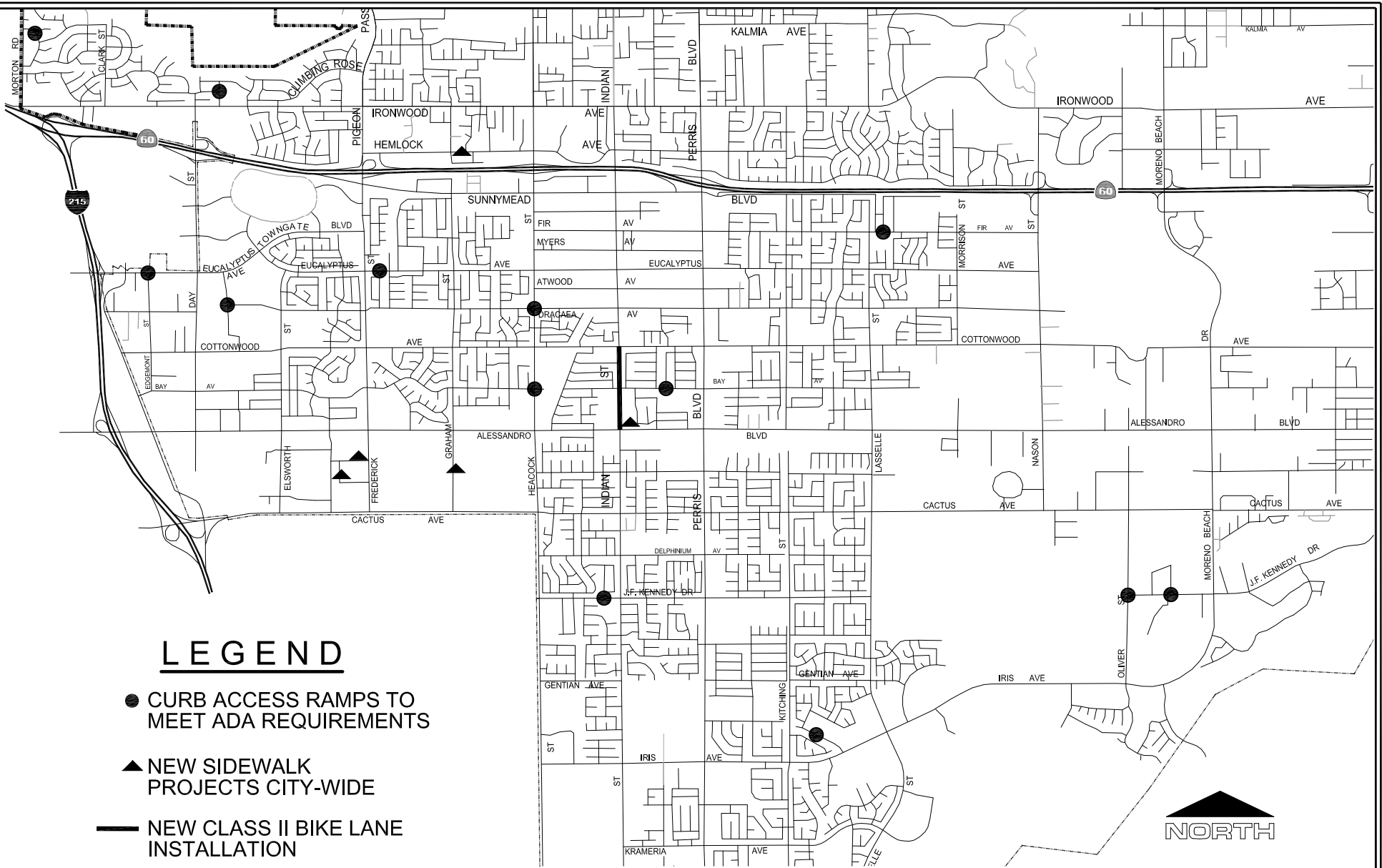
Attachment 1: Location Map

Prepared By:
Michael Lloyd
Senior Engineer, P.E.

Department Head Approval:
Ahmad R. Ansari, P.E.
Public Works Director/City Engineer

Concurred By:
Eric Lewis, P.E., T.E.
City Traffic Engineer

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LEGEND

- CURB ACCESS RAMPS TO MEET ADA REQUIREMENTS
- ▲ NEW SIDEWALK PROJECTS CITY-WIDE
- NEW CLASS II BIKE LANE INSTALLATION



Public Works Department
Capital Projects Division

Scale: None

No. 1

LOCATION MAP

FY 2013/2014, SB821 GRANT(RCTC)
PEDESTRIAN AND BICYCLE ENHANCEMENTS

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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Chris Paxton, Administrative Services Director

AGENDA DATE: October 22, 2013

TITLE: MONTHLY REPORT: MORENO VALLEY ANIMAL SHELTER ADOPTION RATE

RECOMMENDED ACTION

Recommendations: That the City Council:

1. Receive and file the Monthly Report: Moreno Valley Animal Adoption Rate for the periods of July 1, 2013 to July 31, 2013 and August 1, 2013 to August 31, 2013.

