



**CITY OF SOUTH PASADENA
CITY COUNCIL REGULAR MEETING AGENDA**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030**

July 15, 2020, at 7:30 p.m.

South Pasadena City Council Statement of Civility

As your elected governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for July 15, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website (http://www.spectrumstream.com/streaming/south_pasadena/live.cfm) and local cable channels.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating remotely and will not be physically present in the Council Chambers.

If you would like to comment on an agenda item, members of the public may submit their comments in writing for City Council consideration, by emailing them to: ccpubliccomment@southpasadenaca.gov. **Public Comments must be received by 12 p.m., July 15, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

CALL TO ORDER: Mayor Robert S. Joe

ROLL CALL: Councilmembers Michael A. Cacciotti, Marina Khubesrian, M.D, and Richard D. Schneider, M.D.; Mayor Pro Tem Diana Mahmud; and Mayor Robert S. Joe.

PLEDGE OF ALLEGIANCE: Mayor Robert S. Joe

SPECIAL PRESENTATION

- 1. **Briefing by Supervisor Barger on State Efforts in Response to COVID-19 Pandemic**

CLOSED SESSION ANNOUNCEMENTS

- 2. **CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately.

PUBLIC COMMENT AND SUGGESTIONS
The City Council welcomes public input. Members of the public may address the City Council by emailing: ccpubliccomment@southpasadenaca.gov. Public Comments must be received by 12 p.m., July 15, 2020 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

- 3. **Public Comment – General**

COMMUNICATIONS

- 4. **Councilmembers Communications**
Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council Meeting agenda, if necessary.
- 5. **City Manager Communications**
- 6. **Reordering of and Additions to the Agenda**

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

CONSENT CALENDAR

7. Approval of General City Warrants in the Amount of \$388,686.72; LAIF Transfer in the Amount of \$5,000,000.00.

Recommendation

It is recommended that the City Council approve the Warrants as presented.

8. Monthly Investment Reports for May 2020

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for May 2020.

9. Adoption of Resolution Updating the City of South Pasadena Records Retention Schedule

Recommendation

It is recommended that the City Council adopt the proposed resolution updating the City’s Records Retention Schedule.

10. Authorize the Third Amendment with West Coast Arborist Inc. for 2020-21 Fiscal Year Urban Forestry Services in a Total Not-to-Exceed Amount of \$379,500

Recommendation

It is recommended that the City Council authorize the City Manager to execute the third Contract Amendment with West Coast Arborists Inc. (WCA), in an amount not-to-exceed \$379,500, for 2020-21 Fiscal Year (FY) Urban Forestry Services.

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11. Approve the Purchase Order to Quinn Cat Company for an Air Compressor and Pneumatic Tools for the Public Works Streets Division in an Amount Not-to-Exceed \$26,937Recommendation

It is recommended that the City Council:

1. Accept a quote dated May 1, 2020, from Quinn Cat Company for the purchase of one air compressor Model Number 185 CFM Atlas Copco, including pneumatic air tools, for Public Works Street Division; and
2. Authorize the City Manager to execute a purchase order with Quinn Cat Company in an amount not to exceed \$26,937; and
3. Declare the Public Works Department Ingersoll-Rand: P185JWD, manufactured in 1995 as surplus property, and instruct staff to dispose of the item in accordance with the South Pasadena Municipal Code Section (SPMC) 2.99-29 and City Surplus Disposal Policy.

12. Reject Previous Bid and Approve an Agreement with Inland Mechanical Services, Inc. for 2020 Civic Center HVAC System Retrofit, Senior Center Air Conditioning Unit Replacement, and Police Department HVAC Replacement in an Amount Not-to-Exceed \$427,270.80Recommendation

It is recommended that the City Council:

1. Reject the previous one bid dated May 28, 2020, from Acco Engineering Systems for the Civic Center HVAC System Retrofit and Senior Center Air Conditions (AC) Unit Replacement (Bid No. 202003-02);
2. Accept a bid dated July 1, 2020, from Inland Mechanical Services, Inc. for the 2020 Civic Center HVAC System Retrofit, Senior Center AC Unit Replacement, and Police Department HVAC Replacement (Project) (Bid No. 202004-02);
3. Reject all other bids received for Bid No. 202004-02;
4. Authorize the City Manager to enter into an agreement with Inland Mechanical Services, Inc., for a bid amount of \$388,428; and
5. Authorize a construction contingency ten percent in the amount of \$38,842.80 for a total amount of \$427,270.80.

13. Discretionary Fund Request from Mayor Pro Tem Diana Mahmud in the Amount of \$1,527 to Purchase a 2020 Census BannerRecommendation

It is recommended that the City Council approve the Discretionary Fund request by Mayor Pro Tem Diana Mahmud to purchase one double sided 2020 Census Banner to hang across Fair Oaks Avenue and Mission Street in the amount of \$1,527. The census message will be displayed on both Fair Oaks and Mission. The original request was \$1,400.37 was amended by Mayor Pro Tem Mahmud to \$1,527 to cover the larger banner size.

PUBLIC HEARING

14. Public Hearing Confirming Charges Assessed by the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures for the Abatement of Hazardous Vegetation on Respective Parcels of Unimproved Private Properties Constituting a Fire Hazard

Recommendation

It is recommended that the City Council, after holding a Public Hearing to allow property owners with pending weed abatement charges the opportunity to question or receive an explanation of pending charges, confirm the 2020 declaration list of charges.

ACTION/DISCUSSION ITEMS

15. Consideration of Ballot Measures for the November 3, 2020 General Municipal Election

Recommendation

It is recommended that the City Council consider three ballot measures for the General Municipal Election on Tuesday, November 3, 2020. 1) Renewal of the Utility Users’ Tax, 2) Increase of building height limits in specified areas, and 3) Transient Occupancy Tax for short term rentals, hotels and lodging and advise staff which potential ballot measures to prepare for the November 3, 2020 General Municipal Election.

INFORMATION REPORT

16. South Pasadena COVID-19 Update

ADJOURNMENT

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**FUTURE CITY COUNCIL MEETINGS
(OPEN SESSION)**

August 5, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
August 19, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
September 2, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council Meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>

Agenda related documents provided to the City Council are available for public inspection on the City’s website at <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>. Additional Documents, when presented to City Council, will also be uploaded and available on the City’s website.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>.

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing CityClerk@southpasadenaca.gov or calling the City Clerk’s Division at (626) 403-7230.

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

7/9/2020

/s/

Date

Kenia Lopez
Deputy City Clerk



City Council Agenda Report

ITEM NO. 7

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Karen Aceves, Finance Director

SUBJECT: **Approval of General City Warrants in the Amount of \$388,686.72;
LAIF Transfer in the Amount of \$5,000,000.00.**

Recommendation Action

It is recommended that the City Council approve the Warrants as presented.

Fiscal Impact

Prepaid Warrants:

Warrant #	\$	0
ACH	\$	0
Voids	\$	0

General City Warrants:

Warrant # 310974-311043	\$	213,584.23
ACH	\$	175,102.49
Voids	\$	0

Wire Transfers (LAIF)	\$	5,000,000.00
Wire Transfers (RSA)	\$	0
Wire Transfers (Acct # 2413)	\$	0
Wire Transfers (Acct # 1936)	\$	0
Supplemental ACH Payment	\$	0

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>5,388,686.72</u>
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Approval of Warrants

July 15, 2020

Page 2 of 2

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its

inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachments:

1. Warrant Summary
2. General City Warrant List

ATTACHMENT 1
Warrant Summary

**City of South Pasadena
Demand/Warrant Register
Recap by fund**

Date 07.15.2020

Fund No.	Amounts		
	Prepaid	Written	
General Fund	101	-	254,751.76
Insurance Fund	103	-	-
Street Improvement Program	104	-	-
Facilities & Equip.Cap. Fund	105	-	-
Local Transit Return "A"	205	-	1,730.17
Local Transit Return "C"	207	-	22,625.24
TEA/Metro	208	-	-
Sewer Fund	210	-	2,865.00
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	-	17,433.79
Public,Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	804.13
Housing Authority Fund	228	-	-
State Gas Tax	230	-	774.53
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	15,652.50
MSRC Grant Fund	238	-	-
Measure W	239	-	8,413.10
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	-	57,250.51
Water Efficiency Fund	503	-	6,385.99
2016 Water Revenue Bonds Fund	505	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	-	-
		-	-
Column Totals:		-	388,686.72

Fund No.	Amounts		
	Prepaid	Written	
RSA	227	-	-
RSA Report Totals:		-	-

City Report Totals: 388,686.72

Wire Transfer - LAIF	5,000,000.00
Wire Transfer - RSA	-
Wire Transfer - Acct # 2413	-
Wire Transfer - Acct # 1936	-
Supplemental ACH Payments	-
Voids - Prepaid	-
Voids - General Warrant	-

Grand Report Total: 5,388,686.72

Robert Joe, Mayor

Karen Aceves, Finance Director

ATTACHMENT 3
General City Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: ealvarez
 Printed: 7/9/2020 3:39 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ATGC8530	Acorn Technology Services	07/15/2020	
	2199	CO # 2199		162.50
	2200	CO # 211		377.50
	2201	CO # 205		635.00
	2204	CO # 212		82.50
	2205	CO # 230		145.00
	2206	CO # 231		12.50
	2209	CO # 210		162.50
	2210	Managed IT Computer Monitoring		525.00
	2210	Contracted IT Services May 2020		12,285.00
	2210	Managed IT Service Server Monitoring		237.50
	2236	CO # 2236		37.50
	52668	Managed IT Services for Human Resources		275.00
	53596	Contracted IT Services May 2020		290.00
	53596	Contracted IT Services May 2020		-412.50
Total for this ACH Check for Vendor ATGC8530:				14,815.00
ACH	BAK0369	Baker & Taylor Books	07/15/2020	
	2035208779	Purchase of Books & Library Materials		418.32
	2035232470	Purchase of Books & Library Materials		51.27
Total for this ACH Check for Vendor BAK0369:				469.59
ACH	BFWB4011	Badge Frame, Inc.	07/15/2020	
	959146	Slide-in door name plates for the Detective Bure:		325.76
Total for this ACH Check for Vendor BFWB4011:				325.76
ACH	BLSP8010	Blackstone Publishing	07/15/2020	
	1167916	Purchase of Audiobooks & CD's FY19-20		139.78
	1171820	Purchase of Audiobooks & CD's FY19-20		1,781.26
	1172299	Purchase of Audiobooks & CD's FY19-20		34.94
	1172515	Purchase of Audiobooks & CD's FY19-20		65.90
Total for this ACH Check for Vendor BLSP8010:				2,021.88
ACH	CAEN9297	Carollo Engineers	07/15/2020	
	11822A.00	Preparation of City's Integrated Water & Wastew		46,003.54
Total for this ACH Check for Vendor CAEN9297:				46,003.54
ACH	CRDA1021	Corodata Records Management	07/15/2020	
	RS4567487	Citywide Records Mgmt. Storage (january 2020)		549.74
	RS4600094	City-wide records management services for May		377.67
Total for this ACH Check for Vendor CRDA1021:				927.41
ACH	DDL8010	Dr. Detail Ph.D	07/15/2020	
	2134	Fleet Cleaning for Dial-a-Ride Buses		315.00
	2138	Fleet Cleaning for Dial-a-Ride Buses		140.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2139	Fleet Cleaning for Dial-a-Ride Buses		175.00
Total for this ACH Check for Vendor DDLP8010:				630.00
ACH	DIG0800 38682	Digital Telecommunications Corp IT - Phones (July 1 to July 31, 2020)	07/15/2020	927.00
Total for this ACH Check for Vendor DIG0800:				927.00
ACH	EBS1007 2004140 LA69450	EBSCO Subscription Services Annual Renewal for Subscription of Periodicals Annual Renewal for Subscription of Periodicals	07/15/2020	512.36 -1.60
Total for this ACH Check for Vendor EBS1007:				510.76
ACH	GPPT9090 413223	Gopher Patrol Gopher Patrol / Abatement	07/15/2020	95.00
Total for this ACH Check for Vendor GPPT9090:				95.00
ACH	INCG6011 57332 58248 58468 59104 59237 60120 60166 60478 60478 60478	Interwest Consulting Group Planning & Building Consultant: Plan Review & On-Call Transportation Project Mgmt, Services Planning & Building Consultant: Plan Review & On-Call Transportation Project Mgmt. Services On-Call Construction Mgmt. & Inspection (Alph On-Call Construction Mgmt. & Inspection (Alph On-Call Transportation Project Mgmt, Services Plan Check & Public Works Capital Improveme Plan Check & Public Works Capital Improveme Plan Check & Public Works Capital Improveme	07/15/2020	14,520.00 725.00 15,320.00 6,295.00 7,455.00 8,197.50 14,836.25 3,360.00 420.00 420.00
Total for this ACH Check for Vendor INCG6011:				71,548.75
ACH	JHMS8020 116499/1 116619/1 116619/1 116758/1 116758/1 215906/1	JHM Supply Irrigation Supplies & Drip Clamps for Fair Oaks Irrigation Supplies for City Parks, Medians, & O Irrigation Supplies for City Parks, Medians, & O COVID-19 (Street Ties) & Irrigation Supplies COVID-19 (Street Ties) & Irrigation Supplies Irrigation Supplies for City Parks, Medians, & O	07/15/2020	160.25 247.59 32.66 146.48 75.63 395.88
Total for this ACH Check for Vendor JHMS8020:				1,058.49
ACH	OFF4011 I-01721289 I-01742784 I-01742941 I-01742941 I-01745980 I-01755619 I-01755621 I-01760034 I-01760468 I-01767093 I-01767262	Office Solutions Police Dept, Supplies Police Dept, Supplies Police Dept, Supplies Police Dept, Supplies Police Department Supplies Police Dept, Supplies Police Dept, Supplies Police Dept, Supplies Police Dept, Supplies Police Dept, Supplies Police Dept, Supplies	07/15/2020	469.54 58.54 291.63 42.99 630.80 214.46 184.24 300.84 251.94 244.91 77.92
Total for this ACH Check for Vendor OFF4011:				2,767.81
ACH	REP6115 5620028874	Siemens Mobility, Inc. Urgent Replacement of Traffic Signal Pole	07/15/2020	18,746.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor REP6115:				16,746.37
ACH	STSM1020 191639 191640	Studio Spectrum Streaming & Indexing Services for May 2020 May 2020 Streaming Services (COVID-19)	07/15/2020	5,980.13 10,275.00
Total for this ACH Check for Vendor STSM1020:				16,255.13
310974	ACSL5011 7098927-00	Action Sales 48' Range 4 Burner, Griddle & Oven Racks	07/15/2020	6,455.13
Total for Check Number 310974:				6,455.13
310975	ADPLC818 560189839	ADP, LLC City of South Pasadena ADP Services (P/E 05/2:	07/15/2020	10,786.11
Total for Check Number 310975:				10,786.11
310976	AIRT5150 396910 397051	Air Tro Troubleshoot of HVAC Systems at PD, EOC, an Troubleshoot of HVAC Systems at PD, EOC, an	07/15/2020	572.00 864.32
Total for Check Number 310976:				1,436.32
310977	ALL0197 200623 224338	All Star Fire Equipment, Inc. Machinery & Equipment (CERT) - Fire Gear &] Machinery & Equipment - Gear/ Boots	07/15/2020	6,699.65 296.57
Total for Check Number 310977:				6,996.22
310978	AT&T5006 130464796 284743823	AT & T U-Verse Account: 130464796 (05/18-06/17/2020) Account: 284743823 (04/26-05/25/2020)	07/15/2020	89.50 157.60
Total for Check Number 310978:				247.10
310979	AT&T5011 248 134-6100 331 841 0756 331 841-0802 626 405-0051 626 441-6497	AT&T Account # 248 134-6100 210 5 (06/01-06/30/202 Account # 331 841-0756 (06/07-07/06/2020) Account # 331 841-0802 343 6 (06/07-07/06/202 Account # 626 405-0051 017 5 (06/11-07/10/202 Account # 626 441-6497 357 0 (06/13-07/12/202	07/15/2020	8.56 33.06 33.53 992.83 357.75
Total for Check Number 310979:				1,425.73
310980	ATCN9011 000014802036 000014802037 000014810551	AT&T Account# 9391036942 (04/27-05/26/2020) Account# 9391036943 (04/27-05/26/2020) Police Phone Services (04/27-05/26/2020) CLAI	07/15/2020	328.46 328.50 317.56
Total for Check Number 310980:				974.52
310981	CIN4011 287297984615x06	AT&T --Cingular Wireless Account # 28729784615	07/15/2020	323.22
Total for Check Number 310981:				323.22
310982	PLMS6310 3508	BLVD Nursery Plants & Material for Fair Oaks Project	07/15/2020	2,305.14
Total for Check Number 310982:				2,305.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
310983	WDFD6116 604421 604524	Bob Wondries Ford Repairs to Police Unit # 1404 Repairs to PD Unit # 0213 AC Compressor	07/15/2020	218.98 839.78
Total for Check Number 310983:				1,058.76
310984	BNIG9203 334-02.05 334-02.06	Bucknam Infrastructure Group Inc. Pavement and Asset Management Information S; Pavement and Asset Management Information S;	07/15/2020	7,647.21 12,815.17
Total for Check Number 310984:				20,462.38
310985	CAL6695 1015-2100215110	CA American Water Co. Wilson Well # 2 Water Connection Fee	07/15/2020	11.27
Total for Check Number 310985:				11.27
310986	CAL5236 1785276 1786819	CA Linen Services FD- Linen Cleaning Supplies FD- Linen Cleaning Supplies	07/15/2020	123.53 103.59
Total for Check Number 310986:				227.12
310987	CRCT4011 71143	Camino Real Chevrolet Repairs to PD Unit # 1201	07/15/2020	3,871.14
Total for Check Number 310987:				3,871.14
310988	CAN0607 5700 5763 5769	Cantu Graphics Police Department Business Cards Qty# 500 Finance Office Supplies Fire Dept. - Blue Print City Maps	07/15/2020	98.44 46.19 53.47
Total for Check Number 310988:				198.10
310989	CSFE5010 099113	Cascade Fire Equipment Hose Roller W/ Brackets: Fire Dept.	07/15/2020	715.04
Total for Check Number 310989:				715.04
310990	CAT0700 5598	Catering Systems Inc. Senior Meal Program (06/15-06/19/2020)	07/15/2020	2,457.00
Total for Check Number 310990:				2,457.00
310991	CBSE6010 68334664	Cell Business Equipment Community Services Copier (05/01-05/31/2020)	07/15/2020	266.00
Total for Check Number 310991:				266.00
310992	COR4011 06.19.2020	Corbin & Associates Inc. Training Class for Det. / SRO Borrello	07/15/2020	385.00
Total for Check Number 310992:				385.00
310993	CORE6011 82024988	CoreLogic Information Solutions, Inc. Public Information Database - Public Works	07/15/2020	300.00
Total for Check Number 310993:				300.00
310994	CRSR2010 DN 1271458	Corodata Shredding Inc. City-wide shredding services for May 2020	07/15/2020	15.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 310994:	15.00
310995	DBEL5010 1253	DB Electronics Mobile & Portable Radios / Programming	07/15/2020	600.00
			Total for Check Number 310995:	600.00
310996	DC7S5012 2020-11386	Decon7 Systems, LLC COVID-19 Decontamination Spray	07/15/2020	1,761.18
			Total for Check Number 310996:	1,761.18
310997	DOO0805 58184	Dooley Enterprises Inc WC93- 9 MM Brass Enclosed Base -WinClean	07/15/2020	1,298.39
			Total for Check Number 310997:	1,298.39
310998	ESPLD DT-0620.02	Linda Esposito Residential Rebate: Drought Tolerant Plants: DT	07/15/2020	308.82
			Total for Check Number 310998:	308.82
310999	GALL5011 015085802	Galls, LLC LAPD Black IIA Vest for Officer Roppo.	07/15/2020	738.18
			Total for Check Number 310999:	738.18
311000	GEGR9226 00004747-IN	Geargrid Corp. Heavy Duty Mobile Hose System	07/15/2020	4,526.00
			Total for Check Number 311000:	4,526.00
311001	HATC8025 10972 10974	Halls Auto Tech Center Comm Svcs. Tranist Division Vehicle Repairs Comm Svcs. Tranist Division Vehicle Maint.	07/15/2020	1,332.60 162.25
			Total for Check Number 311001:	1,494.85
311002	HOM1515 111283 4191785 4191785 4511385 525119 525120 5601137 8604319	Home Depot Credit Services Citywide Supplies Fencing Citywide Supplies (Return) Citywide Supplies (Return) Citywide Supplies Citywide Supplies Citywide Supplies Citywide Supplies Citywide Supplies Citywide Supplies	07/15/2020	3,445.80 -35.02 -130.31 16.40 471.54 436.91 166.31 130.31
			Total for Check Number 311002:	4,501.94
311003	KMTR4011 2792 2793	Kim Turner, LLC Training Class for P.A. Sarah Velasquez Training Class for P.A. Rachel Lee	07/15/2020	125.00 125.00
			Total for Check Number 311003:	250.00
311004	KNLS6015 12263-REV	Kinnetic Laboratories Inc. Annual Stormwater Sampling & Testing	07/15/2020	8,413.10
			Total for Check Number 311004:	8,413.10
311005	CUR7778	L.N. Curtis & Sons	07/15/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PINV569522	Progressive Hose, Hot Cutter, Wrench & Straps		1,629.88
			Total for Check Number 311005:	1,629.88
311006	LIFE822	Life-Assist Inc.	07/15/2020	
	1004481	COVID-19 Medical Supplies		658.59
	1004551	COVID-19 Medical Supplies		51.86
	1005433	COVID-19 Medical Supplies		575.51
	1005730	COVID-19 Medical Supplies		519.17
	1007302	COVID-19 Medical Supplies		575.51
	1007902	COVID-19 Medical Supplies		5,432.06
	1007904	COVID-19 Medical Supplies		192.01
	1010464	COVID-19 Medical Supplies		1,666.45
	1010718	Emergency Medical Supplies: Microdot Minute		3,822.48
	1011040	COVID-19 Medical Supplies		575.51
	1011220	COVID-19 Medical Supplies		696.56
			Total for Check Number 311006:	14,765.71
311007	LNHR5012 20-0131	LIONHEART Safety LLC COVID-19 Supplies (Disinfectants & Thermome	07/15/2020	6,797.69
			Total for Check Number 311007:	6,797.69
311008	MCAD1021 2020067	MCA Direct Annual 12 Month Municipal Election Subscripti	07/15/2020	1,000.00
			Total for Check Number 311008:	1,000.00
311009	MER2145	Merit Oil Company	07/15/2020	
	583526	Unleaded Gas for City Departments		110.61
	583526	Unleaded Gas for City Departments		110.60
	583526	Unleaded Gas for City Departments		442.42
	583526	Unleaded Gas for City Departments		110.61
	583526	Unleaded Gas for City Departments		4,756.05
	586626	Disel Fuel for Fire Vehicles: 2,001 Gallons		4,665.46
			Total for Check Number 311009:	10,195.75
311010	MMV9126 COM001 COM002	Mission Meridian Village POA POA - Dues Hospital POA - Dues Hospital	07/15/2020	804.13 1,730.17
			Total for Check Number 311010:	2,534.30
311011	MOTO5011 MOTOFD	Motorola Replacement of Radios for Emergency Operatio	07/15/2020	25,050.00
			Total for Check Number 311011:	25,050.00
311012	NOR6416 722444-RI	Norman's Nursery Landscape Services (Plants for Fair Oaks & Mer	07/15/2020	3,772.03
			Total for Check Number 311012:	3,772.03
311013	OLNP8010 69219	Outlook Newspaper Public Notice for CDBG Funding for FY2020-21	07/15/2020	116.25
			Total for Check Number 311013:	116.25
311014	PAKH5011 1010743089	Parkhouse Tire Inc. Vehicle Maint- Engine 81	07/15/2020	3,888.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 311014:	3,888.99
311015	PSNS7101 0011390677	Pasadena Star News Public Notice - CDBG-Covid 19 Public Hearing	07/15/2020	368.00
			Total for Check Number 311015:	368.00
311016	PHOE4610 032020184 042020184 052020184	Phoenix Group Information Systems PD Citation Processing for March 2020 PD Citation Processing for April 2020 PD Citation Processing for May 2020	07/15/2020	3,547.90 3,100.40 2,286.49
			Total for Check Number 311016:	8,934.79
311017	PDI417 PD-44189	Plumbers Depot Inc. Sewer Camera Van Generator Service	07/15/2020	2,445.00
			Total for Check Number 311017:	2,445.00
311018	RED8995 989-1-30901	Red Wing Shoe Store Safety Boots for Eddie Munoz - Street Division	07/15/2020	250.00
			Total for Check Number 311018:	250.00
311019	RIPU8540 15702	Roadline Products Inc. USA Public Works: Materials for Paint Stencils	07/15/2020	344.53
			Total for Check Number 311019:	344.53
311020	SCAT6710 15151	Scott's Automotive Gear Shift Repair Boom for Truck # 635	07/15/2020	108.95
			Total for Check Number 311020:	108.95
311021	SDSI0107 222112 226233 226234 226236 226237 2263235	SDS Security Design Systems Monthly Security Access: City Hal; (Sep'19-Nov' Monthly Security Access: Council Chambers Monthly Security Access: City Hall (March to Ma Monthly Security Access: Fire Dept. Gate (March Monthly Security Access: EOC (March-May 2020 Monthly Security Access: City Hall Rear Gate (M	07/15/2020	305.13 201.36 305.13 109.98 231.42 136.98
			Total for Check Number 311021:	1,290.00
311022	SCEV 499432	South Coast Emergency Vehicle Services Vehicle Maint. Engine 81	07/15/2020	961.27
			Total for Check Number 311022:	961.27
311023	SPBK TM INV-000200	Springbrook Software LLC T&M Springbrook Premise Upgrade	07/15/2020	62.50
			Total for Check Number 311023:	62.50
311024	STA5219 3445947871 3447282458 3448288721 3448346715 3448485700 3449133417	Staples Business Advantage Police Office Supplies Fire Dept. Office Supplies PW Office Supplies PW Office Supplies Library Office Supplies Fire Dept. Office Supplies	07/15/2020	141.68 74.86 70.99 36.29 175.80 113.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3449133418	Fire Dept. Office Supplies		66.13
	3449345529	Fire Dept. Office Supplies		68.33
Total for Check Number 311024:				747.60
311025	SCRR4010	Superior Court of CA, County of LA	07/15/2020	
	740A	Revenue Distribution of March 2020 Court Fees		7,870.50
	740A	Revenue Distribution of May 2020 Court Fees		1,203.00
	740A	Revenue Distribution of April 2020 Court Fees		2,964.00
Total for Check Number 311025:				12,037.50
311026	SZE1111	Chris Szenczi	07/15/2020	
	3781536970	Reimb. for EMT Certification		122.70
Total for Check Number 311026:				122.70
311027	TLFX5011	Teleflex LLC	07/15/2020	
	9520671574	Medical Supplies - Needles		1,432.21
Total for Check Number 311027:				1,432.21
311028	THO5011	Thorson Buick & GMC	07/15/2020	
	GCCS225718	Vehicle Maint, - GMC Truck Fan		450.79
Total for Check Number 311028:				450.79
311029	TIM4011	Time Warner Cable	07/15/2020	
	0012005060120	Account # 8448 30 008 0012005 (05/29-06/28/20)		8.41
	0029763052720	Account # 8448 20 899 0029763 (05/29-06/28/20)		257.35
	0224964060820	Account # 8448 30 008 0224964 (06/08-07/07/20)		765.70
	0251967052220	Account # 8448 30 008 0251967 (05/22-06/21/20)		652.36
	0269985061720	City Hall - 2nd Modem (06/17-07/16/2020)		349.88
	0311688061120	Account # 8448 30 008 0311688 (06/11-07/10/20)		1,223.00
	0355990060220	Account # 8448 30 008 0355990 (06/02-07/01/20)		407.20
Total for Check Number 311029:				3,663.90
311030	TAEV9224	Total Access Elevator Inc.	07/15/2020	
	50340	Regular Elevator Monthly Maint. February 2020		370.00
	50340	Regular Elevator Monthly Maint.: February 2020		621.75
Total for Check Number 311030:				991.75
311031	TRE9241	Trench Shoring	07/15/2020	
	1170605	K-Rail 1853 Hanscom Drive		180.00
Total for Check Number 311031:				180.00
311032	ULIN8021	ULINE	07/15/2020	
	118795107	Supplies for Senior Home Delivery Program		641.36
Total for Check Number 311032:				641.36
311033	POR4707	United Site Services, Inc.	07/15/2020	
	114-10357518	Port-a-Potty Handwashing Station @ Library (C)		1,317.67
Total for Check Number 311033:				1,317.67
311034	UPP7789	Upper S.G.Mun. Water Dist.	07/15/2020	
	2/05-20	Water Purchase to Supplement Graves Water Pr		10,038.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 311039:	1,956.25
311040	WHI6410 357986	Whittier Fertilizer Co. Purchase of Clean Dirt for Outdoor Patio Area	07/15/2020	26.46
			Total for Check Number 311040:	26.46
311041	WIT6353 2005059	Wittman Enterprises LLC Paramedic Billing Services - May 2020	07/15/2020	4,668.46
			Total for Check Number 311041:	4,668.46
311042	YTS1003 0014453	Y Tire Sales Vehicle Maint. / Replace Mount Tires RA-81	07/15/2020	362.77
			Total for Check Number 311042:	362.77
311043	ZOLL8021 3082530	Zoll Medical Copr. GPO Medical Supplies - Chest Compression Bands	07/15/2020	1,609.65
			Total for Check Number 311043:	1,609.65
			Total for 7/15/2020:	388,686.72
			Report Total (85 checks):	388,686.72