BACKGROUND

The City Council has challenged staff to increase adoptions and decrease the euthanasia rate at the Moreno Valley Animal Shelter. Ongoing evaluation of programs and services, along with increasing public awareness will remain key elements to our success in increasing adoptions of homeless pets from our shelter.

DISCUSSION

As a follow up to the December 18, 2012 City Council Study Session on Animal Shelter operations, Mayor Owings asked that monthly staff reports be prepared to keep the public informed of the City's progress and the ongoing need to increase pet adoptions and other programs to reduce the number of homeless animals euthanized.

The July and August 2013 reports reveal a Placement (Return to Owners, Transfers and Adoptions) Rate of 45% for both months, representing an increase over last year's Placement Rate by 8% for July and 9% for August. Other factors which are noteworthy include:

- During the 2013 ASPCA Rachael Ray \$100 K Challenge, the Moreno Valley Animal Shelter experienced more positive outcomes for many stray pets during the months of June, July and August as compared to the same time period in 2012. The Moreno Valley Animal Shelter saw 1,159 pets placed from the Animal Shelter during the Challenge as family adoptions, rescue adoptions and pets reclaimed by their owners. Highlights of Challenge activities:

Held 20 off-site Pet Adoption Events at various locations throughout the City:

- § TownGate Memorial Park
- § Lassalle Place Apartments
- § City of Moreno Valley Conference & Recreation Center
- § Moreno Valley Mall
- § Visterra Credit Union

Held 22 Reduced Adoption Fee Events at the Moreno Valley Animal Shelter concurrently with our off-site events.

Lowes Home Improvement Center selected the Moreno Valley Animal Shelter as a recipient of its “Hero” program where Lowes gives back to the community by allowing store managers and employees to volunteer their services and provide donations to enhance the shelter’s kennels and helping to promote pet adoptions.

Animal Shelter operating hours changed on July 6th to be open weekends to make it more convenient for residents to adopt and reclaim pets.

Animal Rescue Group partnerships increased by an additional 30 approved 501c3 Animal Rescue organizations helping to promote pet adoptions. In addition, the Inland Empire Alliance for Animals began their “glamour” pet pictures program in July to help promote pet adoptions with the public and other rescue organizations.

Staff wishes once again to thank the following Moreno Valley businesses who have sponsored and promoted the Moreno Valley Animal Shelter during the 2013 ASPCA Rachael Ray \$100K Challenge where the Moreno Valley Animal Shelter was one of 49 other Animal Shelter nationwide selected to participate in the Challenge during the months of June, July and August 2013.

- § Bud’s Tire & Wheel
- Costco Wholesale – Moreno Valley
- Estates Furniture
- Family Music Room
- Moreno Valley Mall
- Visterra Credit Union
- Yogurtland
- Steer ‘n Stein

- Zapata's Mexican Restaurant
- Merck Home Again Microchips
- Olive Garden
- Lasselle Place Apartments
- White's Bikes
- Your Villa Shopping Guide
- City News Group – Moreno Valley City News
- Pop 'n Mama Organic Kettle Corn
- Starbucks (On Frederick & Hwy 60)
- Lowe's Home Improvement

In addition to the many local businesses that sponsored the Animal Shelter's pet adoption events during the 2013 Challenge, staff wishes to acknowledge and send a very special thanks to Olive Garden and its General Manager Michael Waller for sponsoring the Animal Service's employees' appreciation lunch acknowledging everyone's hard work and participation during the 2013 ASPCA Rachael Ray \$100K Challenge.

- The number of cats taken in at the Shelter peaked in April 2013 and has been decreasing each month thereafter leveling off during this summer. We experienced a slight increase of cat intakes by 7% in July 2013 and then experienced a decrease of 4% in August as compared to July and August 2012;
- The number of dogs taken in at the Shelter during July and August 2013 declined as compared to July and August 2012 by 10% and 9% respectively;
- The number of dog adoptions during July and August 2013 increased as compared to a year ago in July and August 2012 by 67% and 51% respectively;
- The number of cat adoptions increased by 53% in July 2013 as compared to July 2012. There was an 11% increase in the number of cat adoptions in August 2013 as compared to August 2012.
- The number of dogs euthanized decreased in July 2013 by 44% when compared to July 2012. Dogs euthanized in August 2013 also decreased by 19% compared to August 2012;
- The number of cats euthanized increased in July 2013 by 16% compared to July 2012 although experienced a decrease of 5% in August 2013 compared to August 2012.

Events

Future events include participation with the Moreno Valley Chamber of Commerce along with off-site pet adoption events in October & November 2013:

- Chamber of Commerce Business Expo – Moreno Valley Mall – October 10th
- Artoberfest – October 26th
- Loving All Animals 5th Annual Adoption Festival – Palm Desert – November 23rd

In addition two low cost rabies vaccination and dog licensing clinics will be held in October and December 2013:

- Saturday, October 12th 8:30 a.m. – 11:30 a.m. – Moreno Valley Animal Shelter
- Saturday, December 7th 8:30 a.m. – 11:30 a.m. – Moreno Valley Animal Shelter

CITY COUNCIL GOALS

Positive Environment. Create a positive environment for the development of Moreno Valley's future.

ATTACHMENTS

- Attachment 1 – Moreno Valley Animal Shelter Intake / Disposition Report – July 2013
- Attachment 2 – Moreno Valley Animal Shelter – July 2013 – Euthanasia Statistics
- Attachment 3 – Moreno Valley Animal Shelter Intake / Disposition Report – August 2013
- Attachment 4 – Moreno Valley Animal Shelter – August 2013 – Euthanasia Statistics

Prepared By:
Steve Fries
Animal Services Division Manager

Department Head Approval:
Chris Paxton
Administrative Services Director

**Moreno Valley Animal Shelter
Intake / Disposition Report –July 2013
Report Date 8/1/2013**

Attachment 1

| Intake | Dogs | Cats | Other | Total |
|--|-------------|-------------|--------------|--------------|
| Owner Surrender | 61 | 18 | 0 | 79 |
| Live Stray | 529 | 255 | 28 | 812 |
| Confiscated (Cruelty/Neglect/Aggressive) | 19 | 0 | 1 | 20 |
| Returns | 5 | 1 | 0 | 6 |
| Quarantine | 1 | 0 | 0 | 1 |
| DOAs | 71 | 49 | 14 | 134 |
| On-Hand at Shelter 7/1/13 | 190 | 63 | 1 | 254 |
| | | | | |
| Total | 876 | 386 | 44 | 1,306 |

| Disposition | Dogs | Cats | Other | Total |
|-----------------------------|-------------|-------------|--------------|--------------|
| On – Hand At Shelter 8/1/13 | 176 | 39 | 3 | 218 |
| Escaped/Stolen | 1 | 3 | 0 | 4 |
| DOAs | 71 | 49 | 14 | 134 |
| Died in Kennel | 11 | 4 | 1 | 16 |
| Died at Vet | 0 | 0 | 0 | 0 |
| Foster | 8 | 6 | 0 | 14 |
| Euthanized | 227 | 260 | 18 | 505* |
| Transfer | 0 | 0 | 6 | 6** |
| Return to Owners | 98 | 2 | 0 | 100** |
| Adopted | 284 | 23 | 2 | 309** |
| | | | | |
| Total | 876 | 386 | 44 | 1,306 |

Summary Statistics: The statistics below reflect outcomes on the number of pets placed vs. those which could not be adopted. Figures are based upon the total number of pets available for placement, and does not reflect the number of animals which remained on-hand, or those which were deceased upon arrival and/or while under care. These categories are marked with * above. For the month of July 2013, the number of pets upon which statistics are calculated totaled: 920

*Euthanasia Rates: 55% (505) See Detailed Report
 Unadopted: 0% (0)
 Contagious Disease 30% (153)
 Medical/Behavioral/Other: 70% (352)

Placement Rate: **45% (415) Reflects Return to Owners, Transfer, Adopted

469-

Item No. G.2

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Moreno Valley Animal Shelter

Attachment 2

July 2013 – Euthanasia Statistics

| Outcome Sub-Type | Dogs | Cats | Others | Total |
|------------------------------|-------------|-------------|---------------|--------------|
| Medical/Vet Rec. | 71 | 23 | 15 | 109 |
| Owner Requested | 11 | 2 | 0 | 13 |
| Contagious Disease | 94 | 57 | 2 | 153 |
| Feral | 0 | 103 | 0 | 103 |
| Aggressive Behavior Observed | 50 | 0 | 0 | 50 |
| Not Adopted* | 0 | 0 | 0 | 0 |
| Other** | 1 | 75 | 1 | 77 |
| | | | | |
| Total | 227 | 260 | 18 | 505 |

*Not Adopted: euthanized for considerations such as placement potential, time in shelter, humane considerations.

** Other-Cats/Dogs/Others: too young/newborns-impounded w/o their mothers per Food & Agricultural Code 17006.

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Moreno Valley Animal Shelter
Intake / Disposition Report –August 2013
 Report Date 9/1/2013

Attachment 3

| Intake | Dogs | Cats | Other | Total |
|--|-------------|-------------|--------------|--------------|
| Owner Surrender | 62 | 22 | 2 | 86 |
| Live Stray | 478 | 249 | 19 | 746 |
| Confiscated (Cruelty/Neglect/Aggressive) | 16 | 0 | 7 | 23 |
| Returns | 17 | 0 | 0 | 17 |
| Quarantine | 4 | 0 | 0 | 4 |
| DOAs | 48 | 48 | 17 | 113 |
| On-Hand at Shelter 8/1/13 | 176 | 39 | 3 | 218 |
| | | | | |
| Total | 801 | 358 | 48 | 1,207 |

| Disposition | Dogs | Cats | Other | Total |
|-----------------------------|-------------|-------------|--------------|--------------|
| On – Hand At Shelter 9/1/13 | 171 | 46 | 8 | 225 |
| Escaped/Stolen | 0 | 0 | 0 | 0 |
| DOAs | 48 | 48 | 17 | 113 |
| Died in Kennel | 3 | 4 | 0 | 7 |
| Died at Vet | 0 | 0 | 0 | 0 |
| Foster | 7 | 4 | 0 | 11 |
| Euthanized | 242 | 213 | 14 | 469* |
| Transfer | 0 | 0 | 5 | 5** |
| Return to Owners | 69 | 3 | 0 | 72** |
| Adopted | 261 | 40 | 4 | 305** |
| | | | | |
| Total | 801 | 358 | 48 | 1,207 |