City Council Agenda Report

ITEM NO. 8

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Karen Aceves, Finance Director
Albert Trinh, Finance Manager

SUBJECT: **Monthly Investment Reports for May 2020**

Recommendation Action

It is recommended that the City Council receive and file the monthly investment reports for May 2020.

Discussion/Analysis

The City's investments have shown some modest gains from the prior month. The market value of the investments held at Morgan Stanley increased by \$52k from the prior month. The recent increase in market value of the investments are due to the decrease in Federal interest rates. The bonds currently held in the City's portfolio have higher interest rates than what is currently available, thus increasing their overall value.

While the City plans ahead and prepares for the potential economic downturn, the investments are held in a strategic manner where significant money is held in LAIF. The liquidity with LAIF is one business day-- this allows the City to access funds as needed.

Background

As required by law, a monthly investment report, including water bond funds, is presented to the City Council disclosing investment activities, types of investments, dates of maturities, amounts of deposits, rates of interest, and securities with a maturity of more than 12 months at current market values.

The reports reflect all investments at the above-referenced date and are in conformity with the City Investment Policy as stated in Resolution No. 7635. A copy of the Resolution is available at the City Clerk's Office.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments: City Investment Reports for May 2020

ATTACHMENT 1
City Investment Reports for May 2020

Exhibit A

City of South Pasadena

INVESTMENT REPORT
May 31, 2020

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	1.648%	49.34%	16,543,271.56	16,543,271.56
SUBTOTAL			49.34%	16,543,271.56	16,543,271.56
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.84%	35.91%	12,042,493.16	12,482,482.73
Corporate Bonds	See Exhibit B-1	4.03%	14.75%	4,945,901.94	5,107,872.14
SUBTOTAL			50.66%	16,988,395.10	17,590,354.87
TOTAL INVESTMENTS			100.00%	\$33,531,666.66	\$34,133,626.43

BANK ACCOUNTS:

Bank of the West Account Balance:	\$10,363,487.36
Morgan Stanley Uninvested Cash Balance:	\$181,973.07
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	158,326.16

Required Disclosures:

Average weighted maturity of the portfolio 476 DAYS

Average weighted total yield to maturity of the portfolio 2.075%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1

**Funds and Investments
Held by Contracted (Third) Parties
May 31, 2020**

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss	
1	Gov't. Securities	U.S. Treasury Note	912828B90	736,000.00	100.134	736,982.80	745,891.84	1.970%	8,909.04
2	Gov't. Securities	U.S. Treasury Note	912828B90	26,000.00	100.267	26,069.47	26,349.44	1.970%	279.97
3	Gov't. Securities	U.S. Treasury Note	9128287F1	427,000.00	100.134	427,574.02	434,707.35	1.710%	7,133.33
4	Gov't. Securities	U.S. Treasury Note	9128287F1	599,000.00	100.235	600,410.44	609,811.95	1.710%	9,401.51
5	Gov't. Securities	U.S. Treasury Note	912828F96	494,000.00	100.113	494,558.87	506,715.56	1.940%	12,156.69
6	Gov't. Securities	U.S. Treasury Note	912828F96	437,000.00	100.557	439,432.35	448,248.38	1.940%	8,816.03
7	Gov't. Securities	U.S. Treasury Note	912828YZ7	258,000.00	100.073	258,187.10	263,874.66	1.580%	5,687.56
8	Gov't. Securities	U.S. Treasury Note	912828YZ7	259,000.00	100.280	259,725.42	264,897.43	1.580%	5,172.01
9	Gov't. Securities	U.S. Treasury Note	9128287C8	426,000.00	100.347	427,477.61	440,194.32	1.690%	12,716.71
10	Gov't. Securities	U.S. Treasury Note	9128287C8	426,000.00	100.419	427,786.41	440,194.32	1.690%	12,407.91
11	Gov't. Securities	U.S. Treasury Note	9128287C8	33,000.00	100.532	33,175.41	34,099.56	1.690%	924.15
12	Gov't. Securities	U.S. Treasury Note	912828P38	423,000.00	99.723	421,827.02	440,579.88	1.680%	18,752.86
13	Gov't. Securities	U.S. Treasury Note	912828P38	2,000.00	100.684	2,013.68	2,083.12	1.680%	69.44
14	Gov't. Securities	U.S. Treasury Note	912828P38	383,000.00	100.581	385,226.02	398,917.48	1.680%	13,691.46
15	Gov't. Securities	U.S. Treasury Note	912828S35	434,000.00	96.477	418,708.44	449,697.78	1.320%	30,989.34
16	Gov't. Securities	U.S. Treasury Note	9128285P1	730,000.00	103.946	758,802.46	797,525.00	2.630%	38,722.54
17	Gov't. Securities	U.S. Treasury Note	912828W71	719,000.00	99.168	713,017.92	770,732.05	1.980%	57,714.13
18	Gov't. Securities	U.S. Treasury Note	912828X70	1,010,000.00	101.004	1,020,142.19	1,079,124.40	1.870%	58,982.21
19	Gov't. Securities	U.S. Treasury Note	912828ZF0	529,000.00	100.673	532,559.01	533,940.86	0.490%	1,381.85
20	Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	672,029.05	1.110%	11,650.80
21	Gov't. Securities	Fed Home Ln Mtg Corp Med Term Note	3137EADB2	511,000.00	103.308	527,906.18	528,966.76	2.290%	1,060.58
22	Gov't. Securities	Fed. National Mtg. Assn.	3135G0U43	225,000.00	100.849	226,911.10	244,156.50	2.640%	17,245.40
23	Gov't. Securities	Fed. National Mtg. Assn.	3135G0U43	140,000.00	101.646	142,304.61	151,919.60	2.640%	9,614.99
24	Gov't. Securities	Fed. National Mtg. Assn.	3135G0V34	833,000.00	100.551	837,591.48	900,156.46	2.310%	62,564.98
25	Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZR7	535,000.00	104.114	557,007.36	585,594.95	2.390%	28,587.59
26	Gov't. Securities	Fed. Home Ln Mth Corp	3137EAEP0	681,000.00	103.776	706,717.54	712,074.03	1.430%	5,356.49
Subtotal Gov't. Securities			11,941,000.00		12,042,493.16	12,482,482.73	1.839%	439,989.57	
27	Corporate Bond	Wal-Mart	931142CU5	76,000.00	100.240	76,182.63	76,249.28	1.800%	66.65
28	Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.057	53,030.15	53,143.63	1.340%	113.48
29	Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	100.066	7,004.62	7,018.97	1.340%	14.35
30	Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	100.131	18,023.49	18,048.78	1.340%	25.29
31	Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	100.102	42,042.75	42,113.82	1.340%	71.07
32	Corporate Bond	State Street Corp.	857477AS2	54,000.00	100.190	54,099.54	54,245.16	1.260%	145.62

Exhibit B-1

**Funds and Investments
Held by Contracted (Third) Parties
May 31, 2020**

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
33 Corporate Bond	State Street Corp.	857477AS2	24,000.00	100.190	24,045.67	24,108.96	1.260%	63.29
34 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.046	60,027.38	60,281.40	1.060%	254.02
35 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	100.252	20,050.40	20,093.80	1.060%	43.40
36 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.119	163,194.41	164,414.84	1.300%	1,220.43
37 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.129	62,079.69	62,398.04	#####	318.35
38 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.187	19,035.51	19,121.98	#####	86.47
39 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.196	61,119.58	61,370.27	1.140%	250.69
40 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.149	62,092.57	62,376.34	1.140%	283.77
41 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	100.288	55,158.23	55,393.80	1.200%	235.57
42 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	100.313	25,078.31	25,179.00	1.200%	100.69
43 Corporate Bond	VISA	92826CAB8	162,000.00	100.114	162,185.23	163,385.10	2.180%	1,199.87
44 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.389	162,629.74	163,969.92	2.190%	1,340.18
45 Corporate Bond	Home Depot Inc.	437076AW2	81,000.00	101.598	82,294.49	82,925.37	4.290%	630.88
46 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	102.188	154,304.36	156,944.87	4.440%	2,640.51
47 Corporate Bond	Charles Schwab Corp	437076AW2	83,000.00	101.283	84,065.04	85,054.25	3.170%	989.21
48 Corporate Bond	Pepsico Inc	713448BW7	82,000.00	101.466	83,202.30	84,587.92	2.900%	1,385.62
49 Corporate Bond	Praxair Inc	74005PAZ7	82,000.00	101.395	83,143.92	84,518.22	2.910%	1,374.30
50 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.033	65,021.42	65,848.90	1.600%	827.48
51 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	17,222.02	1.600%	356.83
52 Corporate Bond	Prudential Financial Inc	74432QBT1	80,000.00	103.507	82,805.74	84,244.00	4.270%	1,438.26
53 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	100.838	163,357.14	167,546.88	2.610%	4,189.74
54 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	101.571	80,241.01	82,130.77	2.930%	1,889.76
55 Corporate Bond	US Bancorp	91159HHC7	165,000.00	101.391	167,295.60	172,068.60	2.870%	4,773.00
56 Corporate Bond	Intel Corp (Callable)	458140BB5	169,000.00	100.285	169,481.90	175,785.35	2.250%	6,303.45
57 Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.146	161,833.82	167,393.60	2.580%	5,559.78
58 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	100.706	81,571.85	83,820.42	2.410%	2,248.57
59 Corporate Bond	Bristol-Myers Squibb Co	110122AT5	170,000.00	100.320	170,544.03	173,510.50	1.950%	2,966.47
60 Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.103	164,169.49	173,654.68	3.060%	9,485.19
61 Corporate Bond	Intercontinental Exchange Inc	45866FAE4	168,000.00	98.558	165,577.44	173,040.00	2.280%	7,462.56
62 Corporate Bond	Lockheed Martin Corp	539830BG3	82,000.00	102.789	84,287.16	87,612.90	2.900%	3,325.74
63 Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	177,826.32	2.780%	11,323.20
64 Corporate Bond	Amazon	023135AW6	125,000.00	98.568	123,210.00	131,875.00	2.270%	8,665.00
65 Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.154	164,880.88	175,399.41	3.130%	10,518.53
66 Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	89,300.40	2.060%	7,418.04
67 Corporate Bond	John Deere Capital Corp.	24422EUM9	161,000.00	102.853	165,592.54	177,700.53	3.330%	12,107.99
68 Corporate Bond	Intercontinental Exchange Inc	45866FAA2	80,000.00	103.470	82,776.26	88,389.60	3.620%	5,613.34

Exhibit B-1

**Funds and Investments
Held by Contracted (Third) Parties
May 31, 2020**

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
69 Corporate Bond	State Street Corp.	857477AM5	80,000.00	105.410	84,328.29	89,098.40	3.320%	4,770.11
70 Corporate Bond	Caterpillar Financial Services Corp	14912L5X5	79,000.00	104.667	82,686.79	86,991.64	3.400%	4,304.85
71 Corporate Bond	Truist Financial Corp	05531FBF9	121,000.00	101.903	123,302.82	132,501.05	3.420%	9,198.23
72 Corporate Bond	Metlife Inc	59156RBH0	80,000.00	105.719	84,575.43	87,934.40	3.270%	3,358.97
73 Corporate Bond	Comcast Corp	20030NCR0	159,000.00	107.491	170,909.94	175,594.83	3.350%	4,684.89
74 Corporate Bond	Texas Instruments Inc	882508BB9	166,000.00	102.333	169,872.80	177,553.60	2.450%	7,680.80
75 Corporate Bond	United Parcel Service Inc	911312BT2	84,000.00	101.556	85,307.43	88,685.52	2.080%	3,378.09
76 Corporate Bond	PNC Financial Service Group Inc	693475AY1	170,000.00	101.724	172,931.48	178,199.10	2.090%	5,267.62
Subtotal Corporate Bonds			4,886,000.00		4,945,901.94	5,107,872.14	4.034%	161,970.20
Money Market	Liquid Asset Fund		-					
Uninvested Cash			-			181,973.07		
Accrued Interest								
Subtotal Cash & Cash Equivalents					-	181,973.07		
Grand Totals			16,827,000.00		16,988,395.10	17,772,327.94	2.451%	601,959.77
Unsettled Transactions						0.00		
Subtotal Unsettled Transactions			-		-	-		
Totals incl. Unsettled Transactions			16,827,000.00		16,988,395.10	17,772,327.94		601,959.77
Totals per Bank Statement			16,827,000.00		16,988,395.10	17,772,327.94		601,959.77

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
May 31, 2020**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
-----------------	--------	-----------------	-----------	-------------	--------------	-------------	---------------	------------------	----------------------

BNY Mellon Project Fund

1	Cash		65.71	0.010%	65.71	0.010%		1	
2	Morgan Stanley Treasury Portfolio		158,260.45	0.250%	158,260.45	0.250%		1	
Subtotal Cash & Cash Equivalents			158,326.16	0.250%	158,326.16	0.250%		1	
Total Project Fund			158,326.16	0.250%	158,326.16	0.250%		1	

Exhibit C

**City of South Pasadena
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
JULY	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395
AUGUST	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197
SEPTEMBER	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588
OCTOBER	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551
NOVEMBER	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571
DECEMBER	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333
JANUARY	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446
FEBRUARY	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459
MARCH	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036
APRIL	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161
MAY	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626
JUNE	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	



City Council Agenda Report

ITEM NO. 9

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Maria E. Ayala, Chief City Clerk

SUBJECT: **Adoption of Resolution Updating the City of South Pasadena Records Retention Schedule**

Recommendation

It is recommended that the City Council adopt the proposed resolution updating the City's Records Retention Schedule.

Discussion/Analysis

An updated Records Retention Schedule (RRS) is a critical policy document that ensures the City's compliance with various legal records-related regulations and records management efficiencies (e.g. limited physical and digital storage space, costs). It is best practice that the City review its current schedule periodically and bring forth any substantive updates for Council review and adoption as needed. It is important that the City practice efficient and economical records management; an updated records retention schedule is a key component and tool in order to accomplish this.

The proposed RRS eliminates a few obsolete records categories, correctly categorizes certain records under the appropriate department, and provides updated legal citations to ensure legal compliance.

Background

The City's last complete comprehensive Records Retention Schedule update took place in June 2013. Since 2013 there have been various changes in legal statute affecting records retention in most City Departments. In order to ensure that staff is provided with legally defensible guidelines for proper records management, it is imperative that the City Records Retention Schedule be up-to-date.

Each department had the opportunity to review and provide edits and/or comments to the Citywide schedule as well as their own department schedule. Once all schedules were reviewed, the collective and complete updated Records Retention Schedule was provided to the City Attorney for final review for legal compliance.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this item, other than the intangible value of more efficiently freeing up filing and storage space at City Hall and offsite storage locations, and enabling staff to focus more of their time on other operational matters.

Environmental Analysis

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Resolution adopting updated Records Retention Schedule
2. Exhibit "A", Records Retention Schedule

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A REVISED RECORDS RETENTION SCHEDULE

WHEREAS, the Records Retention Schedule is a comprehensive list of categories representing the records or documents created, received, managed and retained by the City that indicates the length of time each record or document must be retained;

WHEREAS, the Records Retention Schedule must be updated periodically in light of changes in legal, regulatory, and other operational requirements;

WHEREAS, the Records Retention Schedule is consistent with Government Code sections 34090–34090.7 regarding the destruction of records and Government Code section 12236 regarding the California Secretary of State’s Local Government Records Management Guidelines; and

WHEREAS, the Department Directors, City Attorney, and Chief City Clerk have approved the Records Retention Schedule and have consented to the specified retention periods.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA HEREBY RESOLVE AS FOLLOWS:

SECTION 1: Recitals. The Recitals above are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

SECTION 2: Policy. The Records Retention Schedule attached to this Resolution as Exhibit A is hereby adopted.

SECTION 3: Amendments. The City Manager is authorized to review and amend the Records Retention Schedule, as necessary, to account for changes in legal, regulatory or other operational requirements.

SECTION 4: Effective Date. This Resolution is effective upon adoption; and,

SECTION 5: Certification. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 15th day of July, 2020.

Robert Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15th day of July, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

Resolution No. ____
Exhibit A



CITY OF SOUTH PASADENA RECORDS RETENTION SCHEDULE

Updated on ____

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

BENEFITS

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

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

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

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

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

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

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

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

Transitory Records not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

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

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

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

Destroy Paper after Imaged & QC’d: “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed) **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-001	Accident, Incident, Injury reports: PUBLIC	2 years		2 years			Mag, Ppr		GC §34090.7
Human Resources	CW-002	Accident, Incident, Injury reports: EMPLOYEES, with associated MSDS, if a chemical was involved	Copies-- When No Longer Required		Copies-- When No Longer Required			Mag, Ppr		Copies retained for reference; GC §34090.7
Finance	CW-003	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. ALL backup is forwarded to Finance	Copies-- When No Longer Required		Copies-- When No Longer Required			Mag, Ppr		All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-004	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years			Mag, Mfr, OD, 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; GCP §§337 et seq, 349.4 ; GC §§34090, 54960.1(c)(1)
City Clerk	CW-005	Agenda Packets / Staff Reports: City Council / Redevelopment	Copies-- When No Longer Required		Copies-- When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Clerk	CW-006	<p>Agreements & Contracts- Approved by the City Council</p> <p>(Specifications / Scope of Work or Successful Proposal or Bid, etc.)</p>	<p>Copies-- When No Longer Required</p>		<p>Copies-- When No Longer Required</p>			<p>Mag, Mfr, OD, Ppr</p>	<p>S</p>	<p>Yes: Upon Completion</p>	<p>All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7</p>
Lead Dept.	CW-007	<p>Agreements & Contracts: NOT approved by the City Council, or NOT requiring City Manager's Approval (which are retained by the City Clerk)</p> <p><i>(Specifications / Scope of Work, Insurance Certificates, Notices of Completion, etc.)</i></p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	<p>Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090</p>	

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-008	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Copies of Invoices , Logs , RFPs , Successful Proposal , etc	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	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333 ; 7 CFR 3016.42 ; 21 CFR 1403.36 & 1403.42(b) ; 24 CFR 85.42 , 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42 ; 29 CFR 97.42; 40 CFR 31.42 ; 44 CFR 13.42 ; 45 CFR 92.42 ; OMB Circular A-133; GC §34090, GC §8546.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-009	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years				Mag, Ppr	If the project is funded by a grant , ensure all requirements of the Funding Agency are met (they may have special requirements for unsuccessful proposal retention); The RFP /RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Finance	CW-010	Audits / Audit Reports / CAFR – Comprehensive Annual Financial Reports	Copies – When No Longer Required		Copies – When No Longer Required		–		Mag, Ppr	Copies; GC §34090.7
Lead Dept. Comm- Services	CW-009.1 CS-003	Art in Public Places (Records Pertaining to Art Acquired by the City) / Donations of Art Work or Product (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years				Mag, Mfr, OD, Ppr	Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
	CW-011	Bids: See Agreements & Contracts								

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-012	Boards and Committees: AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer			Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-013	Boards, Commissions, & Committees: City Council Subcommittees - All Records (Composed solely of less than a quorum of the City Council)	2 years		2 years			Mag, Ppr		All recommendations are presented to the City Council; GC §34090 et seq.
City Clerk	CW-014	Boards, Commissions, & Committees: On-going Jurisdiction or Ad-Hoc AGENDAS & MINUTES	Copies-- When No Longer Required		Copies-- When No Longer Required	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 10 years <u>Send originals to the City Clerk; GC §34090 et seq.</u>
Staffing Dept.	CW-015	Boards, Commissions, & Committees: On-going Jurisdiction or Ad-Hoc RESOLUTIONS	P		P	Yes		Mag, Mfr, OD, Ppr	S	No GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL AGENDA PACKETS.	When No Longer Required — Minimum 2 years		When No Longer Required — Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
	CW-017	Boards, Commissions, & Committees: External Organizations (all records) (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
	CW-018	Brochures: See Reference Manuals								
City Clerk	CW-019	Budgets—Finals—	Copies— When No Longer Required		Copies— When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53904
Lead Dept.	CW-020	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Ppr			Department preference (not all detail is sent to Finance; GC §34090
Lead Dept.	CW-021	City Attorney Opinions	When No Longer Required — Minimum 2 years		When No Longer Required — Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk AND Finance / Risk Manage.	CW-022	Claims	Copies-- When No- Longer- Required- (Upon- Settlement)		Copies-- When No- Longer- Required- (Upon- Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead Dept.	CW-023	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Lead (Responding) Dept.	CW-024	Complaints / Concerns from Citizens Computer Tracking Software or Correspondence	When No- Longer- Required-- Minimum 2 years		When No- Longer- Required-- Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§ 338 et seq., 340 et seq., 342, GC §§945.6, GC § 911.2 , 34090
	CW-025	Contracts: See Agreements								
	CW-026	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - ROUTINE <u>(Content relates in a substantive way to the conduct of the public's business)</u> (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading File, Working Files, etc.)	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<p><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></p> <p><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></p> <p><i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
Dept. that Authors Document or Receives the City's Original Document	CW-028	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><u>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</u></p> <p>(e.g. calendars, checklists, e-mail or social media posting that does not have a material impact on the conduct of business, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required			Mag, Ppr		<p>Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p> <p>E-mails or social media postings that have a material impact on business are saved by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §§34090, 6252, 6254(a)</p> <p>Revision Approved:</p>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-029	Deeds, Easements, Final Orders of Condemnations (All)	Copies-- When No Longer Required		Copies-- When No Longer Required	-	Mag, Ppr			Send all originals to the City Clerk; GC §34090.7
Lead Dept.	CW-030	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, 6252, 6254(a)
Lead Dept.	CW-031	Facility Use Applications / Facility Use Permits	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-032	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept. & City Manager	CW-033	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept. & City Manager	CW-034	<p>Grants / CDBG / FEMA Claims / OES Claims Subventions / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)</p> <p>Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records</p>	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years				Mag, Ppr	<p>Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090, GC §8546.7</p>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel/ Human Resources	CW-035	Grievances and Informal Complaints (Employees)	Copies-- When No Longer Required		Copies-- When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
City Attorney	CW-036	Lawsuits, Litigation, Pending Litigation	Copies-- When No Longer Required (Upon Settlement)		Copies-- When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-037	Leave Requests / Vacation Requests	When No Longer Required		When No Longer Required		Mag, Ppr			City Preference; Preliminary draft / transitory record; GC §34090, GC §6252

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Lead Dept.	CW-039	Material Data Safety Sheet (MSDS) / Safety Data Sheets (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years			Mag, Mfr, OD, Ppr	S	Yes (after inactive)	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090
City Clerk	CW-038	Minutes—City Council	Copies—When No Longer Required		Copies—When No Longer Required	Yes (all)		Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-040	Municipal Code (these are copies)	Copies—When No Longer Required		Copies—When No Longer Required	Yes: Current Original		Mag, Mfr, OD, Ppr	†	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-041	Newspaper Clippings	When No Longer Required		When No Longer Required			Ppr			Non-records - may be obtained from the newspaper company; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-042	Notices: Public Hearing Notices and Proofs of Publications	Project Approval + 2 years		Project Approval + 2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CW-043	Ordinances -- City Council	Copies -- When No Longer Required		Copies -- When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	CW-044	Personnel Files	Separation + 3 years		Separation + 3 years	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-045	Personnel Files (Supervisor's Notes)	When No Longer Required		When No Longer Required	Before Annual Performance Evaluation	Mag, Ppr			<u>Preliminary drafts</u> ; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-046	Personnel Work Schedules	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-047	Public Records Act Requests	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-048	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept. (Who Ordered the Appraisal)	CW-049	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-050	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333 ; 24 CFR 85.42 & 91.105(h), & 570.502(a); 29 CFR 97.42, GC §34090
City Clerk	CW-051	Records Destruction Lists / Certificate of Records Destruction	Copies -- When No Longer Required		Copies -- When No Longer Required		Mag, Ppr			GC §34090.7
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by YOUR Department	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-053	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-054	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-Records
	CW-055	Reference or Working Files: See Correspondence								
Lead Dept.	CW-056	Reports and Studies (Historically significant - e.g., Zoning Studies)	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-057	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
City Clerk	CW-058	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)		Mag, Mfr, OD, Ppr	S	No Originals maintained by City Clerk Permanently; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
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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, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-059	Special Projects / Subject Files / Issue Files	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years			Mag, Ppr		Department Preference; GC §34090 et seq.
Lead Dept.	CW-060	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years			Mag, Ppr		Department Preference; GC §34090 et seq.
Lead Dept.	CW-061	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-062	Tapes / DVD Recordings: See Boards & Commissions								
Finance / Payroll	CW-063	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies When No Longer Required		Copies When No Longer Required			Mag, Ppr		GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
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Lead Dept.	CW-064	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics Training , Harassment Prevention Training , & Safety training, Tailgates)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 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 1602.31 , 1627.3(b)(ii) , LC §6429(c); GC §§12946, 34090, 53235.2(b)
Lead Dept.	CW-065	WORM / DVD-r / CD-r / Blue Ray-R or other Unalterable Media that does not permit additions, deletions, or changes		P	P	Yes		OD		For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record): GC §34090 et seq., 12168.7, EVC 1550, 2 CCR 22620 et seq	

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
BUILDING										
Building	BL-001	Building Appeals Board MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Building	BL-002	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BL-003	Building Permits (All, including Expired and Withdrawn)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Statewide guidelines propose permanent; GC §34090, H&S §19850
Building	BL-004	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES AND TWO FAMILY DWELLINGS Excludes Floor Plan / Site Plan	90 days		90 days	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	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'; Los Angeles's CBC requires 90 days; CBC 104.7 & 107.5, H&S §19850, GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building	BL-005	Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (Involving medical, restaurant or change of use) Excludes exceptions per Health and Safety Code Sections 19850-19853. Includes commercial structural plans, Hazardous Materials Questionnaire, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S §19850, GC §34090
Building	BL-006	Complaints (Written)	2 years		2 years		Mag, Ppr			GC §34090
Building	BL-007	Construction Notices / Inspection Notices (acknowledgements of requirements (Monterey Hills Affidavits), correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion When No Longer Required		Until Cleared or Project Completion When No Longer Required		Mag, Ppr			The finalled permit is the final / official record; these are Preliminary Drafts; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building	BL-008	Reports: Building Activity	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Building	BL-009	Reports: Soils Reports, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	BL-010	Requests & Permissions to Receive Copies of Plans (Correspondence to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Building	BL-011	Uniform Building Codes / California Building Code	Minimum While Ordinance is in Force P		Minimum While Ordinance is in Force P		Mag, Ppr			GC §50022.6
CODE ENFORCEMENT										
Code Enforce.	BL-012	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
Code Enforce.	BL-013	Liens	P		P	Yes: Until Resolution	Mag, Ppr			GC §34090(a)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Attorney	CA-001	Amicus Briefs	2 years		2 years		Mag. Ppr			GC §34090
City Attorney	CA-002	Attorney / Staff / Department Advice Files (All subjects)	When no Longer Required - Minimum 2 years		When no Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-003	Lawsuits / Litigation - Where the City Attorney is the Lead	When no Longer Required - Minimum Final Resolution + 5 years		When no Longer Required - Minimum Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6 , 34090, 34090.6; PC §832.5

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CC-001	Agenda Packets / Staff Reports - IMAGED : City Council, Redevelopment / Successor Agency, Housing Authority, Public Financing Authority, Oversight Board	2 years	P	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department Preference; GC §34090 et seq.
City Clerk	CC-002	Agendas - City Council, Redevelopment / Successor Agency, Housing Authority, Public Financing Authority, Oversight Board	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-003	Agendas - Commissions: Natural Resources & Environmental Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-004	Agendas - Committees: Fourth of July and others established by the City Council overseen by the Department	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-005	<p>Agreements & Contracts Approved by the City Council or the City Manager: <u>Non-Infrastructure that are NOT Imaged</u></p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal / Bid)</i></p> <p>Examples of NON-Infrastructure: Consulting, leases, loans, mutual aid, professional services, services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Upon Completion	Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

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City Clerk	CC-006	Agreements & Contracts Approved by the City Council or the City Manager: <u>If Imaged, Infrastructure, CIPs, DDAs, OPAs, MOUs, MOAs</u> <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal / Bid)</i> Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, subdivision improvement agreements, development, Joint Powers, MOUs, settlement, water rights, etc.	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> Upon Completion	Other contracts are maintained by the Lead Department managing the contract; Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-007	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes	Land Records; GC §34090
City Clerk	CC-008	Applications for Boards, Commissions or Committees - Successful	Duration of Service + 2 years		Duration of Service + 2 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-009	Applications for Boards, Commissions or Committees - Unsuccessful	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-010	City Council Policies	Superseded + 10 years		Superseded + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes	Department preference; GC §34090
City Clerk	CC-011	City Council Correspondence / Mayor's Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Clerk	CC-012	Claims - Liability	Settlement + 1 year	4 years	Settlement + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6 , 34090, 34090.6; PC §832.5
City Clerk	CC-013	Committee Rosters / Maddy Act List	2 years		2 years		Mag, Ppr			Must post on website; 2 CCR 18705.5 ; <u>2 CCR 18702.5</u> ; GC §34090
City Clerk	CC-014	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL NOT Electronically Filed	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes	City maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(d)

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City Clerk		Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED	10 years		10 years			Ppr		Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
City Clerk	CC-015	FPPC Form 801 (Gift to Agency Report)	7-4 years		7-4 years			Mag, Ppr		Must post on website; GC §81009(e)
City Clerk	CC-016	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years			Mag, Ppr		Must post on website for 4 years; GC §81009(e)
City Clerk		FPPC Form 803 (Behested Payment Report)	7 years		7 years			Mag, Ppr		FPPC Regulation 18734(c); GC §81009e
City Clerk		FPPC Form 804 (Agency Report of New Positions)	P		P			Mag, Ppr		FPPC Regulation 18734(c); GC §81009e
City Clerk		FPPC Form 805 (Agency Report of Consultants)	P		P			Mag, Ppr		GC §34090; GC §81009(e)
City Clerk	CC-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7-2 years		7-2 years			Mag, Ppr		Must post on website; 2 CCR 18702.5(b)(3) ; GC §34090; GC §81009(e)
ELECTIONS - CONSOLIDATED										
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After 2 years Paper must be retained for at least 2 years; GC §81009(a)-(b)(g)

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City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(f)(b)(g)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not supporting any officeholder or candidate candidate-controlled ; Ballot Measure committees, General Purpose Committees, etc.)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-022	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years	P	P		Mag, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

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City Clerk	CC-023	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years			Mag, Ppr		Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-024	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for vacancies on the Council. Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Central Counting, Promotional Material, Notices, Web page material, etc.)	2 years		2 years			Mag, Ppr		GC §34090
City Clerk	CC-025	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results)	2 years	P	P			Mag, Mfr, OD, Ppr	S	No Retained for Historical Value, GC §34090

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City Clerk	CC-026	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient -8 mo.		Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient -8 mo.			Ppr		Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)										
City Clerk		Enterprise System Catalogue (posted on line)	2 years		2 years			Mag		GC §34090
City Clerk	CC-027	Ethics Training Certificates / Harassment Prevention Training Certificates for Council Members	2 years	3 years	5 years			Mag, Ppr		GC §§34090, 53235.2(b); 53237.2(b)
City Clerk	CC-028	Historical Records & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, 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

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-029	List of City Council Members and Mayors / Historical List of Council Members and Board & Commission Members	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-030	Minutes - City Council, Redevelopment / Successor Agency, Housing Authority, Public Financing Authority, Oversight Board	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-031	Minutes - Commissions: Natural Resources & Environmental Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-032	Minutes - Committees: Fourth of July and others established by the City Council overseen by the Department	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-033	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

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City Clerk	CC-034	Municipal Code and History File	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-035	Oaths of Office - Council, Board Members, Commission Members & Committee Members	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; 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
City Clerk	CC-036	Ordinances (City Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-037	Petitions (submitted to Council on any subject. Examples: parking requests, traffic calming requests, etc.). NOT Elections Petitions - for Initiative, Recall or Referendum petitions, see the City Clerk schedule	2 years		2 years		Mag, Ppr			GC §34090

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City Clerk	CC-038	Proclamations / Commendations / Memoriums / Recognitions, etc.	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-039	Proof of Publication / Public Notices / Certificate of Posting (City Clerk Department Only)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-040	Real Property - Records that Affect the Title to Real Property (Final Recorded Deeds, Easements, Liens, etc.)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-041	Recordings /Tapes of City Council Meetings - Audio Recordings / Cassette Tapes / CDs	30 days, or After Minutes are Approved, whichever is longer		30 days, or After Minutes are Approved, whichever is longer		Tape (Mag), OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-042	Recordings /Tapes of City Council Meetings - Video Recordings / VCR or DVD-r	25 years		25 years		Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-043	Records Destruction Lists / Certificates of Records Destruction	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et. seq.

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City Clerk	CC-044	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	I		GC §34090 et. seq.
Lead Dept.	CC-045	Request for Public Records / Public Records Act Requests & Responses	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-046	Resolutions (City Council, Redevelopment / Successor Agency, Housing Authority, Public Financing Authority)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-046.1	Secretary of State Statement of Facts	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-047	Subpoenas (Except Fire & Police Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

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CITY MANAGER ADMINISTRATION										
City Manager	CM-001	Ad Hoc Committees (Community Garden, Senior Housing, etc.) formed by the City Council AGENDAS & MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	These are not sent to the City Clerk; GC §34090
City Manager	CM-002	Ad Hoc Committees (Community Garden, Senior Housing, etc.) AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Manager	CM-003	Ad Hoc Committees (Community Garden, Senior Housing, etc.) AUDIO RECORDINGS of Meetings /Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Manager	CM-004	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-005	Committees: Oversight Committee, Tournament of Roses Committee, and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 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: CITY MANAGER

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City Manager	CM-006	Committees: Oversight Committee, Tournament of Roses Committee, and others established by the City Council overseen by the Department AGENDAS & MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	These are not sent to the City Clerk; GC §34090
City Manager	CM-007	Committees: Oversight Committee, Tournament of Roses Committee, and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings /Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Manager	CM-008	Department Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-009	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
City Manager & Public Works	CM-010	Mission Meridian Garage Administration (See Public Works for Operations)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference (Public Works maintains CIP records); GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

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City Manager	CM-011	Newsletters to the Public, or City Council	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
City Manager / Lead Dept.	CM-012	Projects, Programs, Events, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues		Mag, Ppr		Department Preference; GC §34090
City Manager	CM-013	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required			Mag, Ppr		Notes, drafts, or preliminary documents; GC §34090 et seq.
City Manager	CM-014	Subcommittees of the City Council (City Council & South Pasadena Unified School District , Rialto, etc.) AGENDAS, AGENDA PACKETS, MINUTES	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		A subcommittee of comprised solely of City Council Members; GC §§34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
GRANTS / CDBG										
Lead Dept. & City Manager	CM-015	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept. & City Manager	CM-016	Grants / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Ppr		Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333 ; 7 CFR 3016.42 ; 21 CFR 1403.36 & 1403.42(b) ; 24 CFR 85.42 , 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42 ; 29 CFR 97.42; 40 CFR 31.42 ; 44 CFR 13.42 ; 45 CFR 92.42 ; OMB Circular A-133; GC §34090, GC §8546.7

RECORDS RETENTION SCHEDULE: CITY MANAGER

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			Active (in office)	Inactive (Records Center)	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, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ECONOMIC DEVELOPMENT / REDEVELOPMENT / SUCCESSOR AGENCY										
City Manager / Econ. Dev.	CM-017	Department of Finance Schedule of Obligations: Approvals, Denials, Meet & Confer, etc.	10 years		10 years		Mag, Ppr			Department preference; GC §34090
City Manager / Econ. Dev.	CM-018	Economic Development Projects (Projects will vary over time - e.g. Proposed Hotels, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager / Econ. Dev.	CM-019	Redevelopment Plans (Historical)	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Manager / Econ. Dev.	CM-020	Redevelopment / Successor Agency Project Files & Project Plans (Includes Environmental Assessments)	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Manager / Econ. Dev.	CM-021	Relocation Files Where Redevelopment was the Lead	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Ppr			Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
City Manager / Econ. Dev.	CM-022	Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
City Manager / Econ. Dev.	CM-023	Oversight Board Agenda Packets, Minutes and Resolutions	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	County is the lead for the City; Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
TRANSPORTATION										
City Manager / Transport.	CM-024	710 Freeway - Other than Historically Significant Records	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference (only records of significant historical value to the City); GC §34090
City Manager / Transport.	CM-025	710 Freeway Historical Files	10 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference (only records of significant historical value to the City); GC §34090
City Manager / Transport.	CM-026	Bicycle Master Plan	10 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference; GC §34090
City Manager / Transport.	CM-027	Freeway & Transportation Commission AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	CM-028	Freeway & Transportation Commission AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 10 years Send all originals to the City Clerk; GC §34090.7
City Manager / Transport.	CM-029	Freeway & Transportation Commission AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer			Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
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City Manager / Transport. & City Clerk	CM-030	Real Property Negotiations (Send Deeds or Easements to the City Clerk)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Comm.-Services	CS-001	Activity / Special Programs / Special Event Files Children's Programs, Cultural Arts, Sports, Senior Programs, Filming, Theatre Programs etc.	When No Longer Required— Minimum 2 years		When No Longer Required— Minimum 2 years			Mag, Ppr		Department preference; GC §34090
Comm. Services	CS-002	Agreements & Contracts: Class Instructors, Field Use Agreements Includes Insurance Certificates and Administration Records	Completion	5 years	Completion + 5 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Comm.-Services	CS-003	Art in Public Places (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years			Mag, Mfr, OD, Ppr		Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
Finance	CS-004	Cash Receipts (all detail sent to Finance)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §34090.7
Comm. Services	CS-005	Check In List / Client Services	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Comm.- Services or Library	CS-006	Donations of Art Work or Product (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years			Mag, Mfr, OD, Ppr		Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
Comm. Services	CS-007	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Comm. Services	CS-008	Facility Leases	Completion	5 years	Completion + 5 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Comm. Services	CS-009	Facility Use Rental Contracts	2 years		2 years	Yes: Before Event		Mag, Ppr		GC §34090
Comm. Services	CS-010	Commissions: Parks & Recreation Commission, Senior Citizen Commission, Youth Commission, and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 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: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd?	Comments / Reference	
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i>										
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<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CS-011	Commissions: Parks & Recreation Commission, Senior Citizen Commission, Youth Commission, and others established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Comm. Services	CS-012	Commissions: Parks & Recreation Commission, Senior Citizen Commission, Youth Commission, and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings - Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Comm. Services	CS-013	Park History	P		P		Mag, Ppr			Department Preference; GC §34090
Comm. Services	CS-014	Participant Files: Licensed Day Care After School Child Care ONLY	While Participant is in Program	5 years	End of Participation + 5 years		Mag, Ppr			Meets State Licensing requirements; May have grant funding; GC §34090; Education Code 8482.3(g)(1)(F) and (2); 22 CCR 101221
Comm. Services	CS-015	Recreation Database	Indefinite		Indefinite		Mag			Department Preference; data is interrelated; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
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<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Comm. Services	CS-016	Registration / Reservation Forms / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	Participant 21 years old - Minimum 2 years		Participant 21 years old - Minimum 2 years		Ppr			Department preference; GC §34090
Comm. Services	CS-017	Scholarship Programs	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Meets auditing standards; GC §34090
Comm. Services	CS-018	Senior Nutrition Program	5 years		5 years		Mag, Ppr			Department preference; meets standards for grants & audits; OMB Circular A-110 & A-133; GC §34090
Comm. Services	CS-019	Sign-in / Sign-out sheets (Day camp, etc.) Check In List / Client Services	2 years		2 years		Ppr			GC §34090
Comm. Services	CS-020	Waivers of Liability	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE / ADMINISTRATION										
Finance / Admin.	FN-001	Assessment Districts / Community Facilities Districts, etc. - Financial Records / Assessor Roll	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-002	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7
Finance / Admin.	FN-003	Audit Work Papers	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-004	Budgets - Adopted / Final	5 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Admin.	FN-005	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts; GC §34090
Finance / Admin.	FN-006	Finance Commission Committee AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 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: FINANCE

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	FN-007	Finance <u>Commission Committee</u> AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Finance / Admin.	FN-008	Finance <u>Commission Committee</u> AUDIO RECORDINGS of Meetings /Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Finance / Admin.	FN-009	Single Audits / Transportation Audits / PERS Audit, et.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE / GENERAL ACCOUNTING											
Finance / General Accounting	FN-010	1099's Issued / W-9s	5 years		5 years			Mag, Ppr		Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436	
Finance / General Accounting	FN-011	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / General Accounting	FN-012	Bank Statements, Fiscal Agent Statements , Trustee Statements, Investment Account Statements , Pars Statements , Bank Reconciliations, etc.	2 years	3 years	5 years			Mag, Ppr			Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-013	Bond Official Statements / Transcripts / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity		Mag, Mfr, OD, Ppr	S / I	No	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(a); 26 CFR 1.6001-1(e) ; GC §43900 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / General Accounting	FN-014	Checks / Warrant Register Report (issued)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-015	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-016	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FN-017	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-018	Fixed Assets - Annual Listing (Source Documents)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; Meets auditing standards; GC §34090
City Clerk	FN-019	Investment Reports / Treasurer's Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC	Part of the Agenda Packet; GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / General Accounting	FN-020	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / General Accounting	FN-021	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / General Accounting	FN-022	Registers, Year End General Ledger	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-023	Reports, Subsidiary Ledgers, Reconciliations, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (Financial System qualifies as a trusted system); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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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>									
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Finance / General Accounting	FN-024	Reports: Annual State or Federal: State Controller's Report, Street Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report) etc.	5 years		5 years		Mag, Ppr		Department Preference; Meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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FINANCE / PAYROLL										
Finance / Payroll	FN-025	CalPERS Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department Preference; GC §34090
Finance / Payroll	FN-026	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, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-027	Deferred Compensation (City Statements)	2 years	3 years	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4 -7 years; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FN-028	Payroll Employee Files (by employee name, includes W-4s, deductions, garnishments, etc.)	Separation + 2 years	3 years	Separation + 5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-029	Payroll Registers	2 years	P	P		Mag, Ppr			Department preference for PERS Buy-backs; GC §34090

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Finance / Payroll	FN-030	Time Sheet Summaries / Time Card Summaries	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c) ; GC §34090
Finance / Payroll	FN-031	W-2 Reports	2 years	3 years	5 years		Mag, Ppr		Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-032	W-2's	2 years	P	P		Mag, Ppr		Department Preference for PERS buy-backs; 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

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Finance / Payroll	FN-033	W-4's	No Longer In Effect + 5 years		No Longer In Effect + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1 ; GC §34090

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FINANCE / REVENUE & UTILITY BILLING										
Finance / Revenue & Utility Billing	FN-034	Accounts Receivable / Revenue - General: Business Tax Applications , Registrations and Renewals, Transient Occupancy Tax (TOT), Parking Meters, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-035	Accounts Receivable - Leases / Rent / Property Management	End of Tenancy + 2 years	3 years	End of Tenancy + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Revenue & Utility Billing	FN-036	Address Changes	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-037	Adjustments	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-038	Animal Licenses	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-039	Applications (for new service)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC §34090 et seq.