-473-

Summary Statistics: The statistics below reflect outcomes on the number of pets placed vs. those which could not be adopted. Figures are based upon the total number of pets available for placement, and does not reflect the number of animals which remained on-hand, or those which were deceased upon arrival and/or while under care. These categories are marked with * above. For the month of August 2013, the number of pets upon which statistics are calculated totaled: 851

*Euthanasia Rates: 55% (469) See Detailed Report
 Unadopted: 2% (7)
 Contagious Disease 33% (155)
 Medical/Behavioral/Other: 65% (307)

Placement Rate: **45% (382) Reflects Return to Owners, Transfer, Adopted

Item No. G.2

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Moreno Valley Animal Shelter

Attachment 4

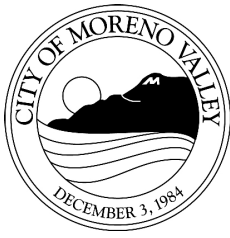
August 2013 – Euthanasia Statistics

| Outcome Sub-Type | Dogs | Cats | Others | Total |
|------------------------------|------------|------------|-----------|------------|
| Medical/Vet Rec. | 76 | 24 | 14 | 114 |
| Owner Requested | 23 | 8 | 0 | 31 |
| Contagious Disease | 112 | 43 | 0 | 155 |
| Feral | 0 | 80 | 0 | 80 |
| Aggressive Behavior Observed | 22 | 0 | 0 | 22 |
| Not Adopted* | 7 | 0 | 0 | 7 |
| Other** | 2 | 58 | 0 | 60 |
| | | | | |
| Total | 242 | 213 | 14 | 469 |

*Not Adopted: euthanized for considerations such as placement potential, time in shelter, humane considerations.

** Other-Cats/Dogs/Others: too young/newborns-impounded w/o their mothers per Food & Agricultural Code 17006.

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| APPROVALS | |
|----------------|--------------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>[Signature]</i> |

Report to City Council

TO: Mayor and City Council

FROM: Thomas M. DeSantis, Assistant City Manager

AGENDA DATE: October 22, 2013

TITLE: MOVAL NEIGHBORS ONLINE SOCIAL NETWORK

RECOMMENDED ACTION

Recommendations: That the City Council:

1. Approve expansion of the City of Moreno Valley's communications through the introduction of MoVal Neighbors, using a new social media tool by Nextdoor.com.

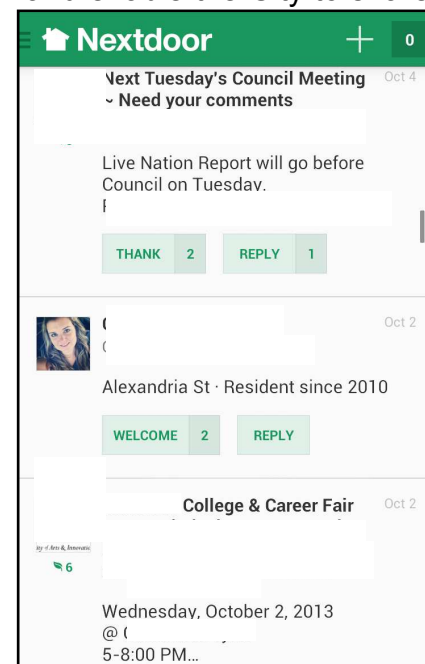
SUMMARY

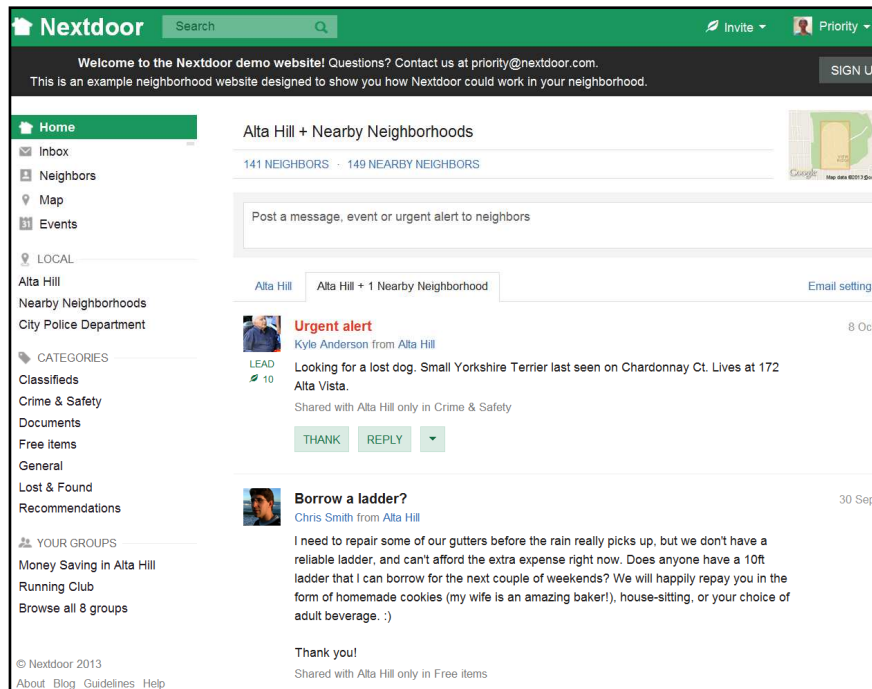
Staff proposes the creation of the MoVal Neighbors program utilizing Nextdoor.com online neighborhoods to connect residents with each other and enable the City to share community and emergency response information.