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Finance / Revenue & Utility Billing	FN-040	Auto-Pays / Bank Draft Forms from Customers	Close + 2 years		Close + 2 years		Mag, Ppr		GC §34090
Finance / Revenue & Utility Billing	FN-041	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Revenue & Utility Billing	FN-042	Bankruptcies - Where a claim is filed	2 years	3 years	5 years		Mag, Ppr		Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Revenue & Utility Billing	FN-043	Billing Exceptions	2 years		2 years		Mag, Ppr		GC §34090
Finance / Revenue & Utility Billing		Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions		Mag, Ppr		These are bank instruments, and not City records; per bank agreement.
Finance / Revenue & Utility Billing	FN-044	Collection Agency Assignments (and associated disputes)	7 years		7 years		Mag, Ppr		Department preference (negative information remains on a customer's credit rating for 7 years; GC §34090
Finance / Revenue & Utility Billing	FN-045	Daily Cash Receipts / Cashier	2 years	3 years	5 years		Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.

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Finance / Revenue & Utility Billing	FN-046	Film Permits-	2-years	3-years	5-years		Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-047	Liens	P		P		Mag, Mfr, OD, Ppr	S / I Yes: After 1 year	GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-048	Meter Exchange Reports	2 years		2 years		Mag, Ppr		GC §34090
Finance / Revenue & Utility Billing	FN-049	Prop. 218 Fees & Charges: Ballots and/or protest letters	5-2 years		5 2-years		Ppr		Department preference ; GC §53753(e)(2)
Finance / Revenue & Utility Billing	FN-050	Prop. 218 Fees & Charges: Master Mailing List / Certifications	5-2 years		5 2-years		Mag, Mfr, OD, Ppr		Department preference ; GC §34090
Finance / Revenue & Utility Billing	FN-051	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		3 months		Ppr		Transitory records not retained in the ordinary course of business; GC §34090
Finance / Revenue & Utility Billing	FN-052	Revenue Report / Balancing Utility System to G/L	5 years		5 years		Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.

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Finance / Revenue & Utility Billing	FN-053	Small Claims Court Judgments	5 years		5 years			Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-054	Stubs / Payment Stubs	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary Drafts; GC §34090 et seq.
Finance / Revenue & Utility Billing	FN-055	Work Orders / Connects / Disconnects / Re-reads	2 years		2 years			Mag, Ppr		GC §34090

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ADMINISTRATION										
Fire / Admin.	FR-001	Fire Incident RMS Database (Fire House)	Indefinite		Indefinite	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-002	Hazardous Materials / Haz Mat Manifests	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (City has "cradle to grave" liability); only 3 years is mandated ; 22 CCR 66262.40 ; GC §34090
Fire / Admin.	FR-003	ISO Insurance Ratings	15 years		15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-004	Monthly Statistical Report / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-005	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7

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Fire / Admin.	FR-006	Personnel Background Packet - FIRE Successful (hired)	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Ppr		Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 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 §11040.7(7)(C); GC §§12946, 34090
Fire / Admin.	FR-007	Personnel Background Packet - FIRE Unsuccessful (not hired)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr		Department preference (Successful employees are sent to Human Resources); EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2-CGR-7287-0(e)(2) , 2 CCR 11013(c) 8 CCR §11040.7(C), GC §§12946, 34090
Human Resources	FR-008	Personnel Files - Fire Department Employees Includes Evaluations, Training Certificates, etc. (Send all Respirator Fit Tests to Human Resources)	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Ppr		Department preference; Originals Maintained by Human Resources; GC §34090.7

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Fire / Admin.	FR-009	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-010	Requests for Fire Incident Reports and Fire Investigation Reports	2 years		2 years			Mag, Ppr		GC §34090
Fire / Admin.	FR-011	Subpoenas (all Fire Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years			Mag, Ppr		GC §34090
Human Resources	FR-012	Training - ALL <u>COURSE</u> RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	5 years	7 years			Mag, Ppr		Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 34090, 53235.2(b)

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Public Works / Operations & Fire	FR-013	Underground Storage Tank (City Owned) UST Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years		7 years		Mag, Ppr		Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Public Works / Operations & Fire	FR-014	Underground Storage Tanks - USTs (City Owned) Repairs, Lining, Upgrades	Life of the Tank		Life of the Tank		Mag, Mfr, OD, Ppr	Yes: After QC & OD	23 CCR 2712(b), H&S §25284.2(i)
Public Works / Operations & Fire	FR-015	Underground Storage Tanks (City-Owned) Location, Removal, Soil Remediation, Monitoring Well Records	10 years	P	P		Mag, Mfr, OD, Ppr	Yes: After QC & OD	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.
EMERGENCY MEDICAL SERVICES									
Fire / EMS	FR-016	Billing - Paramedic Services - Collection (Whitman)	5 years		5 years		Mag, Ppr		Meets municipal government auditing standards; GC §34090
Fire / EMS	FR-017	Billing - Paramedic Services - Payments / Bank Deposits / Check Images (Whitman)	5 years		5 years		Mag, Ppr		Meets municipal government auditing standards; GC §34090
Fire / EMS	FR-018	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years		Mag, Ppr		Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090
Fire / EMS	FR-019	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Ppr		45 CFR 164.530(j)

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Fire / EMS	FR-020	Patient Care Reports (PCRs) / Medical Paramedic Release Forms: ALL (medical and non-medical.) Patient Signature Forms / Hospital Face Sheets / ALS to BLS Transfer of Care Forms / ECG / EKG / All other associated documentation	3 years	17 years	20 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<p>Department Preference; minors are required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years. Juvenile records are required until patient becomes 18 years old, and then has a 2-year statute for personal injuries; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; CCP §340.5, GC §34090; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77118(a), W&I 111241; CMS Pub.</p>

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Revision Approved:

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FIRE MARSHAL / FIRE PREVENTION										
Fire / Fire Marshal & Fire Prevention		Citations / Notice of Violations	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-022	Code Enforcement Cases	When No Longer Required Minimum 2-5 years		When No Longer Required Minimum 2-5 years	Yes: Before Event		Mag, Ppr		Department Preference: CFC §§ 104.6 – 104.6.4 GC §34090
Fire / Fire Marshal & Fire Prevention	FR-021	Fire Code Permits / Special Event Permits / Fire Works Permits / Explosives Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.) (CRW Database)	2-5 years		2-5 years	Yes: Before Event		Mag, Ppr		CFC §§ 104.6 – 104.6.4 , GC §34090
Fire / Fire Marshal & Fire Prevention	FR-023	Fire Inspections / Business Inspection Files /Citations / Notice of Violations (Approvals, Inspections, Fires, Modification / Alternative Methods or Materials)	Life of the Structure or Activity, or When No Longer Required Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or When No Longer Required Minimum 5 years, Whichever is Longer			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Required for the Life of the Structure or Activity , or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-024	Fire Investigations - Arson & Capital Crimes Only	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.

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Fire / Fire Marshal & Fire Prevention	FR-025	Fire Investigations - OTHER Than Arson & Capital Crimes Only	5 years		5 years			Mag, Ppr		California Fire Code requires 5 3 years; CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-026	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event		Mag, Mfr, OD, Ppr		Preliminary drafts; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-027	Public Information / Education (when produced internally)	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-028	Record Drawings of buildings - Fire Protection Systems	P		P			Mag, Mfr, OD, Ppr	S / I Yes: After QC & OD	Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-029	Vegetation Management / Weed Abatement	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years			Mag, Ppr		Department Preference; GC §34090

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OPERATIONS / SUPPRESSION											
Fire / Admin.	FR-030	Apparatus & Equipment Records & Testing	Disposal + 2 years		Disposal + 2 years			Mag, Ppr		Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5 , Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years; 8 Cal Code Reg. §3203(b)(1), CCP §340.5, GC §34090	
Public Works / Operations & Fire	FR-031	Fuel and Gas Usage (Fuel Master)	5 years		5 years			Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §34090	
Fire / Operations	FR-032	Station Log Books / Station Journals (Incidents - kept at Fire Stations)	P		P			Mag, Mfr, OD, Ppr	S/I	No	Department preference; GC §34090
Lead Dept.	FR-033	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr			GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	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, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-000	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		4 years			Mag, Ppr		Department Preference: IRS: 4 years after tax is due or paid; 26 CFR 31.6001-1(e)(2); GC §§34090
Human Resources	HR-001	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 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-002	Classification Specifications / Job Descriptions	When No Longer Required - Minimum 6 years		When No Longer Required - Minimum 6 years			Mag, Mfr, OD, Ppr	S / I	Department preference; PERS requires 5 years for Compensation Earnable (usually compensation is adopted via Resolution of the City Council) ; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 2 CCR 270.5 ; GC §§12946, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

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Human Resources	HR-003	Compensation Surveys & Studies	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 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(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-004	Confidential Invoice Backup (not sent to Finance) Benefit backup, legal invoices, etc.	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Human Resources	HR-005	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years			Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR-7287.0 ; 2 CCR 11013(c) GC §§12946, 34090
Human Resources	HR-006	DMV Pull Notices	Until Superseded or Separated		Until Superseded or Separated			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

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Human Resources	HR-007	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years			Mag Ppr		D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. ; 49 CFR 653.71
Human Resources	HR-008	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		3 years			Mag, Ppr		29 CFR 1602.30
Human Resources	HR-009	Grievances and Informal Complaints	Separation + 6 years		Separation + 6 years	Yes: Before Disposition		Mag, Ppr		Department preference; 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)(1); GC §§12946, 12960, 34090; 29 USC 1113, LC 1174

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

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Human Resources	HR-010	I-9s	Separation + 3 years		Separation + 3 years			Mag, Ppr		Non-citizens must re-certify periodically ; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090
Human Resources	HR-011	Insurance Policies: General Liability, Property, Public Employee Bonds / Fidelity Bonds / Dishonesty, etc.	When No Longer Required	P	P	Yes while current		Mag, Mfr, OD, Ppr	S	Yes: After 5 years Department Preference; 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
Human Resources	HR-012	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A, etc.	2 years	3 years	5 years			Ppr		Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029 , 8 CCR 14300.33; GC §34090; LC §6429c

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

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Human Resources	HR-013	Personnel Files - Employees Includes Background Investigations, Disaster Service Workers Oaths	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department Preference; Statute of Limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 29 CFR 1627.3 ; 29 CFR 1602.14 ; GC §§12946, 34090; 29 USC 1113; GC §3105 ; LC §1198.5
Human Resources	HR-014	Personnel Files - Medical File (all employees) Includes Pre-employment physicals, Respirator Fit Tests, etc.	Separation + 1 year	29 years, or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144 , 29 CFR 1910.1020(d)(1)(i), 29 CFR 1602.14 ; GC §§12946, 34090; LC §1198.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
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Human Resources	HR-015	Recruitment and Testing File (Includes Unsuccessful Applications , Advertisements, Job Brochures, Test Data, Testing Analysis & statistical Metric, Interview Notes , Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	3 years		3 years		Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq. 2 CCR 7287-0(e)(2) ; 2 CCR 11013(c) ; GC §§12946, 34090
Human Resources	HR-015.1	Recruitment Database (NeoGov)	3 years		3 years		Mag, Ppr		Department preference; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq. 2 CCR 11013(c); GC §§12946, 34090
Human Resources	HR-016	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr		Department preference; GC §34090
Human Resources	HR-017	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

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	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, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-018	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
Human Resources	HR-019	Workers' Compensation / Employee Accident Reports Includes all Accident, Incident, or Injury Reports and associated MSDS, Refusal of Medical Treatment of an Industrial Accident	Until Closed	30 years, <u>or Termination of Benefits + 5 years, whichever is longer</u>	Separation + 30 years, <u>or Termination of Benefits, whichever is longer</u>			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i>										
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Information Technology	IT-001	Backups Tapes - Daily	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten ; for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-002	Backups Tapes - Weekly / Monthly		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten ; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-003	Inventory, Information Systems	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

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	
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<i>Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
Library	LIB-001	Complaints and Compliments	2 years		2 years		Mag, Ppr		GC §34090
Finance	LIB-002	Deposit Slips, Fine Receipts, Cash Turn-in Cards, Cash Donations, etc.	When No Longer Required		When No Longer Required		Mag, Ppr		Copies; GC §34090.7
Comm-Services or Library	LIB-003	Donations of Art Work or Product (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years		Mag, Mfr, OD, Ppr		Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
Library	LIB-004	Emergency Contact List	When Superseded		When Superseded		Mag, Ppr		Preliminary Drafts; GC §34090
Library	LIB-005	Grants: Southern California Library Cooperative, LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act) 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 Finance	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

RECORDS RETENTION SCHEDULE: LIBRARY

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Library	LIB-006	Incident Reports / Emergency Reports - All (Irate Patrons, Emergency Reports, etc.) See City-wide for other incident / emergency reports	2 years		2 years		Mag, Ppr		GC §34090
Library	LIB-007	Library Board of Trustees AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	LIB-008	Library Board of Trustees AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S Yes: After 10 years	Send originals to the City Clerk; GC §34090.7
Library	LIB-009	Library Card Applications	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S Yes: When Inactive	Department preference (the database is the original record); GC §34090
Library	LIB-010	Library Systems: ILS Database	Indefinite		Indefinite		Mag, Ppr		Data is interrelated; GC §34090
Library	LIB-011	Problem Patron File	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 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: PLANNING

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Planning	PL-001	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-002	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR; GC §34090 et seq.
Planning	PL-003	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	PL-004	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: PLANNING

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Planning	PL-005	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings /Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer			Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-006	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC §34090
Planning	PL-007	Commissions: Cultural Heritage Commission, Planning Commission, and others established by the City Council overseen by the Department VIDEO RECORDINGS / VCR or DVD-r	25 years		25 years		Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090

RECORDS RETENTION SCHEDULE: PLANNING

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Planning	PL-008	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-009	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning Finance & Revenue & Utility Billing	PL-009.1 FN-046	Film Permits	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Planning	PL-010	General Plan, Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-011	Master Plans, Specific Plans, Bikeway Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Planning	PL-012	Planning Project Files - Approved & Unapproved Temporary Entitlements: Christmas Tree Lots, Banner, Garage Sales, Pumpkin Lots, Temporary Signs, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Planning	PL-013	Planning Project Files - Permanent Entitlements (ALL) (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning	PL-014	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

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Planning	PL-015	Special Studies	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Planning	PL-016	Zoning Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Planning	PL-017	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

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ADMINISTRATION / CHIEF OF POLICE										
Police / Admin. / Chief	PD-001	CCW (Carry Concealed Weapon) Permits - Approved	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-002	CCW (Carry Concealed Weapon) Permits - Denied	2 years		2 years	Yes	Mag, Ppr			GC § 34090 et seq.
Police / Admin. / Chief	PD-003	Commissions: Animal Commission, Public Safety Commission, and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	PD-004	Commissions: Animal Commission, Public Safety Commission, and others established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Police / Admin. / Chief	PD-005	Commissions: Animal Commission, Public Safety Commission, and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings /Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape- (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)

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Police / Admin. / Chief	PD-006	Department Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-007	Internal Affairs Investigations / Complaints: ALL (May include criminal acts, moral turpitude, complaints generated from a Civilian citizen)	When No Longer Required - Minimum Final Disposition + 5 years		When No Longer Required - Minimum Final Disposition + 5 years		Mag, Ppr			State requires for at least 5 years for civilian Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; PC 801.5, 803(c); IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045(b)(1), GC §§12946, 34090, PC §§ 801.5, 803(c) , 832.5, VC §2547
Police / Admin. / Chief	PD-008	Permits: Bicycles	2 years		2 years	Yes	Mag, Ppr			GC § 34090 et seq.
Police / Admin. / Chief	PD-009	Permits: Parking, Preferential Parking	2 years		2 years	Yes	Mag, Ppr			GC § 34090 et seq.
Police / Admin. / Chief	PD-010	Permits: Regulatory Businesses (Massage, Bingo, etc.)	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Ppr			Department preference; GC § 34090 et seq.

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Police / Admin. / Chief	PD-011	Personnel Background Packet - POLICE Successful (hired)	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; 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(e)(2) , <u>2 CCR 11013(c)</u> ; 8 CCR §11040.7(7)(C), GC §§12946, 34090
Police / Admin. / Chief	PD-012	Personnel Background Packet - POLICE Unsuccessful (not hired)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Department preference; 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(e)(2) , <u>2 CCR 11013(c)</u> ; 8 CCR §11040.7(7)(C), GC §§12946, 34090
Human Resources	PD-013	Personnel Files - Police Department Employees Includes Evaluations, Training Certificates, etc. (Send all Respirator Fit Tests to Human Resources)	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Human Resources maintains originals; GC §34090.7
Police / Admin. / Chief	PD-014	Pursuit Critiques	Indefinite		Indefinite		Mag, Ppr			Department preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-015	Reports and Studies - Historical	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC § 34090 et seq.

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Police / Admin. / Chief		Report of data regarding the number, type, or disposition of complaints made against its officers (optional)	2 years		2 years			Mag, Ppr		GC §34090 et seq.
Police / Admin. / Chief	PD-016	Reports and Studies regarding Police operations (not historical - manpower, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC § 34090 et seq.

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ADMINISTRATION - COMMUNICATIONS / CAD / DISPATCH										
Police / Admin. - Commun.	PD-017	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	180 days		180 days			Mag		Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Admin. - Commun.	PD-018	Vacation Checks / Special Watch Requests (Volunteer Patrol)	2 years		2 years			Mag, Ppr		GC §34090 et seq.
ADMINISTRATION - TEMPORARY HOLDING FACILITY										
Police / Admin. - Temp. Holding Facility	PD-019	Booking Log	2 years		2 years			Mag, Ppr		Department preference; GC §34090 et seq.

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ADMINISTRATION - RECORDS										
Police / Admin. - Records	PD-020	CHP 180 Forms (Tows)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
Police / Admin. - Records	PD-021	Citations - Moving Violations, Marijuana / Cannabis	2 years		2 years		Mag, Ppr			Parking Citations are sent to Finance; GC §34090 et seq.
Police / Admin. - Records		Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years		Fully Paid, Written off, or Forgiven + 5 years		Mag, Ppr			Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090
Police / Admin. - Records	PD-022	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years		Mag, Ppr			Department preference; GC §34090
Police / Admin. - Records	PD-023	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Admin. - Records	PD-024	Officer Recordings: Mobile Audio/Video Recordings that are not evidence ("hip recorders", etc.)	1 year When No Longer Required		1 year When No Longer Required		Mag			Department preference; Lexipol requires 1 year; Consistent with Lexipol; Recordings that become evidence are stored with evidence-Per the District Attorney; all evidence is booked on CD, other personal recording may be recycled; GC §34090.6(a) & (c)
Police / Admin. - Records		Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data and Still Photos	P		P		Mag			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.

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Police / Admin. - Records		Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Follows the Retention of the Evidence, Minimum 2 years		Mag		PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Admin. - Records		Officer Recordings: Body-Worn Cameras - that are NOT evidence	60 days		60 days		Mag		PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Admin. - Records	PD-025	POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC Department preference; PC§ 11108.2(b); GC§ 34090
Police / Admin. - Records	PD-026	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms, serious felonies, or synthetic cannabis	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC ("Shall" Destroy); H&S §11361.5; GC §34090

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Police / Admin. - Records	PD-027	POLICE REPORTS / INCIDENT REPORTS: ALL, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, etc.	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S-§11850 ; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Admin. - Records	PD-028	POLICE REPORTS / INCIDENT REPORTS: Capital Crimes / Serious Felonies / Major Crimes / Child Abuse / Sex Crimes - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290); Substantiated Child Abuse or Severe Neglect (Adults Only)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years ; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799; 11169 et seq.; 11170(a) ; Also see PC §11164 et seq relating to child abuse and neglect reporting

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Police / Admin. - Records	PD-029	POLICE REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Admin. - Records	PD-030	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms; serious felonies, or synthetic cannabis	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Admin. - Records	PD-031	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(de) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)

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Police / Admin. - Records	PD-032	POLICE REPORTS / INCIDENT REPORTS: Missing Persons	Until CLETS Entry No Longer Exists - Minimum 7 years		Until CLETS Entry No Longer Exists - Minimum 7 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; GC §34090
Police / Admin. - Records	PD-033	POLICE REPORTS / INCIDENT REPORTS: Sealed Juvenile and Ward Cases - Except those with Child Abuse or Severe Neglect , (Substantiated) , outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Admin. - Records	PD-034	Public Information Requests	2 years		2 years		Mag, Ppr			GC §34090
Police / Admin. - Records	PD-035	Registrants: Arson - Adults	5 years	P, or Death of Registrant	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. - Records	PD-036	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

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Police / Admin. - Records	PD-037	Registrants: Narcotic	5 years		5 years		Mag, Ppr		Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Admin. - Records	PD-038	Registrants: Sex Offenders - Adults	5 years	P, or Death of Registrant	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/M/I	No Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Admin. - Records	PD-039	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	No After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781;
Police / Admin. - Records	PD-040	RMS Database	Indefinite		Indefinite	Yes	Mag		Data Fields / Records are interrelated; GC §34090
Police / Admin. - Records	PD-041	Subpoenas (all Police Dept.) / Discovery Requests / Pitchess Motions / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr		GC §34090
Police / Admin. - Records	PD-042	Vehicle Repossession Notifications	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary Drafts; GC§ 34090 et seq.
Police / Admin. - Records	PD-043	Warrants (Recalled or Served)	2 years		2 years		Mag, Ppr		GC §34090

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INVESTIGATION									
Police / Investigat.	PD-044	Crime Suppression Unit Activity Records (all Teams)	5 years		5 years		Mag, Ppr		Department preference; GC §34090
Police / Records	PD-045	Detectives Investigation Files and Arrest Files - ALL Crimes	Transfer to Records		Transfer to Records		Mag, Ppr		Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Investigat.	PD-046	Informant Files	10 years		10 years		Mag, Ppr		Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090
Police / Investigat.	PD-047	Intelligence Files (Criminal Intelligence Files)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090

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PATROL										
Police / Patrol	PD-048	Patrol Ride-A-Long Waiver Form	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-049	Sound Permits / Special Event Permits Issued by Police	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-050	Special Events / Ops Plan	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-051	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years		Life of the Equipment + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.

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PROPERTY & EVIDENCE										
Police / Property & Evidence	PD-052	Crime Report Photos	Indefinite		Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-053	Forfeiture Notification	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-054	Gun and Narcotics Destruction Log (Documents related to)	P		P		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-055	Latent Print File	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-056	Logs: Evidence Register	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-057	Property Log Book	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-058	Property Release Forms	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
TRAINING										
Human Resources	PD-059	Personnel Files - Police Training File	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Human Resources receives original; GC §34090
Police / Training	PD-060	Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	3 years	4 years	7 years		Mag, Ppr			Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 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

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i>											
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PUBLIC WORKS / ENGINEERING											
Public Works / Engineering	PW-001	Abandonments / Vacations (Streets) / Survey File	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-002	Aerial Maps / Photographs - Analog or Digital & Index to Aerials	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-003	Assessment Districts / Community Facilities Districts / Maintenance Districts / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts (FORMATION, BOUNDARIES, ENGINEERS REPORTS, MAPS)	P		P	Yes: Until Completed		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering	PW-004	Benchmarks, Center Line Ties, Survey Books	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-005	Bonds: Construction Bonds / Subdivision Bonds	Release of Bond / Security		Release of Bond / Security			Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Engineering	PW-006	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Project Schedules, Progress meetings, Punch Lists , Real Estate Appraisals, etc.	Upon Completion	1 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: Until Completed	Mag, Ppr			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

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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Public Works / Engineering	PW-007	Capital Improvement Projects (CIP): <u>Permanent File</u> Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Construction Manager's Logs, Daily Inspections, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, RFIs & Responses, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Lead Dept.	PW-008	Capital Improvement Projects (CIP): <u>Unsuccessful Proposals</u>	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineering	PW-009	Commissions: Natural Resources Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	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, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	PW-010	Commissions: Natural Resources Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Public Works / Engineering	PW-011	Commissions: Natural Resources Commission, Public Works Commission, and other commissions established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings /Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Public Works / Engineering	PW-012	Committees: Fourth of July and others established by the City Council overseen by the Department AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 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: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	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 City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	PW-013	Committees: Fourth of July and others established by the City Council overseen by the Department AGENDAS & MINUTES	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Send all originals to the City Clerk; GC §34090.7
Public Works / Engineering	PW-014	Committees: Fourth of July and others established by the City Council overseen by the Department AUDIO RECORDINGS of Meetings /Audio Tapes	30 days, or After Minutes are Adopted, Whichever is Longer		30 days, or After Minutes are Adopted, Whichever is Longer		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Lead Dept.	PW-015	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
City Clerk & Public Works / Engineering	PW-016	Deeds, Easements, Rights of Ways, Covenants, Liens	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Public Works / Engineering	PW-017	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Engineering	PW-018	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Builts")	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering	PW-019	Encroachment Permits - Permanent Encroachments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090 et seq.
Public Works / Engineering	PW-020	Encroachment Permits - Public Right of Way, Street Permits, Temporary Construction, Traffic Control, Utility Cuts etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference (the warrantee period for work done is 5 years); GC §34090
Public Works / Engineering	PW-021	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-022	Engineering Studies / Surveys (City Built Projects)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-023	Environmental Services / Solid Waste / AB 939 Compliance; Reports to California integrated Waste Management Board, etc.	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Engineering	PW-024	Geotechnical and Soils Reports; Hydrology Reports	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-025	Grading Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-026	NPDES Monitoring and Inspections - Stormwater	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Engineering	PW-027	NPDES Permits - Stormwater	Superseded + 3 years		Superseded + 3 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Engineering	PW-028	Permits: Concrete, Tree Removal, Sidewalk Dining, etc.	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Public Works / Engineering	PW-029	Plan Checks for Building Permits	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Public Works / Engineering	PW-030	Private Development Projects / Job Files: Administration File Correspondence, Schedules, etc. <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-031	Private Development Projects / Job Files: Permanent Files Construction Inspections, Dedications, Drainage, Driveway, Easements, Encroachments, Final Reports, Grading Plans, Photos, Private Lab Verifications, Rights of Way, Stormwater, Testing Lab Verifications, etc. <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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City Clerk & Public Works / Engineering	PW-032	Real Property Acquisitions / Sale (Send final Deeds & Easements to City Clerk. This is the detailed project folder.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Public Works / Engineering	PW-033	Tonnage Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

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PUBLIC WORKS / TRAFFIC ENGINEERING										
Public Works / Engineering	PW-034	Studies - Transportation	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years			Mag Ppr		Department preference; GC §34090
Public Works / Engineering	PW-035	Traffic Complaints	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC §34090
Public Works / Engineering	PW-036	Traffic Signal Inventory	When No Longer Required		When No Longer Required	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-037	Traffic Signals	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-038	Traffic Speed Surveys	10 years		10 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	PW-039	Traffic Studies / Traffic Counts / Traffic Calming Requests	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Engineering	PW-040	Transportation Master Plans / Traffic Master Plans	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090

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PUBLIC WORKS / OPERATIONS										
Public Works / Operations	PW-041	Alternative Fuel Vehicles Surveys (CNG, etc.)	2 years		2 years			Mag, Ppr		GC §34090
Public Works / Operations	PW-042	AQMD Permits (Generators, etc.)	Current + 5 2 years		Current + 5 2 years			Mag, Ppr		Department preference; GC §34090; 40 CFR 70.6
Public Works / Operations	PW-043	Confined Space Entries	3 years		3 years			Mag, Ppr		Code of Federal Regulations requires 3 years; 8 CCR 5157(d)(14) & (e)(6) ; 29 CFR 1910.146(e)(6); GC §34090
Lead Dept.	PW-044	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues		Mag, Ppr		Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Operations	PW-045	Daily Worksheets / Daily Logs (document tree trimming, sidewalk repair, etc.)	10 years		10 years			Mag, Ppr		Department Preference; GC §34090
Public Works / Operations & Fire	PW-046	Fuel and Gas Usage (Fuel Master)	5 years		5 years			Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §34090

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Public Works / Operations	PW-047	Generator Operation Logs (for fixed / stationary generators) / Inspections	5 3-years		5 3 years			Mag, Ppr	Department preference (3 years is required for stationary generators, 5 years for Portable / Emergency generators); AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Public Works / Operations	PW-048	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P			Mag, Ppr	Department preference (City has "cradle to grave" liability (test results for hazardous-waste generators are required for 3 years)); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §34090
City Manager & Public Works	PW-049	Mission Meridian Garage Operations (See City Manager's Schedule for Administration)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr	Department Preference (Public Works maintains CIP records); GC §34090
Public Works / Operations	PW-050	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment			Mag, Ppr	Department Preference; GC §34090 et. seq.
Public Works / Operations	PW-051	Parts Inventory Database	Indefinite		Indefinite			Mag, Ppr	Department Preference; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Operations	PW-052	Pesticide Application Records	2 years		2 years			Mag Ppr		Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623, 40 CFR 171.11 et seq.
Public Works / Operations	PW-053	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr		GC §34090; 13 CCR 1234(3)
Public Works / Operations	PW-054	Underground Service Alerts (USA's)	2 years		2 years			Mag, Ppr		Department Preference (the warrantee period for work done is 5 years); GC §34090
Public Works / Operations & Fire	PW-055	Underground Storage Tank (City Owned) UST Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years		7 years			Mag, Ppr		Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.4(i); GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Operations & Fire	PW-056	Underground Storage Tanks - USTs (City Owned) Repairs, Lining, Upgrades	Life of the Tank		Life of the Tank			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	23 CCR 2712(b), H&S §25284.4(i); GC §34090 et. seq.
Public Works / Operations & Fire	PW-057	Underground Storage Tanks (City-Owned) Location, Removal, Soil Remediation, Monitoring Well Records	10 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.4(i); GC §34090 et. seq.
Public Works / Operations	PW-058	Used Oil Disposal	3 years		3 years			Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Operations	PW-059	Vehicle & Equipment Database	Indefinite		Indefinite	Yes		Mag			Data Fields / Records are interrelated; GC §34090
Public Works / Operations	PW-060	Vehicle & Equipment History Files Maintenance, Crane Certifications, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	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, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Operations	PW-061	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Operations	PW-062	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Operations	PW-063	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; 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	
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PUBLIC WORKS / WASTEWATER COLLECTION										
Public Works / Wastewater	PW-064	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings	<u>When Superseded</u> <u>2 years</u>		<u>When Superseded</u> <u>2 years</u>			Mag		Department Preference (CCTV is on a 2 year cycle for the entire system); GC §34090 et seq.
Public Works / Wastewater	PW-065	Complaints	2 years		2 years			Mag, Ppr		Department Preference; GC §34090
Lead Depart.	PW-066	Confined Space Entries	3 years		3 years			Mag, Ppr		Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Public Works / Wastewater	PW-067	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues		Mag, Ppr		Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Wastewater	PW-068	FOG Program (Fats, Oil & Grease)	<u>5</u> 2 years		<u>5</u> 2 years			Mag, Ppr		Department Preference; <u>NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12</u> ; GC §34090
Public Works / Wastewater	PW-069	Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years			Mag, Ppr		Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Wastewater	PW-070	Maintenance, Cleaning, Repairs, Stoppage Calls, Spills, Line Replacement	10 years		10 years		Mag, Ppr		Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Public Works / Wastewater	PW-071	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr		Department Preference; GC §34090
Public Works / Wastewater	PW-072	Sanitary Spills and Overflows (SSOs) / <u>Illicit Discharges</u>	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD If treating water, required for 5 years; 40 CFR 122.41(j)(2)
Lead Dept.	PW-073	Underground Service Alerts (USA's)	2 years		2 years		Mag, Ppr		Department Preference (the warrantee period for work done is 5 years); GC §34090
Public Works / Wastewater	PW-074	Wastewater / Sewer System Management Plans (SSMP) and Audits, Sanitary Spills Overflow Prevention Plan (SSOPP) <u>and Sanitary Sewer Overflow Response Plan</u>	5 years		5 years		Mag, Ppr		Department Preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090
Division Providing Service / Work	PW-075	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag		Data is interrelated; GC §34090
Division Providing Service / Work	PW-076	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr		Preliminary drafts (the database is the original); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Division Providing Service / Work	PW-077	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr			City preference; 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	
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(OFR)										
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PUBLIC WORKS / WATER (POTABLE WATER)										
Public Works / Water	PW-078	Conservation Programs / Rebate Programs / Check Requests	5 years		5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §34090
Public Works / Water	PW-079	Public Benefit Programs / Low Income, etc.	5 years		5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §34090
Public Works / Water	PW-080	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints ((Correspondence regarding Potable Water))	5 years		5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a) 64470(a)
Public Works / Water	PW-081	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Water	PW-082	Fire Hydrant Flow Tests	After Superseded (Last Test)		After Superseded (Last Test)		Mag, Ppr			Department Preference (valves are exercised every year); GC §34090
Public Works / Water	PW-083	Lab Reports & Chains of Custody: Bacteriological and Organics	5 years		5 years		Mag, Ppr			40 CFR 141.33(a) and (b)(1) : 22 CCR §64470
Public Works / Water	PW-084	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692 22 CCR 64470

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	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, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Water	PW-085	Lab Reports & Chains of Custody: Lead & Copper	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-086	Log Book (Pump Houses)	7 years		7 years		Mag Ppr			Department Preference; GC §34090
Lead Dept.	PW-087	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Public Works / Water	PW-088	Parts Inventory Database	Indefinite		Indefinite		Mag, Ppr			Department Preference; GC §34090 et. seq.
Lead Dept.	PW-089	Pre-Trip Inspections / DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			13 CCR 1234(e) ; GC§34090
Public Works / Water	PW-090	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	PW-091	Underground Service Alerts (USA's)	3 2 years		3 2 years		Mag, Ppr		Department Preference (the warrantee period for work done is 5 years) ; (required for 3 years) ; GC §§4216.2(d) & 42163(d); §34090
Public Works / Water	PW-092	Urban Water Management Plans (UWMP)	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years Department Preference (copies) GC §34090.7
Public Works / Water	PW-093	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		P		Mag		Department preference; GC §34090
Public Works / Water	PW-094	Vulnerability Assessment	When Superseded Minimum 2 years		When Superseded - Minimum 2 years		Mag, Ppr		Confidential; GC §34090
Public Works / Water	PW-095	Water Production Reads / Reports (to State DPH & DWR)	5 years		5 years		Mag, Ppr		Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-096	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692 22 CCR 64470

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Public Works / Water	PW-097	Water Resources Planning Historical Reports / Water Assessments	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
City Clerk	PW-098	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes		Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Public Works / Water	PW-099	Water Transactions - Annual Summary	5 years		5 years			Mag, Ppr			Department Preference; GC §34090
Public Works / Water	PW-100	Well Records (includes Destroyed or Abandoned Wells)	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: TRANSIT

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition					Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options			
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Transit	TR-001	Applications - Dial-A-Ride	Inactive + 5 years		Inactive + 5 years		Mag, Ppr		Department preference for grant auditing purposes; GC §34090	
Transit	TR-002	Dial-A-Ride Database	5 years		5 years		Mag, Ppr		Department preference for grant auditing purposes; GC §34090	
Transit	TR-003	Driver Daily Sheets	5 years		5 years		Mag, Ppr		Department preference for grant auditing purposes; GC §34090	
Transit	TR-004	Drivers Files: Proof of Insurance, Driver's License, etc.	Inactive + 5 years		Inactive + 5 years		Mag, Ppr		Department preference for grant auditing purposes; GC §34090	
Transit	TR-005	Fixed Routes	5-years		5-years		Mag, Ppr		Department preference for grant auditing purposes; GC §34090	



City Council Agenda Report

ITEM NO. 10

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Shahid Abbas, Public Works Director
Garrett Crawford, Public Works Operations Manager

SUBJECT: **Authorize the Third Amendment with West Coast Arborist Inc. for 2020-21 Fiscal Year Urban Forestry Services in a Total Not-to-Exceed Amount of \$379,500**

Recommendation Action

It is recommended that the City Council authorize the City Manager to execute the third Contract Amendment with West Coast Arborists Inc. (WCA), in an amount not-to-exceed \$379,500, for 2020-21 Fiscal Year (FY) Urban Forestry Services.

Discussion/Analysis

On February 21, 2018, the City Council approved a five-year contract with WCA to perform Urban Forestry Services and authorized a not-to-exceed contract amount of \$375,000 for FY 2017-18. On August 15, 2018, the City Council approved the first amendment to the contract with WCA in a not-to-exceed amount of \$404,500 for FY 2018-19. On August 19, 2019, the City Council approved the second amendment to the contract with WCA in an amount not to exceed \$379,500 for FY 2019-20.

The proposed third contract amendment will establish a new not-to-exceed contract amount of \$379,500 with WCA for FY 2020- 21. The service rates will remain as established in the original contract. Below is an overview of the proposed FY 2020-21 Urban Forestry Services:

2020-21 FY Urban Forestry Services	Budget Amount
Park Tree Trimming, Removals and Planting	\$50,000
Grid Pruning (Approximate 2,000 trees)	\$230,000
Tree Planting (Planting 100 Trees)	\$35,000
Removals, Service Requests & Emergency Response (only as needed)	\$50,000
Consulting Arborist Services	\$14,500
TOTAL 2020-21 FY Urban Forestry Services Budget	\$379,500

Alternatives Considered

Because the Council has not yet adopted a budget for FY 2020-21 reflecting anticipated reductions in revenue and associated budget cuts, it is not clear if funds will be available to support this contract at the same level of service as budgeted in prior years. Therefore, two alternatives are provided to give Council the flexibility to direct Staff to manage the expenditures associated with this contract while direction is pending regarding potential reductions in expenditure.

1. Alternative 1 - Eliminate Tree Planting and Increase the Tree Trimming Frequency: The total contract amount can be reduced by \$70,000 by removing tree planting (\$30,000), eliminate capital outlay for tree removal and replacement (\$10,000), and moving to an increased tree trimming frequency (\$30,000) for 2020-21 FY. This would reduce the proposed 2020-21 FY contract amendment with WCA to \$309,500. This alternative will eliminate all tree plantings, which was not supported by the community during the most recent budget outreach survey. It will increase the span of time between tree trimming from five to six years. Extending the intervals for tree pruning will increase the chances for limb and tree failures, which could lead to increased liability and claims payouts.

During the budget outreach process, the community recommended no reductions to tree planting and environmental programs. Therefore Staff does not recommend this as a preferred alternative.

2. Alternative 2 - Purchase Order in Two Phases: Approve the third Contract Amendment with West Coast Arborists Inc. (WCA), in an amount not-to-exceed \$379,500, for 2020-21 Fiscal Year (FY) Urban Forestry Services. The contract will be executed in the following two phases:
 - a. A purchase order for 50% of the contract amount will be authorized, and the Staff will begin to schedule Urban Forestry Services with WCA.
 - b. A purchase order for the remaining 50% of the contract approved amount will be authorized once the City Council adopts the 2020-21 FY operating budget. If the Council approved amount is different than the proposed amount, a contract amendment would be initiated at that time.

Staff is recommending Alternative 2.

Background

South Pasadena has a mature urban forest that consists of 10,311 street and median trees, 565 trees in City Parks, and 113 trees at the City Water Reservoirs. The City has been an Arbor Day Foundation Tree City USA for over 20 years. It is prudent for the City to establish maintenance plans to maintain its urban forest properly. Also, trees should be planted regularly to replenish the existing vacant tree wells and replace aging trees. Below is a summary of the typical schedule for annual Urban Forestry Services performed throughout the City:

Fall	Winter	Spring	Summer
Tree Trimming Removal of Dead Trees before Winter	Emergency Response and Tree Removals as needed Tree Planting	Tree Planting	Tree Trimming

Service requests for tree maintenances are done on an as-needed basis throughout the year, and the above schedule provides an overview of how the majority of the tree work is programmed. The major components of the City’s Urban Forestry Program consist of tree trimming, tree removals, and tree planting. Below is a summary of the work performed over the last three fiscal years:

Activity	2017-18 FY	2018-19 FY	2019-20 FY
Tree Trimming	2,803	2,908	1,790
Tree Planting	109 ^a	93 ^b	106 ^c
Tree Removal	115	93	91
South Pasadena Beautiful (SPB) hosted a tree-planting drive in 2017-18 FY, which increased the amount of trees donated to the City. Following the SPB tree drive, donations have reduced. Below is an overview of the tree donations received which are included in the overall tree planting numbers in the table above:			
a) 42 tree donations received in the FY 2017-18 b) 13 tree donations received in the FY 2018-19 c) 3 tree donations received in the FY 2019-20			

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The total FY 2020-21 proposed budget for Urban Forestry Services is \$379,500. This funding is included in the following accounts:

2020-21 FY Budget Line Item	Amount
Park Maintenance Contract Services: 101-6010-6410-8180	\$50,000
Street Tree Maintenance Contract Services: 215-6010-6310-8180	\$230,000
Street Tree Maintenance In-Lieu Tree Planting: 215-6010-6310-8181	\$10,000
Street Tree Maintenance Annual Tree Planting: 215-6010-6310-8184	\$25,000
Street Tree Maintenance Removal/Replacement: 215-6010-6310-9181	\$50,000
Street Tree Maintenance Professional Services: 215-6010-6310-8170	\$14,500
TOTAL 2020-21 FY Tree Program Budget	\$379,500

The majority of the proposed WCA contract amendment is funded from the Lighting and Landscape Maintenance District (LLMD), and \$50,000 of the proposed contract amendment is funded from the General Fund for the maintenance of the park trees.

Staff is recommending to approve Alternative 2, i.e., approve the third Contract Amendment with West Coast Arborists Inc. (WCA), in an amount not-to-exceed \$379,500, for 2020-21 Fiscal Year (FY) Urban Forestry Services, and the contract will be executed into two phases as outlined above in the report.

There was considerable community support for the tree planting and environmental programs during the most recent budget outreach. Therefore, the recommended alternative did not propose cuts to the urban forestry program.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. West Coast Arborist Proposed Third Contract Amendment
2. West Coast Arborist Approved First and Second Contract Amendment
3. West Coast Arborist Approved Agreement

ATTACHMENT 1
West Coast Arborist Proposed Third Contract
Amendment

THIRD AMENDMENT TO
MAINTENANCE AGREEMENT

THIS AMENDMENT (“Amendment”) is made as of this 15th day of July 2020, by and between the CITY OF SOUTH PASADENA (“City”) and WEST COAST ARBORISTS INC., (“Contractor”).

RECITALS

WHEREAS, on February 21, 2018, the City and Contractor entered into a Maintenance Agreement (“Agreement”) for the Contractor to provide urban forestry services for the City trees included tree trimming, tree removal, tree planting, tree health care, arborist services, emergency tree related response, and consulting arborist services; and

WHEREAS, the original Agreement was in the amount of \$375,000 for Fiscal Year 2017-18 urban forestry services; and

WHEREAS, on August 15, 2018 the City and Contractor entered into the first contract amendment for 2018-19 urban forestry services in the amount of \$404,500; and

WHEREAS, on August 21, 2019 the City and Contractor entered into the second contract amendment for 2019-20 urban forestry services in the amount of \$379,500; and

WHEREAS, it is recommended Contractor perform urban forestry services for the City for Fiscal Year 2020-21; and

WHEREAS, the costs for said services, on an as needed basis, shall be in an amount not to exceed \$379,500.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. MAXIMUM AMOUNT. That Section 3.3 of the Agreement is hereby amended to read as follows:

The highest total compensation and costs payable to the Contractor by the City under this Agreement. The Maximum Amount under this Agreement is one million five hundred thirty eight thousand five hundred Dollars (which includes the compensation for the original scope of services for fiscal year 2017/2018 in the amount of \$375,000, additional services for fiscal year 2018/2019 in the amount of \$404,500 for the First Amendment, services for fiscal year 2019/2020 in the amount of \$379,500 for the Second Amendment, and services for fiscal

year 2020/2021 in the amount of \$379,500 for the Third Amendment totaling \$1,538,500).

2. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City”
City of South Pasadena

“Consultant”
West Coast Arborists, Inc.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

ATTACHMENT 2
West Coast Arborist Approved First and Second
Contract Amendment

FIRST AMENDMENT TO
MAINTENANCE AGREEMENT

THIS AMENDMENT (“Amendment”) is made as of this 15th day of August, 2018, by and between the CITY OF SOUTH PASADENA (“City”) and WEST COAST ARBORISTS INC., (“Contractor”).

RECITALS

WHEREAS, on February 21, 2018, the City and Contractor entered into a Maintenance Agreement (“Agreement”) for the Contractor to provide urban forestry services for the City trees included tree trimming, tree removal, tree planting, tree health care, arborist services, emergency tree related response, and consulting arborist services; and

WHEREAS, the original Agreement was in the amount of \$375,000 for Fiscal Year 2017-18 urban forestry services; and

WHEREAS, it is recommended Contractor perform urban forestry services for the City for Fiscal Year 2018-19; and

WHEREAS, the costs for said services, on an as needed basis, shall be in an amount not to exceed \$404,500.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. MAXIMUM AMOUNT. That Section 3.3 of the Agreement is hereby amended to read as follows:

The highest total compensation and costs payable to the Contractor by the City under this Agreement. The Maximum Amount under this Agreement is seven hundred and seventy nine thousand five hundred Dollars (which includes the compensation for the original scope of services in the amount of \$375,000, additional services in the amount of \$404,500 for Amendment, totaling \$779,500).

2. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City”
City of South Pasadena

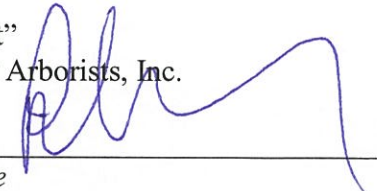
By: 
Signature

Printed: STEPHANIE DEVOLFE

Title: CITY MANAGER

Date: 8/15/2018

“Consultant”
West Coast Arborists, Inc.

By: 
Signature

Printed: Patrick Mahoney

Title: President

Date: 8/13/18

Attest:

By: 
Evelyn G. Zneimer, City Clerk

Date: 8/15/2018

Approved as to form:

By: 
Teresa L. Highsmith, City Attorney

Date: 8/15/2018

Certificate of Insurance

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON YOU THE CERTIFICATE HOLDER. THIS CERTIFICATE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW. POLICY LIMITS ARE NO LESS THAN THOSE LISTED, ALTHOUGH POLICIES MAY INCLUDE ADDITIONAL SUBLIMIT/LIMITS NOT LISTED BELOW.

This is to Certify that

WEST COAST ARBORISTS, INC
2200 EAST VIA BURTON
ANAHEIM CA 92806

NAME AND
ADDRESS
OF INSURED



Liberty Mutual
INSURANCE

is, at the issue date of this certificate, insured by the Company under the policy(ies) listed below. The insurance afforded by the listed policy(ies) is subject to all their terms, exclusions and Conditions and is not altered by any requirement, term or condition of any contract or other document with respect to which this certificate may be issued.

TYPE OF POLICY	EXP DATE	POLICY NUMBER	LIMIT OF LIABILITY	
	<input type="checkbox"/> CONTINUOUS <input type="checkbox"/> EXTENDED <input checked="" type="checkbox"/> POLICY TERM			
WORKERS COMPENSATION Statutory Limits	7/1/2019	WA7-66D-039499-078	COVERAGE AFFORDED UNDER WC LAW OF THE FOLLOWING STATES: All States Except: ND, OH, WA, WY	EMPLOYERS LIABILITY Bodily Injury by Accident \$1,000,000 Each Accident
				Bodily Injury By Disease \$1,000,000 Policy Limit
				Bodily Injury By Disease \$1,000,000 Each Person
COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE	7/1/2019	TB2-661-039499-018	General Aggregate	\$2,000,000
			Products / Completed Operations Aggregate	\$2,000,000
			Each Occurrence	\$1,000,000
			Personal & Advertising Injury	\$1,000,000 Per Person / Organization
			Other Damage to premises rented to you \$300,000	Other Medical Expense \$5,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> OWNED <input checked="" type="checkbox"/> NON-OWNED <input checked="" type="checkbox"/> HIRED	7/1/2019	AS7-661-039499-038	\$2,000,000	Each Accident—Single Limit B.I. And P.D. Combined
				Each Person
				Each Accident or Occurrence
				Each Accident or Occurrence
OTHER Umbrella Excess Liability	7/1/2018 - 7/1/2019	TH7-661-039499-048	\$5,000,000 Per Occurrence/Aggregate	

RETRO DATE

ADDITIONAL COMMENTS

RE: All jobs performed by the named insured during the policy term. Per form CG 2010, City of South Pasadena is additional insured under the General Liability policy if required by a written contract with the Named Insured, but only for the coverages and limits provided by the policy and the additional insured endorsement.