DISCUSSION

All too often, many people don't know their neighbors or how best to contact them. To help reverse this trend, Mayor Owings challenged the City to foster neighbor-to-neighbor and citywide communication, and identified a technique to do so. MoVal Neighbors, an online social network using Nextdoor.com online neighborhoods would complement the City's current use of our website, MVTV-3, Facebook, YouTube, and Twitter.

Nextdoor.com provides an online platform for neighborhoods to participate in geographically defined social networks. Residents can use these networks to organize events, share recommendations, ask questions, and notify one another of unusual activity in the area.





For example, once the neighborhoods are established, members can share local information to help search for lost pets, organize block parties, plan car pools, etc.

In addition, though the City cannot view or participate in the interactive conversations, the City will be able to send out messages to members about local activities and emergencies.

MoVal Neighbors Nextdoor.com websites will enable Moreno Valley residents to share online the information we would share with neighbors in person.

- § All neighbors must verify their addresses via a password provided through a phone call or post card delivered to their property.
- § All neighbors sign in with their real names.
- § Each neighbor chooses where information is shared.
- § Each neighborhood website is securely encrypted.

These steps help ensure that only neighbors populate the network, thus building trust and fostering sharing. Nextdoor.com asserts that it never shares personal information with any third parties and that information shared on a Nextdoor.com website cannot be accessed by those outside the neighborhood (including the City) or found through Google or other searches.

Staff has recruited the assistance of Shor Denny, CEO of Community Now and recently recognized as Moreno Valley's Volunteer of the Year, to help determine recommended neighborhood boundaries. Since families are generally most engaged in the community when their children are young, staff's proposal would establish neighborhood boundaries consistent with the 2013 attendance boundaries of Moreno Valley's elementary schools and the neighborhood names would be consistent with the elementary school names.

If the City Council approves, Media & Communications and Community Now will create online Nextdoor.com neighborhoods. A MoVal Neighbors homepage will be designed and introduced on the City's website that will provide links to the neighborhood websites plus quick links to Moreno Valley's local resident services such as community policing, the community calendar, and emergency preparedness.



If approved, Media & Communications will proceed with creation of the 27 neighborhood websites. Implementation is anticipated by January 2014.

ALTERNATIVES

1. Approve expansion of the City's communications through the introduction of MoVal Neighbors, a new social media program using Nextdoor.com. *By establishing MoVal Neighbors, the City will facilitate stronger neighborhood connections.*
2. Decline to approve the MoVal Neighbors program.

FISCAL IMPACT

There is no impact to the General Fund. Posting information to an additional social networking site requires a negligible increase in staff time. Nextdoor.com does not charge the City or users any fees for using their service.

CITY COUNCIL GOALS

Approval of the MoVal Neighbors program supports the following City Council Goals:

1. **Public Safety.** Nextdoor.com promises to provide MoVal Neighbors a secure online environment that facilitates communication among Moreno Valley residents.
2. **Positive Environment.** MoVal Neighbors creates a positive environment for the development of Moreno Valley's future.
3. **Community Image, Neighborhood Pride and Cleanliness.** MoVal Neighbors promotes a sense of community pride and local involvement.

ATTACHMENTS

Attachment 1: PowerPoint Presentation

Prepared By:
Michele Patterson
Assistant to the City Manager

Department Head Approval:
Thomas M. DeSantis
Assistant City Manager



MoVal Neighbors

Presented By:
Michele Patterson
Assistant to the City Manager
October 22, 2013

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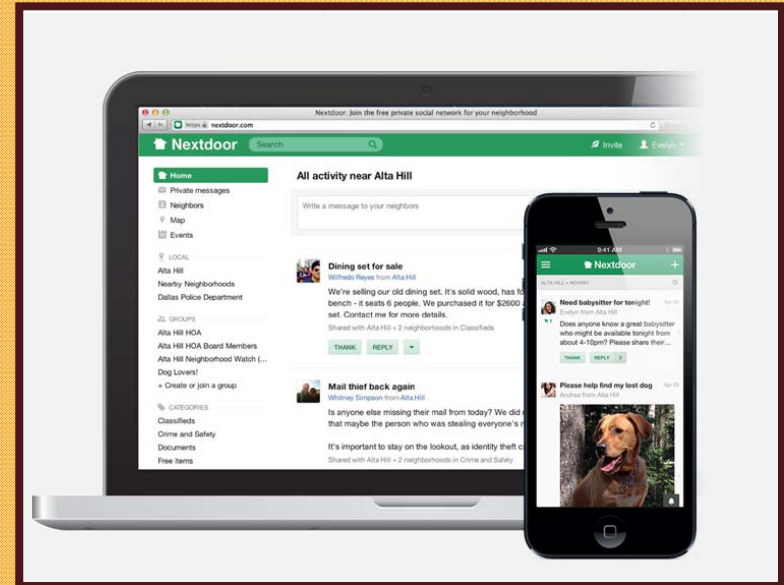
Item No. G.3