* If the certificate expiration date is continuous or extended term, you will be notified if coverage is terminated or reduced before the certificate expiration date

NOTICE OF CANCELLATION: (NOT APPLICABLE UNLESS A NUMBER OF DAYS IS ENTERED BELOW.) BEFORE THE STATED EXPIRATION DATE THE COMPANY WILL NOT CANCEL OR REDUCE THE INSURANCE AFFORDED UNDER THE ABOVE POLICIES UNTIL AT LEAST 30 DAYS NOTICE OF SUCH CANCELLATION HAS BEEN MAILED TO:

Liberty Mutual
Insurance Group

Certificate Holder

City of South Pasadena
City Clerk's Office
1414 Mission Street
South Pasadena CA 91030

Elaine Ulan

Elaine Ulan

Los Angeles / 0603 AUTHORIZED REPRESENTATIVE
818 W 7th Street, Suite 850 0564408
Los Angeles CA 90017 213-443-0782 6/12/2018
OFFICE PHONE DATE ISSUED

This certificate is executed by LIBERTY MUTUAL INSURANCE GROUP as respects such insurance as is afforded by those Companies NM 772 07-10

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.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SCHEDULE

Name Of Additional Insured Person(s)
Or Organization(s):

Location(s) Of Covered Operations

Any owner, lessee, or contractor for whom you have agreed in writing prior to a loss to provide liability insurance

Any location work is performed

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

SECOND AMENDMENT TO
MAINTENANCE AGREEMENT

THIS AMENDMENT (“Amendment”) is made as of this 21st day of August, 2019, by and between the CITY OF SOUTH PASADENA (“City”) and WEST COAST ARBORISTS INC., (“Contractor”).

RECITALS

WHEREAS, on February 21, 2018, the City and Contractor entered into a Maintenance Agreement (“Agreement”) for the Contractor to provide urban forestry services for the City trees included tree trimming, tree removal, tree planting, tree health care, arborist services, emergency tree related response, and consulting arborist services; and

WHEREAS, the original Agreement was in the amount of \$375,000 for Fiscal Year 2017-18 urban forestry services; and

WHEREAS, on August 15, 2018 the City and Contractor entered into the first contract amendment for 2018-19 urban forestry services in the amount of \$404,500; and

WHEREAS, it is recommended Contractor perform urban forestry services for the City for Fiscal Year 2019-20; and

WHEREAS, the costs for said services, on an as needed basis, shall be in an amount not to exceed \$379,500.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. MAXIMUM AMOUNT. That Section 3.3 of the Agreement is hereby amended to read as follows:

The highest total compensation and costs payable to the Contractor by the City under this Agreement. The Maximum Amount under this Agreement is one million one hundred and fifty nine thousand Dollars (which includes the compensation for the original scope of services for fiscal year 2017/2018 in the amount of \$375,000, additional services for fiscal year 2018/2019 in the amount of \$404,500 for the First Amendment, and services for fiscal year 2019/2020 in the amount of \$379,500 for the Second Amendment, totaling \$1,159,000).

2. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City"

City of South Pasadena

By: [Signature]
Signature

Printed: Stephanie De Wolfe

Title: City Manager

Date: 8/21/2019

"Consultant"

West Coast Arborists, Inc.

By: [Signature]
Signature

Printed: Patrick Mahoney

Title: President

Date: 8/20/19

Attest:

By: [Signature]
Evelyn G. Zneimer, City Clerk

Date: 8/21/2019

Approved as to form:

By: [Signature]
Teresa L. Highsmith, City Attorney

Date: 8/21/2019

ATTACHMENT 3
West Coast Arborist Approved Agreement

**MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages**

(City of South Pasadena / West Coast Arborists Inc.)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and West Coast Arborists Inc. (“Contractor”).

2. RECITALS

- 2.1. City has determined that it requires the following recurring maintenance services from a contractor: Urban forestry services for the City of South Pasadena trees including tree trimming, tree removal, tree planting, tree health care, arborist services, emergency tree related response, and consulting arborist services.
- 2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

- 3.1. “Scope of Services”: Such maintenance services as are set forth in the Special Provisions attached hereto as “Exhibit A” and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Kristine Courdy, Public Works Operations Manager. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor.
- 3.3. “Maximum Amount”: The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is three hundred and seventy five thousand Dollars (\$375,000.00). Breakdown of the cost of

each item is included in the Payment for Services attached hereto as “Exhibit “B and incorporated herein by this reference.

- 3.4. “Payment for Services”: City shall pay for the services performed by the Contractor pursuant to the terms of this Agreement. The compensation is set forth in the “Payment for Services” attached hereto as “Exhibit B” and incorporated herein by this reference.
- 3.5. “Commencement Date”: February 21, 2018.
- 3.6. “Termination Date”: June 30, 2021.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 15 (“Termination”) below. The contract may be extended for an additional two years under the same terms and conditions at the sole discretion of the City Manager or his/her representative, unless earlier terminated as provided in Section 15 herein. If the City desires to exercise the two year renewal option, the City shall notify the Contractor in writing. If the Contractor desires to adjust the rates as set forth in “Exhibit B” for such extension period, Contractor shall give City written notice sixty (60) days in advance for such adjustment. In no case shall said adjustment exceed the increase (or decrease) represented by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumers for the Los Angeles-Anaheim-Riverside standard Metropolitan Statistical Area (“Index”) for March of the term then expiring from the Index for March one year prior thereto.

5. CONTRACTOR’S DUTIES

- 5.1. **Services.** Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. No additional work should be performed unless otherwise authorized by the City in writing.
- 5.2. **Performance to Satisfaction of City:** Contractor agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Contractor agrees that the services rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Evaluations of the

work will be done by the Agreement Administrator or their designee. If the quality of the work is not satisfactory, the City in its sole discretion has the right to:

- Meet with the Contractor to review the quality of the work and resolve the matter of concern;
 - Require the Contractor to repeat the work at no additional fee until satisfactory; and/or
 - Terminate the Agreement as hereinafter set forth.
- 5.3. Coordination with City.** In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.
- 5.4. Budgetary Notification.** Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.5. Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.6. Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.7. Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. Herminio Padilla shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.
- 5.8. Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.

- 5.9. Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.
- 5.10. Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.
- 5.11. Records.** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

- 6.1. General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.
- 6.3. Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in

all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.

- 6.4. Compensation for Subcontractors.** Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

- 7.1. General.** City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. Invoices.** Contractor shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.
- 7.3. Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. LABOR CODE

- 8.1. Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.
- 8.2. Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted

from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.

- 8.3. Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars (\$200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.
- 8.4. Apprentices.** Contractor shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code Section 1777.5.
- 8.5. Payroll Records.** Pursuant to Labor Code Section 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code Section 1811 and Labor Code Section 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code Section 1776.
- 8.6. 8-Hour Work Day.** This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code Section 1810 and Labor Code Section 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City \$25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work

more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

- 8.7. Registration with DIR.** Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code Section 1771 and Labor Code Section 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

10. RELATIONSHIP OF PARTIES

- 10.1. General.** Contractor is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. No Agent Authority.** Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor’s employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. Independent Contractor Status.** Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor’s previously earned California Public Employees Retirement System (“CalPERS”) retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers’ compensation, and other applicable federal and state taxes.
- 10.4. Indemnification of CalPERS Determination.** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or

employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

- 11.1. Definitions.** For purposes of this Section 11, “Contractor” shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. “City” shall include City, its officers, agents, employees and volunteers.
- 11.2. Contractor to Indemnify City.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor’s alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.
- 11.3. Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 11.4. Attorneys Fees.** Such costs and expenses shall include reasonable attorneys’ fees for counsel of City’s choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys’ fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5. Defense Deposit.** The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.
- 11.6. Waiver of Statutory Immunity.** The obligations of Contractor under this Section 12 are not limited by the provisions of any workers’ compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7. Indemnification by Subcontractors.** Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor’s behalf.

11.8. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. Documentation of Insurance. City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: South Pasadena Urban Forestry Services.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$2,000,000 per occurrence,
\$4,000,000 aggregate
- General Liability:
 - General Aggregate \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000

- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000

- Automobile Liability:
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

- 12.4. General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.
- 12.5. Worker's Compensation Insurance.** Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 12.6. Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.8. Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed

operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

- 12.9. Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.10. Insurance Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Public Works Department, 1414 Mission Street, South Pasadena, CA 91030.
- 12.11. Contractor's Insurance Primary.** The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.
- 12.12. Waiver of Subrogation.** Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductibles and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Kristine Courdy
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor:

Victor Gonzales
West Coast Arborists Inc.
Vice President, Marketing
2200 East Via Burton
Anaheim, CA 92806
Telephone: (714) 991-1900
Facsimile: (714) 956-3745

With courtesy copy to:

Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd., Ste 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. City Termination.** City may terminate this Agreement for any reason on thirty calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. Contractor Termination.** Contractor may terminate this Agreement for a material breach of this Agreement upon thirty calendar days' notice.

- 16.3. Compensation Following Termination.** Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. Remedies.** City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.
- 17.3. Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. No Presumption Against Drafter. Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

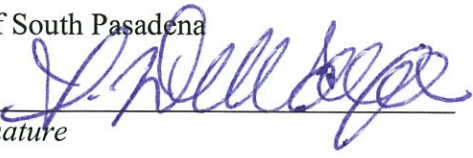
- 18.1. Confidentiality.** All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. Conflicts of Interest.** Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. Non-assignment.** Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.
- 18.4. Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. Non-Discrimination.** Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical

condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. Excused Failure to Perform.** Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.
- 18.10. Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.
- 18.12. Venue.** The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”
City of South Pasadena

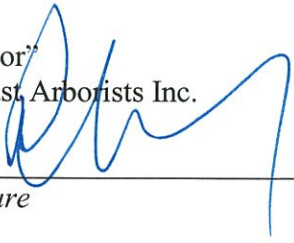
By: 
Signature

Printed: STEPHANIE DEWOLFE

Title: CITY MANAGER

Date: 02/21/2018

“Contractor”
West Coast Arborists Inc.


By: 
Signature

Printed: Patrick Mahoney

Title: President


Date: 2/16/18

Attest:

By: 
Evelyn G. Zneimer, City Clerk

Date: 02/21/2018

Approved as to form:

By: 
Teresa L. Highsmith, City Attorney

Date: 02/21/2018

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date: 2/16/18



Signature

Patrick Mahoney

Printed Name

President

Title

Exhibit A Scope of Services

SCOPE OF SERVICE

Contractor shall perform completely all work and incidentals appurtenant to the Specifications of the contract. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the contractor provide each item mentioned, perform each operation described and provide all necessary labor, equipment, materials and incidentals.

Urban forestry services include complete responsibility for proper care of all trees including tree trimming, tree removal, tree planting, tree health care, emergency response, and consulting arborist services in the City of South Pasadena.

REQUIRED QUALIFICATIONS

The firm must hold a valid State of California Contractor's License (D49 and C27) in addition to providing current OSHA certification for all aerial devices to be used during this project. Contractor's Account Manager, Supervisor and Consulting Arborist must have a valid ISA Certified Arborist credential. These provisions must be kept current throughout the entirety of the contract.

Persons performing the work outlined in the contract must be qualified and trained in the urban forestry services industry. The use of subcontractors is not allowed except for specialized services. The subcontractor must be approved by the City prior to performing any work. The Contractor shall also maintain at least one (1) English-speaking foreman on-site at all times.

The firm is required to provide and operate an electronic tree inventory and work order system that is Geographical Information System (GIS) based so the City can view the tree inventory on a map, submit work orders, update tree history, generate reports about work history within the City, and view the maintenance records for each City tree. The Contractor must submit and overview and information on their proposed electronic tree inventory and work order system for prior City approval before use.

The firm shall provide the City with a "Quality Control Plan" with an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. In addition, the firm must submit to the City for approval, a current Safety Manual that meets Senate Bill 198 requirements for injury and illness prevention.

ADDITIONS/DELETIONS OF SERVICE

The City reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the Proposal price. Should additional services be required from this contract, prices for such additions shall be in accordance with the Payment for Services schedule set for in "Exhibit B". No additional work should be performed unless otherwise authorized by the City in writing.

CONTRACTOR'S RESPONSIBILITY

The Contractor shall be responsible for any damages whatsoever to City property as applicable when such property is the responsibility or in custody of the Contractor, his/her employees or subcontractors.

RECORDS AND REPORTS

Contractor shall prepare and submit to the Parks Supervisor/Public Works Operations Manager such reports concerning the performance of the services required by this Agreement as required.

Contractor shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Parks Supervisor/Public Works Operations Manager to evaluate the performance of such services. The Parks Supervisors/Public Works Operations Manager shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, request certified payrolls, and make records and transcripts from such records.

All reports, records, documents and other materials prepared by Contractor in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Parks Supervisor/Public Works Operations Manager upon the termination of this Agreement, and Contractor shall have no claim for further compensation as a result of the exercise by City of its full right of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for its own use. It shall have an unrestricted right to use the concepts embodied therein.

The drawings, specifications, reports, records, documents and other materials prepared by Contractor in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Parks Supervisor/Public Works Operations Manager.

SPECIAL PROVISIONS

1) General Requirements:

- a. Contractor must hold a valid, in good standing California D-49 and C-27 Contractor's License through the duration of the contract term.
- b. Normal working hours shall be 7:00 a.m. to 5:00 p.m. Monday through Friday. Use of motorized equipment must follow Chapter 19A of the City Municipal Code. Any afterhours work must be approved by the City in writing.
- c. Contractor shall be responsible for carefully inspecting the tree for any bird nests before beginning any tree operations Contractor shall stop work and notify the City if a bird nest is found while performing services. Services shall be scheduled after the bird nesting s complete. Contractor shall follow the Los Angeles Audubon Society Guide to Bird Friendly Tree and Shrub Trimming and Removals Guidelines.
- d. Assembly Bill 73:
 - i. The Contractor shall comply with the requirements of Assembly Bill 73. The law states that, "...every person planning to conduct any excavation is required to contact a regional notification center at least two (2) days prior to excavation..."
 - ii. Assembly Bill 73 defines excavation as, "any operation in which earth, rock, or other material in the ground is moved, removed or otherwise displaced by means of tools, equipment, or explosives in any of the following ways: grading, trenching, digging, ditching, drilling, auguring, tunneling, scraping, cable or pipe and driving, or any other way.
 - iii. Two (2) working days before starting any work below ground level, the Contractor shall contact Dig Alert at 1-800-227-2600. Contractor shall make sure utilities are located in the area and arrange their work so as not to damage any utility services. The Contractor is responsible for providing Dig Alert related field markings and coordination.
- e. The City will own all final documents developed ruing the services.

- 2) Services to be Provided: Contractor shall furnish all labor, equipment, materials and supervision to perform maintenance services for City trees as described herein including, but not limited to, the following:

- a. Tree Pruning (Grid Trim or Service Request Trim);
- b. Tree Removal;
- c. Stump Removal;
- d. Root Pruning;
- e. Tree Planting;
- f. Tree Staking;
- g. Removal of Hazardous Branches;
- h. Removal of tree debris and/or tree trimmings;
- i. Worksite Cleanup;
- j. Repair of Damaged Sprinklers;
- k. Repair or Replacement of Damaged Fences or Walls;
- l. Soil Replacement;
- m. Damaged Tree and /or Shrub Replacement;
- n. Collection of Tree Inventory Data;
- o. Distribution of No Parking Signs and Door hangers;
- p. Contact with the Public;
- q. Employee Uniforms with Company Logo or Designation;
- r. Vehicles and Equipment with Company Logos or Designation;
- s. Traffic Control; and
- t. Other Services Set Forth in this Agreement.

All work shall conform to the latest edition of Pruning Standards of the Western Chapter ISA and these specifications. In all cases the Director of Public Works, or their designee, shall have complete and sole discretion in determining conformance and acceptability of the trees trimmed by the Contractor. Trimmed trees rejected by the Director, or their designated representative(s), shall be excluded from payment.

Contractor shall have the duty to provide services for City trees as assigned.

Contractors shall be available twenty four (24) hours per day, seven (7) days a week to respond to all emergencies within two (2) hours of notification.

Contractor has the duty to familiarize and fully acquaint themselves with the conditions and possible difficulties associated with the performance of the contract. Contractor shall be responsible for carefully verifying the number of trees, tree varieties, and tree locations for any proposed work.

No additional compensation or relief from any obligation of the contract will be granted because of lack of knowledge of the site and /or conditions under which work will be accomplished.

- 3) **Areas to be Maintained:** Worksites will include City trees within the Public right-of-way. Worksites will also include Parks, Water Reservoirs, Medians, Parkways, Public Facilities or other areas where trees are under the jurisdiction of the City of South

Pasadena. Trees to be serviced will be provided on a monthly basis and may consist of individual trees located throughout the City. It should be understood that this project may not be solely “section” or “block” type tree trimming.

4) **Definitions:**

- a. Where “as directed”, “as required”, “as permitted”, “approved”, “acceptance”, or words of similar importance are used, it shall be understood that the direction, requirement, permission, approval or acceptance of the Public Works Director is intended unless otherwise stated. As used herein, “provide” shall be understood to mean “provide complete”, “in place”, “this is”, “furnish and install”; the work “site” as used hereinafter shall be understood to mean the location receiving the service. The use of the word “Director” shall be construed to mean the Director of Public Works, or their delegated representative(s). The use of the word “Contractor” shall be held to mean the Contractor and/or any person employed by him and working under this contract.
- b. The use of the words “shall” and “may” shall be held to mean “mandatory” and “permissive” respectively. The use of the words “his” or “him” shall be construed to mean either gender, as appropriate.
- c. The following are definitions for terms used in this project:
 - i. Branch Collar shall mean wood tissue ridges that form around the base of a branch between the main stem and the branch usually as a branch begins to die the branch collar begins to increase in size.
 - ii. Callus shall refer to the new growth made by the cambium layer around all of a wound.
 - iii. Cambium Layer shall mean the growing point between bark and sapwood.
 - iv. Closure shall refer to the roll of the callus growth around the wound area.
 - v. Crown shall mean the head or canopy of tree foliage.
 - vi. The Cut shall mean the exposed wood area that remains after the branch has been removed.
 - vii. Cut Back Drop Crotch shall mean the specified reduction of the overall size of a tree or individual branches, but may include the overall reduction of the sides as well as the top of the tree.

- viii. Dormant shall refer to a condition of non-active growth. Deciduous trees are considered to be dormant from the time the leaves fall until new foliage begins to appear.
- ix. Girdling Roots are located above or below ground level, whose circular growth around the base of the trunk or over the individual roots applies pressure to the bark area, thereby choking or restricting the flow of sap.
- x. Grid Trim shall consist of a group of trees to be pruned in a localized area as defines by the Director.
- xi. Leader shall mean central growth shoot.
- xii. Lifting shall refer to the removal of lower branches for under clearance.
- xiii. Parent System shall mean the main trunk system of the tree.
- xiv. Pre-cut or Pre-cutting shall mean the removal of the branch at least beyond the finished cut, to prevent splitting into parent stem or branch.
- xv. Pruning shall mean the removal of dead, dying, diseased, live, interfering, objectionable and weak branches in a scientific manner.
- xvi. Sap Flow shall mean the definite course assumed by sap in its movement through the tree.
- xvii. Scars or Injuries shall refer to natural or man-made lesions of the bark in which wood is exposed.
- xviii. Scatter Trim shall consist of the trimming of a tree, or group of trees, that do not consist of eight or more in a localized area.
- xix. Service Request Trim shall mean trees requiring service prior to their regularly scheduled grid or annual trim or to rectify a specific problem such as blocked street lighting or signs, right-of-way clearance, utility line clearance, or broken limbs will be performed as a "Service Request."
- xx. Suckers shall mean the abnormal growth of small branches usually not following the general pattern of the tree.
- xxi. Thinning Out shall mean the removal of live branches to reduce wind resistance and to create more space.
- xxii. Topping see Cut Back.

- xxiii. Tracing shall mean carefully cutting the bark along the lines of sap flow to encourage closure and to be the outline of the wound area.
 - xxiv. Trimming see Pruning.
 - xxv. Inspector shall mean the duly authorized representative of the Director who shall monitor the contractor's progress within the Urban Forestry project area he/she is assigned to.
 - xxvi. Trash and Litter shall mean any debris generated by the Contractor within the Urban Forestry project area such as paper, cans, bottles, limbs three inches in diameter or less, rocks, etc., which is not intended to be present as part of the landscape.
- d. **Emergency Work Charges:** Emergency work charges shall include all personnel, equipment and other material used in completing work in an emergency situation. This includes night work and work on weekends and holidays.
 - e. **Hourly Work Charges:** Regular hourly work charges shall include trimming and cleanup of broken limbs, thinning, restaking and/or removal of young trees, and other services need generally as a result of storm damage. This work shall occur during normal working hours.

5) Information Technology and System Requirements:

- a. Contractor is required to provide and operate an electronic tree inventory and work order system that is GIS based so the City can view the tree inventory on a map, submit work orders, update tree history, generate reports about work history within the City, and view the maintenance records for each City tree.
- b. Contractor is responsible for providing the City representative and their staff with login and password information for the system.
- c. Contractor is required to maintain the system through the entire contract term and issue any system updates needed.
- d. The existing City tree inventory will be provided to the Contractor in an Excel and Shape file format so it can be uploaded into the Contractor's system. The existing City's tree inventory contains the following information: Inventory Identification, District, Address, Tree Location (example: park, median, side, front), Tree Number, Tree Species (both common name and botanical name), diameter at breast height (DBH) expressed in a range, height expressed in a range,

Tree Condition, Latitude, Longitude, parkway width, location information, and past work history.

- e. Contractor's crews shall be provided with mobile devices to perform any updates to the tree inventory from the field.
- f. Maintaining and Updating City Tree Inventory:
 - i. During any services performed by the Contractor, the Contractor shall update the tree inventory including maintenance performed, updated condition, updated DBH, and updated height.
 - ii. If the City requests additional trees to be planted in the City, then the Contractor shall create new planting sites at the City requested location.
 - iii. The City tree inventory including any updates or revisions shall belong to the City. The Contractor shall supply the City with an updated Excel file of the tree inventory at the end of the contract term.
 - iv. The City will own all final documents and data developed during the services.

6) **General Tree Pruning Requirements:** All cuts shall be made sufficiently close to the trunk or parent limbs, without cutting into the branch collar or leaving a protruding stub, so that closure can readily start under normal conditions. Clean cuts shall be made at all times.

- a. Removal of Laterals: The final cut in removing a lateral branch should be immediately beyond the branch bark ridges, preserving the branch collar. Do not make stub cuts (an inch or more beyond the branch collar). Do not make flush cuts (through the branch collar). For any branch too large to be held while being cut, remove by means of the following cuts:
 - i. Under cut the branch 4 to 10 inches beyond the base (to prevent splitting or peeling).
 - ii. Cut off the branch beyond the undercut where necessary. to prevent property damage, branches shall be lowered to the ground by ropes and/or proper equipment.
 - iii. Remove the remaining stub via a final cut, as described above (Section 6 a 1).
- b. Removal of Terminals (Tip Thinning and Drop Crotching): Thinning or "Lacing out" terminal portions of branches by cutting terminals back to laterals. (The basal diameter of the remaining lateral should be 1/3 the diameter of the terminal

being removed). Remove numerous small terminals and laterals rather than taking out a few large ones.

Size Reduction takes out portions of the crown for height, remove terminals back to laterals. Each lateral should be suitably situated to serve as the new terminal, thus establishing the crown at a lower level. The basal diameter of a lateral should be at least 1/3 the basal diameter of the terminal being removed. Laterals smaller than this cannot function effectively as new terminals, and the effect is then similar to a stub cut.