Meet MoVal Neighbors

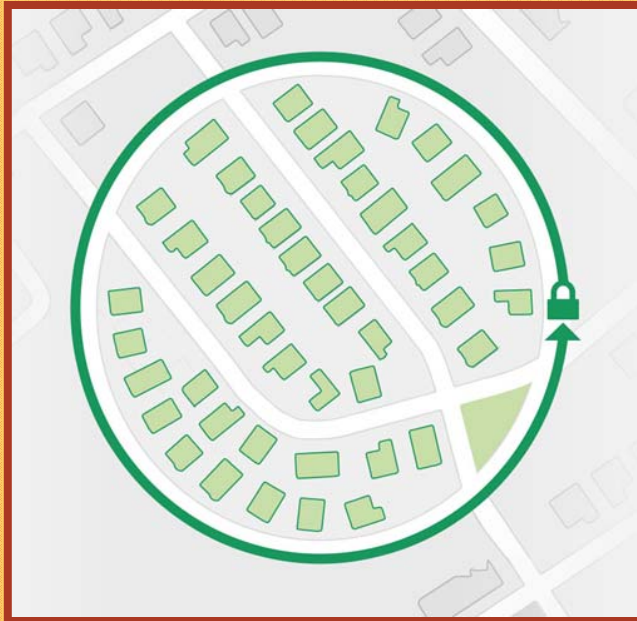
Online Neighborhoods

- **Organize Events**
- **Share recommendations**
- **Advise about unusual activity**
- **Broadcast City Alerts**



MoVal Neighbors

Secure Online Environment



- **Geographically limited**
- **Confirmed identities**
- **Password-protected**



MoVal Neighbors

Easy Sign Up Process

Find your neighborhood

Email address

Street address Apt

ZIP

GET STARTED — IT'S FREE

Your information is [safe and secure](#).

Nextdoor 1 Sign up » 2 Introduce yourself » 3

Good news! We found your address.

Sign up for your free Nextdoor account

SIGN UP WITH FACEBOOK

or

First Name

Last Name

Gender Female Male [Why we ask](#)

Email address

Choose a password

Have an invitation code? No Yes

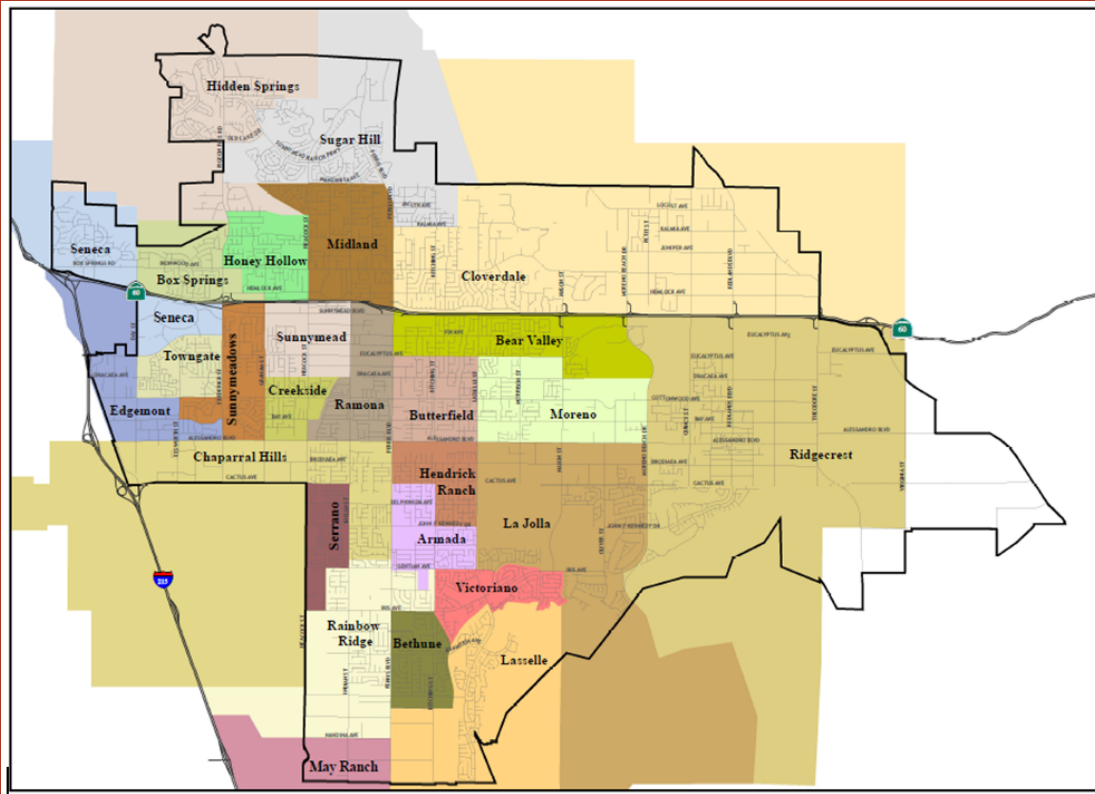
CREATE MY ACCOUNT »

Your neighborhood

Questions about your neighborhood? Please [contact us](#).