Branches that pose a threat to the health, safety, and welfare of the general public shall be removed. In addition, branches that disrupt the aesthetic or general integrity of the tree shall be removed. Kinds of branches to be removed:

- i. Obstructing branches. Clear walks, traffic ways, buildings and other manmade structures. Clear other trees, plants as needed.
 - ii. Dead, broken, diseased or weak branches. (Also, stubs left by previous pruners).
 - iii. Crossing branches. This includes potentially crossing branches, also upright shoots (water sprouts) vigorous, and interior-directed branches.
 - iv. Narrow crotch-angle branches. For most kinds of trees, branches with a crotch angle narrower than 30 degrees should be removed.
 - v. Parallel branches. Branches less than a foot apart which run parallel for several feet may eventually damage each other. The less desirable one should be removed.
 - vi. Wind-breakage risks. Crowns that are too high and/or too dense should be thinned, and sometimes lowered to suitable laterals. Reducing wind resistance by thinning out many small branches is safer and better for the tree than taking out several large branches.
 - vii. Branches that disrupt tree form. Excessively vigorous branches, or those that run against the general branching pattern, should be trimmed for better balance and shape. (This does not mean the tree must be made perfectly symmetrical: asymmetry as such can be both attractive and safe).
- c. On trees known to be diseased, tools are to be disinfected with methyl alcohol at seventy percent (denatured wood alcohol diluted appropriately with water) or a Clorox (bleach) solution after each cut and between trees where there is known to be a danger of transmitting the disease on tools.

- d. Old injuries are to be inspected. Those not closing properly and where the callus growth is not already completely established should be traced where appropriate.
- e. All girdling roots visible to the eye are to be reported to the Director.
- f. The presence of any structural weakness, disease conditions, decayed trunk or branches, split crotches or branches, shall be reported in writing to the Director and corrective measures recommended.
- g. When pruning trees, the contractor shall make all trees shapely and typical of their species. Under no circumstances shall the any tree have their central leader removed without written consent from the Director.
- h. Tree Trimming Classifications and Tasks:
 - i. Full Trim shall consist of: Removal of all dead, dying, diseased, crossing or rubbing, and weak limbs or branches within the canopy; Clearing limbs from all wires, lights, buildings, and/or traffic signal devices; Raising the canopy to a minimum of 14 feet above the curb; Restructuring the crown to provide thinning out of, reduction of, and/or restoration of; Removal of trunk sprouts, water sprouts and suckers; Balancing of the crown; Removal of "v" crotches and establishing scaffold branches of young trees while maintaining clearance for vehicle and pedestrian traffic in public right-of-ways.
 - ii. A Clearance Trim shall consist of: Removing branches to provide a 14 foot clearance from the top of the curb; clearing limbs or branches away from wires, lights, buildings, and/or traffic signal devices; removal of trunk sprouts, water sprouts and suckers; clearing limbs or branches to provide for pedestrian travel.
 - iii. A Palm Trim shall consist of: Removing all dead or drooping fronds and fruiting clusters as close to the trunk as possible without cutting into outer trunk line, leaving approximately five to seven healthy fronds evenly spaced no more than 45 degrees above horizontal.

7) **General Palm Trimming Requirements:** All work shall be done in accordance with the following guidelines:

- a. Live fronds shall be removed as close as possible to the trunk. The remaining fronds are to be approximately forty five (45) degrees to the trunk.

- b. All dead fronds and parts thereof shall be removed to a sound, intact portion, neatly and closely trimmed to the circumference of the trunk.
- c. All vines shall be removed from the trunk and cut at ground level.
- d. Only full, live fronds shall remain at the crown. Precaution shall be taken so that remaining fronds and stalks are not partially cut.
- e. Climbing spurs are not to be used when trimming trees, because of the damage caused to trees. Under special conditions, the Director may consider the use of climbing spurs. The request must be in writing and there is no assurance that permission to use climbing spurs will be granted.
- f. The work shall include daily clean up and disposal of all branches, fronds, stubs, twigs, leaves and other debris resulting from the trimming operation including debris that fell into a neighboring tree resulting from the trimming operation.

8) Tree and Stump Removal Requirements:

- a. Trees identified for removal are to be cut back and lowered to the ground in sections. Sections shall be no larger than can be safely controlled. Extreme care must be taken to prevent unsafe working conditions and/or other hazardous conditions to individuals, landscape, structures, or obstacles.
- b. Trees shall not be stump cut and felled.
- c. Tree stumps not designated for removal shall be cut flush with the ground.
- d. Tree stumps to be removed shall be completely ground a minimum of eighteen inches (18") below soil surface unless utilities prevent an 18" depth removal. All surface roots within a depth of eight inches (8") in a twelve foot (12') diameter zone around the tree shall also be removed by grinding. Grinding of stump shall be completed within 48 hours of tree removal. Extreme care should be taken to prevent damage to landscape, irrigation, structures, obstacles, individuals, utilities, or private property. Contractor shall notify Dig Alert two working days prior to stump grinding at 1-800-227-2600.
- e. All excavation as a result of this process shall be back filled exactly level with surrounding soil, compacted and fine graded.
- f. Excess debris, trimmings, branches, and wood shall be removed from the worksite and shall follow as closely as possible to the removal operation. At all times the Contractor shall maintain access to the public right of way, such as street, sidewalks, and driveway aprons prior to vacating the worksites.

- g. All areas shall be left clean and free of debris at the close of each day's operation.
- h. All debris shall be properly disposed of offsite and at the Contractor's expense. All green waste products from Contractor's work shall be recycled. Contractor to provide weight slips or documentation on the disposal of the material.

9) Root Pruning:

- a. Root pruning consists of cutting the roots vertically with a power root cutter, along a straight, linear plane, usually along the curb and sidewalk and adjacent to the tree, to an 18" depth. Root pruning is done to prevent further damage to infrastructure and/or private property caused by surface roots of City trees. Root pruning is also done to accommodate repairs of sidewalk, curbs, asphalt, and other infrastructure.
- b. Extreme care should be taken to prevent damage to landscape, irrigation, structures, obstacles, individuals, or private property.
- c. All excavation as a result of this process shall be back filled exactly level with surrounding soil, compacted and fine graded. The sprinkler system shall be verified as operational, with any damage repaired within 24 hours.

10) Tree Planting:

- a. The City shall prepare a work order of tree planting locations throughout the City.
- b. Contractor shall follow the ANSI Planting Standards and ISA Best Management Practices for Tree Planting.
- c. Contractor shall provide a ninety (90) day warranty for all tree plantings. Contractor is responsible for tree watering and maintenance during the warranty period. Any trees that die or do not establish during the warranty period shall be replaced at the Contractor's sole expense. The warranty period will start over for any trees that require replacement.

11) Work Schedule:

- a. Work will be assigned and completed on a monthly basis.
- b. Contractor shall provide the City with a proposed schedule one (1) week in advance of performing services. Contractor shall notify City representative when they arrive on site to perform services within the City.

- c. Contractor will secure a list of tree maintenance locations from the Public Works Department during the last week of the month that identifies work assignments for the following month.
- d. Contractor shall keep the Public Works Department informed of their progress at all times.
- e. Upon submission of each monthly invoice during the term of this contract, the contractor shall submit to the Director a report describing in detail all work performed during the previous month. Said report shall be in a form easily transferred or downloaded into the City of South Pasadena Urban Forestry Database and include the following:
 - i. Date the work was performed.
 - ii. Tree address and location.
 - iii. Tree species (within attribute range).
 - iv. Diameter of trunk at breast height (within attribute range).
 - v. Tree height (within attribute range).
 - vi. Tree condition (within attribute range).
 - vii. Any visible decay, conks or hazardous condition.

12) Contractor's Liability:

- a. The Contractor will be held responsible for the preservation of all public and private property along and adjacent to the work being done, and will be required to exercise due precaution to avoid and prevent any damage or injury thereto as a consequence of their operation. All trees, shrubs, ground covers, fences, warning signals, street signs, walks, walls, structures, stairways, sprinklers or any other property, shall be adequately protected and should not be removed or disturbed without permission from the City. Any damages resulting from Contractor neglect shall be repaired and/or replaced at the Contractor's own expense.
- b. Such repairs and/or replacement shall be performed by the Contractor at no cost to the City, and shall be accomplished as directed by the Director or their representative. Repairs shall be made immediately after damage or alteration occurs. Deductions shall be made from the Contractor's payment in the amount necessary to compensate the City for such repairs in the event such repair work is done by City forces or another source.
- c. Irrigation damage shall be repaired or replaced within the following time limits:
 - i. Mainline irrigation breaks shall be repaired within two (2) hours.

- ii. All other irrigation repair and/or replacement shall be completed within twenty four (24) hours.
- d. All damages to turf, ground cover, shrubs or trees shall be repaired or replaced within forty-eight (48) hours:
 - i. Damage to turf shall be repaired by replacement with the appropriate variety of sod; reseeding shall not be considered as an adequate repair. Prior to trimming or removing any trees in large turf areas, the Contractor is required to lay down ¾ inch thick plywood sheets or approved equal to protect turf from damage and settling from vehicles traffic. Plywood is to be removed immediately after the completion of work. No plywood or mats are to be left more than five (5) hours on turf to prevent turf burn or compaction. Any physical damages incurred by the Contractor to private or public property shall be corrected by the Contractor in a manner and within a time period dictated by the Public Works Department. Failure by the Contractor to make such corrections may result in the City causing said corrections to be made and deducting the cost for the same from payments due the contractor for work performed. An additional 20% penalty charge shall be added as compensation to the City of overhead cost incurred in causing said corrections to be made.
 - ii. Damage to ground cover shall be repaired by replacement with the appropriate variety of plant material. Size and spacing shall be determined by the Director.
 - iii. Damage to shrubs may be corrected by appropriate pruning; however, if in the opinion of the Director the damage is severe, the shrub shall be removed and replaced with the same variety and size.
 - iv. Damage to trees shall be addressed in the following manner:
 - 1. Trees in the contract area may be checked before contract work begins, and random checks may be carried out during the contract period.
 - 2. The Contractor should inspect all trees for existing damages prior to conducting any work activity in the assigned project area. Observed tree damage shall be documented by memo to the assigned area inspector.
- e. Any damage to public or private property shall be reported to the City within one (1) hour.

- f. All work shall be inspected, verified, and completed to the satisfaction of the Director, or their authorized representative.

13) Unauthorized Removals: Unauthorized tree removals will incur the following penalties:

- a. Under twelve inch (12") diameter: \$ 1,200.00
- b. 12" to thirty six inch (36") diameter: \$ 2,400.00
- c. 36" diameter or greater: \$ 3,600.00

14) Public Relations:

- a. Contractor shall maintain good public relations at all times. The work shall be conducted in a manner that will cause the least possible interference or annoyance to the public.
- b. Contractor shall have the duty to purchase and supply door hangers printed in English, acceptable to the City, and distribute to residents where tree maintenance is planned seventy two (72) hours prior to the work being completed.

15) Inspections:

- a. Inspections will be performed at times mutually agreed upon by the Parks Supervisor and the Contractor representative. The Parks Supervisor may make random visits when the Contractor is working in a specific area at their discretion.
- b. All inspections called for by the Contractor shall be requested at least forty-eight (48) hours prior to the anticipated inspection.
- c. All work shall meet the approval of the Director or their designated representative, or is rectified by the Contractor to a condition that does meet this acceptance. Corrective action shall be performed at no additional cost to the City.
- d. If the Contractor calls for inspections and is not ready for the inspections, the Contractor shall be back charged at the hourly rate, including travel time, for all members of the team of inspectors involved.

16) Hazardous Conditions:

- a. It shall be the Contractor's responsibility to inspect, and identify, any condition(s) that renders any areas within this Agreement unsafe, as well as any unsafe

practices occurring thereon. The Director shall be notified immediately of any unsafe condition that requires major correction.

- b. Contractors shall be responsible for making minor corrections including, but not limited to, filling holes in landscaped areas, using barricades or traffic cones to alert persons of the existence of hazards so as to protect all persons from injury.
- c. Contractors shall inspect all work sites for hazards, or potential hazards, prior, during and after performing the required work.
- d. During the required inspection of all work sites for hazards, or potential hazards, the Contractors shall keep a log indicating the date the area was inspected, any unsafe conditions, and the action taken.
- e. Contractors shall cooperate fully with the City of South Pasadena in the investigation of any accidental injury or death occurring on the premises, including the submission of a complete written report thereof to the Director within five (5) days following the occurrence.

17) Safety:

- a. Contractors shall perform all work outlined in these specifications in such a manner as to provide maximum safety to the public, and meet all accepted standards for safe practices during the maintenance operation; to safely maintain equipment, machines, and materials or other hazards consequential or related to the work; furthermore, to accept the sole responsibility for complying with all local, County, State or other legal requirements including, but not limited to, Senate Bill (SB) 198, California Department of Transportation (Caltrans) traffic control, American National Standards Institute (ANSI), OSHA and California OSHA (CALOSHA).
- b. The Director, or their representative, reserves the right to issue restraint, or cease and desist orders, to the Contractors when unsafe or harmful acts are observed or reported relative to the performance of work under this contract.
- c. Contractors shall so conduct its operation as to cause the least possible obstruction and inconvenience to public traffic. The Contractor shall furnish, erect and maintain such fences, barriers, lights and warning signs as deemed necessary by the Director. The Contractor must abide by the provisions of the "2016 WORK AREA TRAFFIC CONTROL HANDBOOK" published by Building News, Inc., and Caltrans traffic control requirements. When work is in progress, no street may be closed. Work may be only performed on one (1) side of the street at a time with proper traffic control and flagging.

- d. High Level Warning Devices provide advance warning of a work area by being visible to a driver even when the work area is obstructed from view by vehicles or construction equipment.
 - i. High Level Warning Devices shall be at least 9 feet high with legs, base, or truck mounting designed to resist overturning in brisk winds. Sandbags may be used to add weight to the base or legs. High Level Warning Devices shall be equipped with a yoke at the top to accommodate at least three flags. Flags shall be fabricated of high visibility orange material and equipped with stays to keep flags extended. Torn or dirty flags shall be immediately replaced.
 - ii. The warning signs are intended to be permanently mounted to the High Level Warning Device. These signs must be approved by the proper authorizing agency. When required, all signs must be provided, installed and maintained by the Contractors. No signs or supports shall bear any commercial advertising. These warning signs shall be high visibility orange material with black lettering.
 - iii. High Level Warning Devices shall be used where indicated by the Director, such as, at street approaches to locations where construction or maintenance work is being performed within or immediately adjacent to a traffic lane.
- e. Signs shall be installed immediately before work is to commence and must be removed immediately after work is complete. The location of the signs will depend upon alignment, grade, location of street intersections, and posted speed limit. Signs shall face and be visible to oncoming traffic and be mounted so as to resist displacement. The center of the warning sign shall be at least 4 1/2 feet above the roadway. The Advance Warning signs shall be located on the right hand side of traffic lanes. On divided roadways, supplemental Advance Warning signs shall be placed on the divider.

18) Contractor's Field Staff:

- a. Contractors shall furnish sufficient supervisory and working personnel capable of promptly accomplishing all work on schedule and to the satisfaction of the Director.
- b. Contractors shall have competent field supervisors furnished with a cell phone, who may be working supervisors, on the job at all times work is being performed who are capable to communicate effectively both in written and oral English, and discuss matters pertaining to this contract. Supervisors must be able to demonstrate to the satisfaction of the Director that they possess adequate technical

background. Adequate and competent supervision shall be provided for all work done by the Contractor's employees to ensure accomplishment of high quality work which will be acceptable to the Director. Any order or communication given to the supervisor shall be deemed as delivered to the Contractor. Contact information for the Supervisor shall be provided to the City.

- c. Contractors, and their employees, shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public. The Director may require a Contractor to remove from the work site any employee(s) deemed careless, incompetent, or otherwise objectionable, whose continued employment on the job is considered to be contrary to the best interest of the City of South Pasadena.
- d. Contractors shall require each of their employees to wear basic public works working uniform with clear identification. These are basically proper boots, and other gear required by State Safety Regulation, and proper wearing of the clothing. Shirts shall be worn and buttoned at all times; safety vests are required when indicated by the Work Area Traffic Control Handbook, or the Director.
- e. The Director may require the Contractors to establish an identification system for personnel assigned to service this Agreement which clearly indicates to the public the name of the Contractor responsible for the tree maintenance services. The identification system shall be furnished at the Contractor's expense and may include appropriate attire and/or name badges as specified by the Director.

19) Contractor's Office Staff:

- a. Contractor shall have a responsible person(s) with the ability to take necessary action regarding all inquiries and/or complaints received from the City of South Pasadena or the Director.
 - i. This person(s) shall be reachable twenty-four (24) hours per day.
 - ii. An answering service shall be considered an acceptable substitute to full-time coverage, outside of prescribed working hours, provided the Contractors are notified of any communication within one (1) hour after receipt of said communication.
 - iii. The telephone number(s) of the Contractor or responsible person(s) of the Contractor shall be a toll-free number for the City of South Pasadena.
 - iv. During normal working hours, the Contractor and/or supervisors, who are responsible for providing tree maintenance services, shall be available for notification through pager, cellular telephone and/or radio communication.

20) Storage Facilities: The City of South Pasadena shall not provide any storage facilities for the Contractor.

21) Signs:

- a. Contractors shall not post signs or advertising matter upon the areas under maintenance or improvements thereon, unless prior written approval is obtained from the Director.
- b. Contractors shall, at all times, remove all unauthorized signs and advertising matter from trees receiving maintenance.

22) Non-Interference: Contractors shall not interfere with the public use of the premises, and shall conduct their operations so as to offer the least possible obstruction and inconvenience to the public, nor disrupt the peace and quiet of the area within which the services are performed.

23) Parking:

- a. Contractors shall park their vehicles and equipment within designated parking areas or in such a location to insure normal vehicular traffic.
- b. The Contractor's vehicles and equipment shall not be parked or set in such a manner that they block pedestrian access or vehicular right-of-way except as required to comply with all safety standards of OSHA or CAL-OSHA.
- c. The City of South Pasadena will not allow the Contractor to park or store any equipment or materials, used in the performance of this contract, in the City right-of-way or on City property.

24) General Clean-up:

- a. The Contractor shall promptly clean all job sites when work is completed, including the raking of leaves, twigs, and other debris generated from their operation, from the lawn, sidewalk and parkway and sweep the street.
- b. Each day's scheduled work shall be completed and cleaned up prior to the Contractor vacating the work site. Under no circumstances shall any brush, leaves, debris or equipment be left on the street overnight.

25) Aerial Utilities:

- a. Contractor shall trim limbs a minimum of five (5) feet from street lights.
- b. Contractor shall comply with Standards of CAL OSHA and the American National Standard Institute, Z133.1-1988, Safety Requirements.
- c. The Contractor shall exercise precautions as necessary when working adjacent to aerial utilities. In the event that aerial utility wires present a hazard to the Contractor's personnel or others near the work site, work is to immediately cease and the appropriate utility company notified. Work shall then commence in accordance with instructions from the utility company.

26) Temporary "No Parking" Signs:

- a. During tree services, the contractor shall post "No Parking" signs forty eight (48) hours in advance of commencing work and they shall be placed at regular intervals 150 feet in advance and 150 feet beyond the restricted area.
- b. All costs for furnishing, posting and maintaining temporary "No Parking" signs shall be included in the various bid items and the Contractor shall be awarded no additional compensation for performing this function.
- c. "No Parking" signs shall be supplied by the Contractor and be constructed as follows:
 - i. Minimum size nine inches (9") by twelve inches (12").
 - ii. Color shall be red on white background.
 - iii. Markings and materials will be suitable so as to withstand exposure to inclement weather.
 - iv. Lettering size shall be a minimum of half inch in height.
 - v. Sign shall be approved by the Director prior to placement.
- d. The following information will appear on each posted "No Parking" sign:
 - i. "Temporary No Parking", "Tow Away", "By Order of the Police Department".
 - ii. Date(s) sign is in effect.

- iii. Time period sign is in effect.
 - iv. Reason for posting (i.e. Tree Trimming, Tree Removal, Tree Planting, etc.).
 - v. Date and time the sign was posted.
- e. Signs shall be posted conspicuously so as to allow unobstructed visibility of oncoming traffic and to the operators of vehicles parked in the restricted areas.
 - f. Signs shall not be posted more than fifty feet (50') apart.
 - g. Signs shall not be posted on private property.
 - h. Signs shall be posted within the parkway area or as close to the roadway as practical.
 - i. Signs shall be posted at the height so as to be visible over parked vehicles, but not higher.
 - j. Signs shall be securely fastened but in such a manner as to not damage the item to which they are affixed.
 - k. Signs may be posted on any standard or tree within the parkway, except that in the absence of such items, signs may be attached to traffic barricades.
 - l. Signs must be removed after tree services are completed.

27) Removal of Brush, Debris and All Equipment: It shall be the responsibility of the Contractor to ensure that the street, parkway, sidewalk, and slope areas of all property shall be left free of debris and equipment. This includes, but is not limited to cones, signs, dumpsters, safety devices, and all heavy and light equipment and vehicles, which shall be removed at the close of each day's operation. With the exception of the actual work performed, all sites shall be in their original condition at the conclusion of each working day. An exception to this paragraph is if the homeowner desires that the wood be cut up and left in the parkway. If this is the case, Contractor will cut up wood and stack in parkway.

28) Emergency Calls for Tree Services:

- a. The Contractor is required to respond on an on-call basis for emergency work such as downed trees and branches. Emergency work may occur twenty-four (24) hours a day, seven (7) days a week including weekdays, weekends, and holidays.

- b. The Contractor shall have the capability to receive and to respond immediately to call of an emergency nature during normal working hours and during hours outside of normal working hours. Calls of an emergency nature received by the City shall be referred to the Contractor for immediate disposition.
- c. The Contractor shall have the duty to respond to emergency calls within two (2) hours from time of notification.
- d. Contractor must designate a person within their company who will respond to emergency calls twenty four (24) hours a day.
- e. Contractor shall submit telephone number(s) to the City that can be used to obtain emergency service on a twenty four (24) hour basis. The Contractor's name and telephone number will also be listed with the Police Department.
- f. Upon arriving at any emergency situation it shall be the responsibility of the Contractor to eliminate all unsafe conditions that would adversely affect the health, safety or welfare of the public.
- g. Failure to respond within two (2) hours of attempt to contact may result in a \$200 penalty per incident. Failure to respond to an emergency at any level will subject Contractor to any primary or secondary cost arising from said emergencies.

29) Consulting Arborist Services and Inspections:

- a. Contractor shall have a Consulting Arborist on staff that is a ISA Certified Arborist.
- b. The Contractor's Consulting Arborist shall provide and tree assessments, inspections, appraisals, surveys, and/or reports requested by the City representative at the approved hourly rates. The Consulting Arborist shall follow all ISA guidelines.
- c. Contractor shall provide one (1) hard copy and one (1) electronic copy of all tree assessments, inspections, appraisals, surveys, and/or reports requested by the City representative. The City will own all final documents.
- d. The City requires permits for residents to remove trees and trim trees. The Consulting Arborist, at the request of the City representative, may be required to perform the site inspections and confirm if the permit meets the requirements of Chapter 34 of the South Pasadena Municipal Code. All permit inspections and documentation will be performed at the approved hourly rates.

- e. The City has the right to receive a second opinion from another ISA Certified Arborist on the documents submitted by the Contractor.

30) Extraordinary Services:

- a. Contractors may be responsible for providing extraordinary tree maintenance services:
 - i. Extraordinary tree maintenance shall include answering emergency calls as required. Contractors shall respond to an emergency call within two (2) hours. Contractors shall maintain a twenty four (24) hours per day on-call service for emergency calls.
 - ii. The Contractor shall notify the Director of Public Works or their representative by telephone within twenty four (24) hours of any emergency extraordinary work that is performed. Non-emergency extraordinary work requires written approval before the work is performed.
 - iii. Contractors shall be compensated for extraordinary work as defined in the Schedule of Compensation.
- b. In situations involving emergency repair work after normal work hours, Contractors shall dispatch qualified personnel and equipment to reach the site within two (2) hours.
 - i. The Contractor's vehicle shall carry sufficient equipment to effect safe control of traffic.
 - ii. When the work site Contractor arrives at the site, the Contractor shall set up traffic warning and control devices, if deemed necessary, and proceed to repair on a temporary/permanent basis.
- c. If a City Representative is still at the site when the Contractor arrives, the Contractor shall quickly evaluate the situation and discuss it with that responsible person.
 - i. If the repair will take only a few minutes, the City Employee may stay to continue to direct traffic while the Contractor makes the repairs.
 - ii. If the repair will take longer than the City Employee can wait, the Contractor shall immediately set up temporary traffic control devices and all other necessary warning devices and relieve the City Representative.