MoVal Neighbors

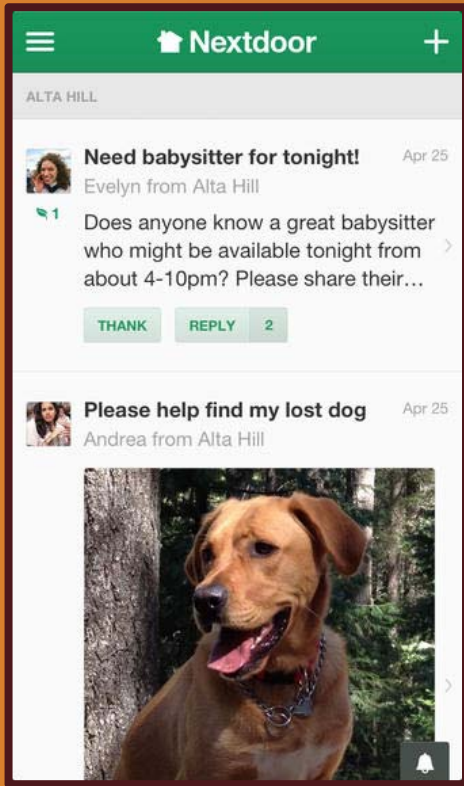


**Neighborhoods match
Elementary Schools**

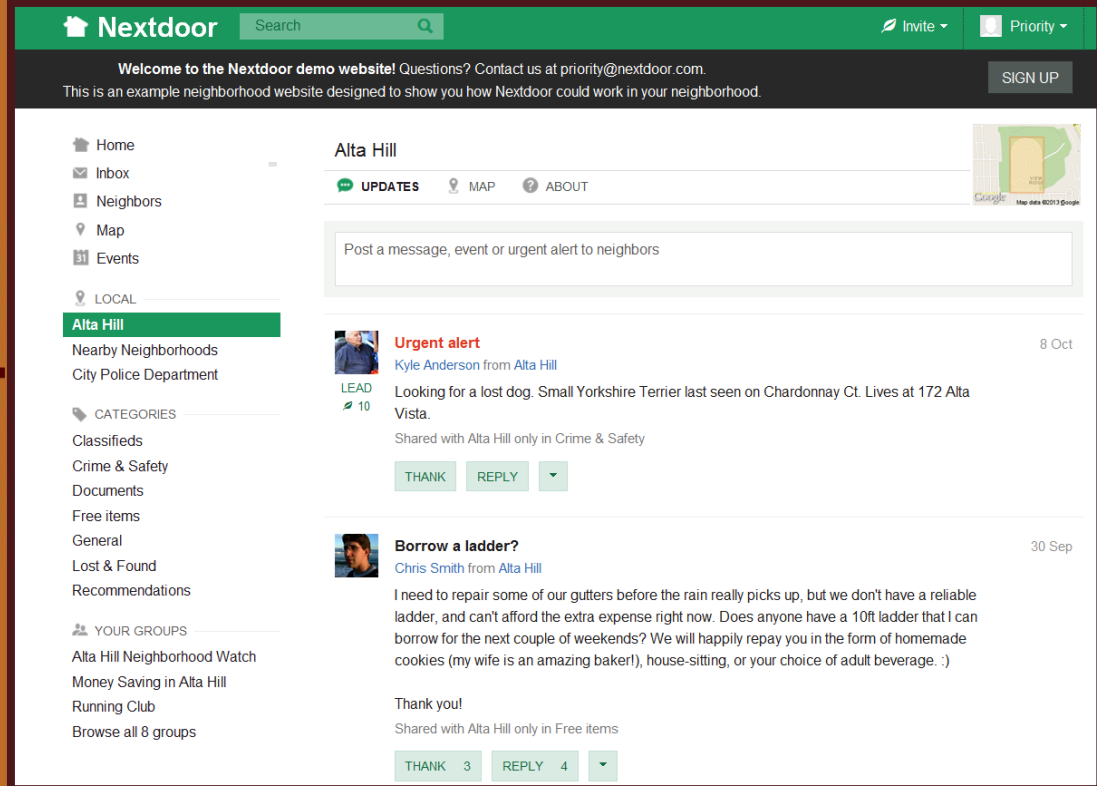


MoVal Neighbors

Mobile Phone App



Email Updates



Recommend Approval of MoVal Neighbors

-  **Engage Neighbors**
-  **Connect the City**
-  **Broadcast Alerts**
-  **Build Community**



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| APPROVALS | |
|----------------|------------|
| BUDGET OFFICER | <i>me</i> |
| CITY ATTORNEY | <i>SMB</i> |
| CITY MANAGER | <i>d</i> |

Report to City Council

TO: Mayor and City Council

FROM: Jane Halstead, City Clerk, CMC

AGENDA DATE: October 22, 2013 (Continued from September 10/June 25, 2013)

TITLE: APPOINTMENTS TO THE CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS

RECOMMENDED ACTION

Recommendations: That the City Council:

1. Review the ballots for appointments to various City Council Boards and Commissions (to be provided by the City Clerk) and mark your choices where appropriate.
2. Appoint those applicants who received majority vote by the City Council.
3. If vacancies are not filled by a majority vote of the City Council, authorize the City Clerk to re-advertise the positions as vacant and carry over the current applications for reconsideration of appointment at a future date.
4. Extend the expiring October 31, 2013 terms of the current Senior Citizens' Board members to December 10, 2013 and re-advertise the openings (expired terms and vacant positions) to allow additional time for recruitment.

SUMMARY

At the June 25, 2013, the City Council continued appointments to various advisory boards and commissions to the August 27, 2013 City Council meeting and extended June 30, 2013 expiring terms to August 31, 2013. At the September 10, 2013 City Council meeting, the City Council ratified extending the expiring August 31, 2013 terms of the current City Council Advisory Board and Commission members to October 31, 2013 to allow additional time for recruitment.

Applications were accepted by the City Clerk's Office to fill vacancies for the various City Council Boards and Commissions, with certain terms originally expiring June 30, 2013.

Members with expiring terms were notified and advised of the need to submit a new application to be considered for reappointment. Appropriate time frames with respect to posting notices of vacancies were followed.

As provided in the City's Municipal Code, the appointees will serve without compensation for designated terms.

Per the Council-adopted policy, prospective applicants are required to attend at least one meeting of their desired board or commission prior to appointment. David Namazi, an applicant to the Library Commission, Saifur R. Osmani, an applicant to the Parks and Recreation Commission; Maria D. Davis, an applicant to the Senior Citizens' Board, Darlena Moore and Frank A. Wright III, applicants to the Traffic Safety Commission were not able to attend any of the meetings.

Pursuant to Municipal Code Subsection 2.06.010(e), "Unless otherwise specifically provided by the action establishing the body or appointing its initial members, no person shall be at the same time a member of more than one citizens' advisory body created by ordinance or resolution of the City Council." This section of the code is waived for members of the Accessibility Appeals Board. Saifur R. Osmani applied for the Arts Commission and Parks and Recreation Commission.

The commissions, boards, applicants, and vacancies are as follows:

ACCESSIBILITY APPEALS BOARD

Two (2) terms expiring June 30, 2016
Physically Challenge Representative

One (1) term expiring June 30, 2015
Public Representative

One (1) term expiring June 30, 2014
Construction Representative

Applicants:

L. Lawrence Baird *
Mary Mc Bean

ARTS COMMISSION

One (1) term expiring June 30, 2016
One (1) term expiring June 30, 2015

Applicants:

Stephen "Steve" Heaton
Clarence Robert Hogan
Eric von Mizener *
Saifur R. Osmani ***

ENVIRONMENTAL AND HISTORICAL PRESERVATION BOARD

Three (3) terms expiring June 30, 2016

Applicants:

Jan L. Beyers *
Reese McClure *
Naeem Qureshi *

LIBRARY COMMISSION

Two (2) terms expiring June 30, 2016

Two (2) terms expiring June 30, 2015

Applicants:

Christine A. Duchene
David Namazi ** (was not able to attend, as meetings were canceled)

PARKS AND RECREATION COMMISSION

Three (3) terms expiring June 30, 2016

Applicants:

James C. Baker II *
Juanita Maria Barnes *
Virgil Chancy*
Luis Mojica
Saifur R. Osmani **/***

RECREATIONAL TRAILS BOARD

Three (3) terms expiring June 30, 2016

Applicants:

Carolyn D. Bailey
Manzell Baskerville *
Kim M. Nelson *

SENIOR CITIZENS' BOARD

Three (3) terms expiring June 30, 2016

One (1) term expiring June 30, 2015

Two (2) terms expiring June 30, 2014

Applicants:

Sara W. Anderson *
Maria D. Davis **
Vonzetta Fielding *
Linda D. Moore
Delanna Townsend *

TRAFFIC SAFETY COMMISSION

Two (2) terms expiring June 30, 2016
One (1) term expiring June 30, 2014

Applicants:

Miguel Arciniega *
Shor Denny
Denise Fleming
Thomas D. Hines
Alvin C. Horn
Thomas Ketcham
Darlena Moore **
Lori Nickel
Frank A. Wright III**

*Incumbent

** Was not able to attend at least one meeting prior appointment

*** Applied for more than one board/commission

The expiring and vacant terms for the Senior Citizens' Board will be re-advertised.

ALTERNATIVES

Members of the Council appointed boards and commissions serve in an advisory capacity to the City Council. Choosing not to appoint members to the above-mentioned boards and commissions would result in decreased participation from residents. This option is not consistent with the City Council goal of creating a positive environment for the development of Moreno Valley's future. Therefore, staff recommends that the City Council make the recommended appointments

NOTIFICATION

1. Posting of Notices of Openings
2. Publication of the agenda
3. Report and agenda mailed to applicants

ATTACHMENTS

None

Prepared By:
Ewa Lopez
Deputy City Clerk, CMC

Department Head Approval:
Jane Halstead
City Clerk, CMC

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