- d. The following individuals or agencies may call an emergency at any time for extraordinary services involving emergency work:
- i. City Manager or their designee;
 - ii. Public Works Director;
 - iii. Community Services Director;
 - iv. South Pasadena Police Department; and
 - v. South Pasadena Fire Department

Summary of South Pasadena Tree Inventory:

11,287 Trees in the City Tree Inventory

10,029 Street and Median Trees

822 Vacant Tree Wells

468 Trees in City Parks

113 Trees at City Water Reservoirs (Two Water Reservoirs located outside of South Pasadena city limits: 1) Wilson Reservoir is located at 545 Adelyn Dr., San Gabriel, CA; and 2) Graves Reservoir is located at 2225 El Molino Ave., San Marino, CA.)

SUPPLEMENTAL INFORMATION

- South Pasadena Municipal Code Chapter 34 – Trees and Shrubs:
(<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena34.html>)
- South Pasadena Municipal Code Chapter 19A – Noise Regulations:
(<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena19A.html>)
- South Pasadena Municipal Code Chapter 35, Article 35.41-35.43 – Hose Use:
(<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena35.html#35.41>)
- City Observed Holidays:
 - 1) January 1st: New Year’s Day
 - 2) 3rd Monday in January: Martin Luther King, Jr. Birthday
 - 3) 3rd Monday in February: President’s Day
 - 4) Last Monday in May: Memorial Day
 - 5) July 4th: Independence Day
 - 6) 1st Monday in September: Labor Day
 - 7) 2nd Monday in October: Columbus Day
 - 8) November 11th: Veteran’s Day
 - 9) 4th Thursday in November: Thanksgiving Day
 - 10) Friday after Thanksgiving
 - 11) December 25th: Christmas Day

If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday. If a Holiday falls on a Sunday, the following Monday shall be deemed the holiday.

Exhibit B
Payment for Services

Contractor shall furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said Scope of Services for the unit prices named in the following schedule, with specific work determined by the City Public Works Director:

Item No.	Description	Bid Item Price
A1	Grid or annual tree trimming All trees	\$ 80.00 (each)
A2	Service Request Tree Pruning 0" to 6"	\$60.00 (each)
A3	Service Request Tree Pruning 7" to 12"	\$120.00 (each)
A4	Service Request Tree Pruning 13" to 18"	\$180.00 (each)
A5	Service Request Tree Pruning 19" to 24"	\$260.00 (each)
A6	Service Request Tree Pruning 25" to 30"	\$320.00 (each)
A7	Service Request Tree Pruning 31" and Over	\$400.00 (each)
A8	Palm Tree Pruning "Washingtonia Palm", any size	\$80.00 (each)
A9	Palm Tree Pruning "Canary Is. Date Palm", any size	\$180.00 (each)
A10	Tree Removal and Stump Grinding	\$34.00 (per inch DBH)
A11	Stump Grinding Only	\$11.00 (per inch DBH)
A12	Tree Removal Only	\$24.00 (per inch DBH)
A13	Root Pruning	\$16.00 (per LF)
A14	Scheduled Work Crew (3 Staff, Aerial Unit, Box Truck, Chipper, Chain Saws & Misc. Equipment) Regular Business Hours	\$210.00 (per hour)

Item No.	Description	Bid Item Price
A15	Emergency Response Crew (3 Staff, Aerial Unit, Box Truck, Chipper, Chain Saws & Misc. Equipment) After Hours, Weekends & City Holidays	<u>\$300.00</u> (per hour)
A16	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 15 gallon w/ root barrier	<u>\$145.00</u> (each)
A17	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 15 gallon w/out root barrier	<u>\$120.00</u> (each)
A18	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 24" Box w/ root barrier	<u>\$335.00</u> (each)
A19	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 24" Box w/ out root barrier	<u>\$305.00</u> (each)
A20	Tree Planting (All Species) including Purchase & Planting of Tree, Tabs, Amendments & Stakes Twist Brace, and 36" Box w/ root barrier	<u>\$800.00</u> (each)
A21	Tree watering with Water Truck	<u>\$70.00</u> (per hour)
A22	Consulting Arborist Services	<u>\$120.00</u> (per hour)
A23	Tree Inventory Using GPS (outside of the above tree services)	<u>\$3.00</u> (per tree site)
A24	Crane (outside of the above tree services)	<u>\$180.00</u> (per hour)
A25	95-foot Aerial Tower (outside of the above tree services)	<u>\$180.00</u> (per hour)

Below are the hourly rates of Contractor's key personnel:

Personnel	Hourly rate
Pest Control Advisor	<u>\$120.00</u> (per hour)
Pest Control Applicator	<u>\$100.00</u> (per hour)
Sr. Tree Trimmer, Tree Trimmer or Grounds person	<u>\$70.00</u> (per hour)

Below are the rates of Contractor's Plant Health Care Services:

Description	Unit rate
Tree Canopy Spraying from the Ground Level (Foliar hydraulic spraying of recommended material)	\$2.00 (per DBH)
Tree Canopy Spraying from an Aerial Tower (Foliar hydraulic spraying of recommended material)	\$4.00 (per DBH)
Insecticide or Fungicide Trunk Banding (Trunk spraying of recommended material)	\$5.00 (per DBH)
Plant Growth Regulator (PGR) Trunk Banding (Trunk spray of the recommended material to regulate plant growth)	\$2.00 (per DBH)
Insecticide or PGR Soil Application (Cambistat) (Recommended insecticide soil injection or drench material to regulate plant growth)	\$4.00 (per DBH)
Insecticide or Fungicide Soil Application (Soil applied drench of recommended material)	\$2.00 (per DBH)
Soil Injection Fertilization (Soil applied drench of recommended material)	\$3.00 (per DBH)
Soil Drenching Fertilization (Soil application of recommended material)	\$2.00 (per DBH)
Trunk Injection (Insecticide/Miticide) (Trunk injected recommended material)	\$4.50 (per DBH)
Trunk Injection (Fungicide) (Trunk injected recommended material)	\$4.50 (per DBH)
Trunk Injection (Insecticide & Fungicide Combo) (Trunk injected recommended material)	\$8.00 (per DBH)
Avermectin Class Insecticide Injection (Recommended trunk injection of Emamectin benzoate active ingredient)	\$6.00 (per DBH)

Certificate of Insurance

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON YOU THE CERTIFICATE HOLDER. THIS CERTIFICATE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW. POLICY LIMITS ARE NO LESS THAN THOSE LISTED, ALTHOUGH POLICIES MAY INCLUDE ADDITIONAL SUBLIMIT/LIMITS NOT LISTED BELOW.

This is to Certify that

WEST COAST ARBORISTS, INC
2200 EAST VIA BURTON
ANAHEIM CA 92806

NAME AND
ADDRESS
OF INSURED



Liberty Mutual.
INSURANCE

is, at the issue date of this certificate, insured by the Company under the policy(ies) listed below. The insurance afforded by the listed policy(ies) is subject to all their terms, exclusions and Conditions and is not altered by any requirement, term or condition of any contract or other document with respect to which this certificate may be issued.

TYPE OF POLICY	EXP DATE	POLICY NUMBER	LIMIT OF LIABILITY	
	<input type="checkbox"/> CONTINUOUS <input type="checkbox"/> EXTENDED <input checked="" type="checkbox"/> POLICY TERM			
WORKERS COMPENSATION Statutory Limits	7/1/2018	WA7-66D-039499-077	COVERAGE AFFORDED UNDER WC LAW OF THE FOLLOWING STATES: All States Except: ND, OH, WA, WY	EMPLOYERS LIABILITY Bodily Injury by Accident \$1,000,000 Each Accident
				Bodily Injury By Disease \$1,000,000 Policy Limit
				Bodily Injury By Disease \$1,000,000 Each Person
COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE	7/1/2018	TB2-661-039499-017	General Aggregate	\$2,000,000
			Products / Completed Operations Aggregate	\$2,000,000
			Each Occurrence	\$1,000,000
			Personal & Advertising Injury	\$1,000,000 Per Person / Organization
			Other Damage to premises rented to you	\$300,000
			Other Medical Expense	\$5,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> OWNED <input checked="" type="checkbox"/> NON-OWNED <input checked="" type="checkbox"/> HIRED	7/1/2018	AS7-661-039499-037		\$2,000,000 Each Accident—Single Limit B.I. And P.D. Combined
				Each Person
				Each Accident or Occurrence
				Each Accident or Occurrence
OTHER Umbrella Excess Liability	7/1/2017 - 7/1/2018	TH7-661-039499-047	\$5,000,000 Per Occurrence/Aggregate	
ADDITIONAL COMMENTS RE: All jobs performed by the named insured during the policy term. Per form CG 2010, City of South Pasadena is additional insured under the General Liability policy if required by a written contract with the Named Insured, but only for the coverages and limits provided by the policy and the additional insured endorsement.				

* If the certificate expiration date is continuous or extended term, you will be notified if coverage is terminated or reduced before the certificate expiration date.

NOTICE OF CANCELLATION: (NOT APPLICABLE UNLESS A NUMBER OF DAYS IS ENTERED BELOW.) BEFORE THE STATED EXPIRATION DATE THE COMPANY WILL NOT CANCEL OR REDUCE THE INSURANCE AFFORDED UNDER THE ABOVE POLICIES UNTIL AT LEAST **30** DAYS NOTICE OF SUCH CANCELLATION HAS BEEN MAILED TO:

Liberty Mutual Insurance Group

Certificate Holder

City of South Pasadena
City Clerk's Office
1414 Mission Street
South Pasadena CA 91030

Elaine Ulan

Elaine Ulan

Los Angeles / 0603 AUTHORIZED REPRESENTATIVE
818 W 7th Street, Suite 850 0564408
Los Angeles CA 90017 213-443-0782 6/13/2017
OFFICE PHONE DATE ISSUED

This certificate is executed by LIBERTY MUTUAL INSURANCE GROUP as respects such insurance as is afforded by those Companies NM 772 07-10

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.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SCHEDULE

**Name Of Additional Insured Person(s)
Or Organization(s):**

Location(s) Of Covered Operations

Any owner, lessee, or contractor for whom you have agreed in writing prior to a loss to provide liability insurance

Any location listed in such agreement

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.



City Council Agenda Report

ITEM NO. 11

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Shahid Abbas, Public Works Director
Garrett Crawford, Public Works Operations Manager

SUBJECT: **Approve the Purchase Order to Quinn Cat Company for an Air Compressor and Pneumatic Tools for the Public Works Streets Division in an Amount Not-to-Exceed \$26,937**

Recommended Action

It is recommended that the City Council:

1. Accept a quote dated May 1, 2020, from Quinn Cat Company for the purchase of one air compressor Model Number 185 CFM Atlas Copco, including pneumatic air tools, for Public Works Street Division; and
2. Authorize the City Manager to execute a purchase order with Quinn Cat Company in an amount not to exceed \$26,937; and
3. Declare the Public Works Department Ingersoll-Rand: P185JWD, manufactured in 1995 as surplus property, and instruct staff to dispose of the item in accordance with the South Pasadena Municipal Code Section (SPMC) 2.99-29 and City Surplus Disposal Policy.

Discussion/Analysis

The City of South Pasadena (City) Public Works Street Division is responsible for a fleet of vehicles and equipment to maintain the City right-of-way. The existing 1995 Ingersoll-Rand compressor and pneumatic tools have exceeded their useful life and are in need of replacement. In accordance with the SPMC purchasing policy, the Public Works Department solicited quotes to replace this piece of equipment. Subsequently, the City received the following three quotes:

Vendor	Total Amount
Quinn Cat Company	\$26,937.00
Hawthorne Cat	\$27,539.25
R&S Equipment Rental	\$32,838.11

The above costs include taxes, fees, and delivery. If the purchase is authorized, it is anticipated that the air compressor and pneumatic tools will be delivered within two months. Quinn Cat has supplied the City with equipment previously in a cost-effective and timely manner.

If the purchase is approved, the existing 1995 Ingersoll-Rand: P185JWD will be declared surplus property and disposed of in accordance with SPMC 2.99-29 and Surplus Disposal Property

Background

The Public Works Street Division maintains the City right-of-way, including sidewalks, curbs, gutters, roadways, striping, signs, graffiti removal, bulky item removal, and other miscellaneous tasks throughout the City. The current 1995 Ingersoll-Rand air compressor and pneumatic tools are approximately 25 years old. This equipment is utilized on all concrete and asphalt repair and replacement tasks throughout the City. This equipment has high maintenance costs and has been utilized well beyond its expected useful life. This new equipment will ensure Street Division can work safely, productively, and efficiently to maintain the City's right-of-way infrastructure.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Sufficient funds are available in the following; Public Works Street Maintenance Department accounts Account Number 230-8010-8116-8540 (Vehicle and Equipment) and Account Number 230-6010-8116-8130 (Small Tools). This purchase is funded by Gas Tax and does not require the use of the General Fund.

Environmental Analysis

This Project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

Public Notification of Agenda Item


The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Quinn Cat Quote

ATTACHMENT 1
Quinn CAT Quote

3
Revised
Quotes

5/7/20

				Sales Invoice			
				10006 Rosehills Rd, Whittier, CA 90601			
OFFICE: 562-463-4050		BRANCH # 28		FAX: 562-908-7310		SALES # 26011	
CELL: 562-298-2483		DATE: May 1, 2020		RENTAL QUOTE IS VALID THRU: December 27, 2020			
TEAM ASSOCIATE CREATING QUOTE: RICK LUNA				EMAIL: rluna@qrs-cat.com			
CUSTOMER INFORMATION				JOB SITE INFORMATION			
NAME City of South Pasadena				NAME City of South Pasadena			
CONTACT Ed Munoz				CONTACT Ed Munoz			
ADDRESS 825 Mission St				ADDRESS 825 Mission St			
CITY South Pasadena		STATE CA		CITY South Pasadena		STATE CA	
ZIP 91030				ZIP 91030			
PHONE 626-403-7375		FAX		PHONE 626-403-7375		FAX	
Qty	Discription	Part Number	Unit Price	Unit of Measure	Extended Price		
1	New Sullair 185 CFM Compressor Cat Engine	185-DPQ-T4F		EA	\$23,000.00		
Lead Time is 7-8 weeks to ship							
SUB TOTAL					\$23,000.00		
TRANSPORTATION CHARGES					\$1,600.00		
ESTIMATED TAXES 9.50%					\$2,337.00		
ESTIMATED TOTAL					\$26,937.00		
COMMENTS:							
*Used units sold as is, where is.							
This price quote is for information purposes only and does not constitute an offer to rent or sell goods or equipment. All rentals or sales shall be subject to the terms and conditions of Quinn Rental Services Contract or Sales Invoice.							



City Council Agenda Report

ITEM NO. 12

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Shahid Abbas, Public Works Director
Garrett Crawford, Public Works Operations Manager
Francois Brard, Facilities Supervisor

SUBJECT: **Reject Previous Bid and Approve an Agreement with Inland Mechanical Services, Inc. for 2020 Civic Center HVAC System Retrofit, Senior Center Air Conditioning Unit Replacement, and Police Department HVAC Replacement in an Amount Not-to-Exceed \$427,270.80**

Recommended Action

It is recommended that the City Council:

1. Reject the previous one bid dated May 28, 2020, from Acco Engineering Systems for the Civic Center HVAC System Retrofit and Senior Center Air Conditions (AC) Unit Replacement (Bid No. 202003-02);
2. Accept a bid dated July 1, 2020, from Inland Mechanical Services, Inc. for the 2020 Civic Center HVAC System Retrofit, Senior Center AC Unit Replacement, and Police Department HVAC Replacement (Project) (Bid No. 202004-02);
3. Reject all other bids received for Bid No. 202004-02;
4. Authorize the City Manager to enter into an agreement with Inland Mechanical Services, Inc., for a bid amount of \$388,428; and
5. Authorize a construction contingency ten percent in the amount of \$38,842.80 for a total amount of \$427,270.80.

Discussion/Analysis

The HVAC equipment at the following facilities is beyond the designed useful service life; it frequently fails and remains down for prolonged periods of time, thus creating extreme hardship for the occupants of these buildings. This equipment is 26 to 34 years old and is now considered obsolete and beyond economical repairs requiring immediate replacement:

1. City Hall HVAC system – over 26 years old.
2. Police Department HVAC unit – 34 years old and is currently down.
3. Senior Center (has two separate) HVAC units – over 26 years old.

The Facility Assessment Report completed in July 2017 recommended that the above units be replaced immediately in 2017. Over the past three years, Staff was able to extend the life of the equipment through preventative maintenance, part replacements, and extensive repairs. However, due to the age and condition of the above, HVAC equipment repairs are no longer a viable option. The equipment therefore, must be replaced immediately.

In compliance with the South Pasadena Municipal Code (SPMC), the Project (Bid No. 202004-02) was advertised for bids on the City's website and in the South Pasadena Review, first in May 2020 (which resulted in only one bid which exceeded the estimate) and again in June 2020. In addition, the request for a bid was sent over to twenty HVAC contractors. Six contractors attended the mandatory pre-bid job walk and submitted questions to the City during the bid solicitation. Subsequently, the City received the following two bids on July 1, 2020:

Contractor	Total Bid Amount
Inland Mechanical Services, Inc.	\$388,428
Western Air Conditioning Company	\$424,000

In accordance with the City's instructions to bidders, the low bid was determined by considering the total of the base bid and all alternates. Both Inland Mechanical Services, Inc. and Western Air Conditioning Company bid on the base project and all alternates. Inland Mechanical Services, Inc. (Contractor) submitted the lowest responsive bid. Inland Mechanical Services, Inc. was selected because of their low price, experience, and the overall professional presentation of their proposal. To verify the quality of the work, Staff checked the Contractor's references and found their work performances to be satisfactory. The Inland Mechanical Services, Inc. bid is also lower than a single bid received in response to the previously bid Project in May 2020. Accordingly, Staff's recommendation is to: 1) reject the single bid received from the May 2020 competitive bidding process; and 2) award the Project to Inland Mechanical Services, Inc., as the lowest responsive bidder in the June 2020 competitive bidding process. The equipment lead time is eight weeks. Therefore the project is expected to be completed within 75 days (60 for standard bid items 15 days for the bid additive working days).

Background

On April 8, 2017, the City of South Pasadena approved a contract award to Faithful and Gould to complete the Facilities Assessment Report. The report completed in July 2017 identified the above HVAC equipment for immediate replacement in 2017. Over the last several years, Staff was able to extend the life of this equipment through preventive maintenance, part replacements, and extensive repairs. Now the maintenance costs have become exorbitant, and many of the repairs cannot be undertaken as these pieces of equipment have exceeded their useful service life. Typical service life for commercial HVAC equipment is 15 to 20 years, and this equipment is much past their service life (26 to 34 years).

In May 2020, the City solicited bids for their project titled Bid No. 202003-02 Civic Center HVAC System Retrofit and Senior Center AC Unit Replacement. The City only received one bid

on May 28, 2020, which was well over the estimated budget. The bid package was sent to over twenty contractors, and eight contractors were engaged in the procurement, but the City only received one bid. Staff contacted the prospective bidders and reworked the bid documents to ensure more vendors would submit a bid and re-bid the Project, including a pre-bid job walk that complied with COVID-19 social distancing and safety protocols. As a result, the City received bids from two vendors, each of which bid on the base project and all alternates. When considered the total bid with all alternates, Inland Mechanical Services, Inc., is the lowest responsive bidder.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The City Council approved replacing the HVAC units at City Hall and the Senior Center in the 2019-20 FY capital improvement budget. This Project is budgeted under Account Number 105-9000; General Fund is required for this Project.

The Civic Center and Senior Center HVAC projects were initially budgeted for \$150,000 and \$65,000 for a total amount of \$215,000, respectively. The bids came back higher than anticipated partly due to the addition of the Police Department HVAC units, which were not originally budgeted for replacements. Therefore, additional funds of \$213,000 are required to complete the HVAC replacement project. Additional funds needed were secured from funds earmarked for unanticipated repairs (\$50,000), fire department doors replacement project (\$120,000), facilities access control (\$10,000), and partly from roof repairs (\$33,000). These repairs and replacements are important but not deemed critical at this point and can be relegated to the subsequent year. The replacement of the HVAC systems is particularly critical now because of the pandemic and because they can no longer be repaired or maintained.

Environmental Analysis

This Project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: HVAC Agreement with Inland Mechanical Services Inc.

ATTACHMENT 1
HVAC Agreement with Inland Mechanical Services
Inc.

CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT, made and entered into this 15 day of July, 2020, by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and Inland Mechanical Services, Inc. "CONTRACTOR."

That the CITY and the CONTRACTOR, for the consideration hereinafter named, mutually agree as follows:

1. Contract Documents. The complete contract and agreement ("AGREEMENT") consists of the Contract Documents, which includes all of the following documents incorporated herein by this reference: Approved Plans and Specifications (**Project No.202004-02**), Notice Inviting Bids, Instructions to Bidders, Information for Bidders, Contractor's Bid Proposal, this Contract/Agreement, Standard Specifications, Special Provisions, Reference Specifications, the documents in the Appendix, if any, and all mutually agreed-upon modifications and amendments thereto. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

2. Scope of Services. CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: **Civic Center HVAC System Retrofit, Senior Center Air Conditioning Unit Replacement, & PD HVAC Replacement Project No.202004-02** all in accordance with the Contract Documents and Contractor's Proposal dated July 1, 2020.

CONTRACTOR agrees to perform all the work and furnish all the materials at his own cost and expense necessary to construct and complete in a good and workman-like manner and to the satisfaction of the City Engineer of the CITY, the Work of Improvement in accordance with the plans, specifications, and Contract Documents (the "Specifications") therefore prepared by City's Engineering Department and adopted by the City Council.

3. Compensation. CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of **Three hundred eighty eight Thousand Four Hundred Twenty Eight Dollars. (\$388,428)**

CITY agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

4. Time for Completion. CONTRACTOR agrees to commence construction of the Work of Improvement within fifteen (15) days after issuance of a Notice To Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within 75 calendar days from the date the Notice to Proceed is issued.

5. Time is of the Essence. Time is of essence of this Contract, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage which the CITY will sustain by reason of any delay in the performance of this Agreement. It is, therefore, agreed that CONTRACTOR will pay as liquidated damages to the CITY the following

sum: Five Hundred Dollars (\$500.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the CITY, the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement in addition to any other remedy available to CITY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this Contract.

6. Prevailing Wages Required. The CONTRACTOR will pay, and will require all subcontractors to pay, all employees on the work of improvement a salary or wage at least equal to the prevailing salary or wage established for such work as set forth in the wage determinations for this work. Travel and subsistence pay shall be paid in accordance with Labor Code Section 1773.8. The CONTRACTOR shall forfeit to the CITY, as penalty, \$200.00 for each calendar day or portion thereof for each worker paid (either by him or any subcontractors under him) less than the prevailing rate described above on the work provided for in this Agreement, all in accordance with Section 1775 of the Labor Code of the State of California.

7. 8-Hour Day. In the performance of this Contract, not more than eight (8) hours shall constitute a day's work, and the CONTRACTOR shall not require more than eight (8) hours in a day from any person employed by him hereunder, except as provided in the Labor Code of the State of California. The CONTRACTOR shall adhere to Article 3, Chapter 1, Part 7 (Sections 1810, et seq.) of the Labor Code of the State of California, and it is agreed that the CONTRACTOR shall forfeit to the CITY as a penalty the sum of \$200.00 for each worker employed in the execution of this Contract by the CONTRACTOR or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in violation of that article.

8. Workers Compensation. CONTRACTOR, by executing this Agreement hereby certifies:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

9. Bonds. CONTRACTOR shall, prior to the execution of this Contract, furnish two bonds approved by the CITY, one in the amount of One Hundred Percent (100%) of the Contract price, to guarantee the faithful performance of the work, and one in the amount of One Hundred Percent (100%) of the Contract price to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by the CITY. CONTRACTOR shall, prior to the release of the performance and payment bonds or the retention payment, furnish a warranty performance and payment bond equal to at least ten percent of the final contract price or \$1,000, whichever is greater.

10. Arbitration. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for

mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

11. Prompt Payment. This Agreement is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

12. Securities for Retentions. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon Agency's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

13. Registration with DIR. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal and prior to performing any work. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. Subcontractor Eligibility. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

15. Apprentices. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

16. Records. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to CITY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of CITY. In addition, pursuant to Government Code Section 8546.7, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of CITY or as part of any audit of CITY, for a period of three (3) years after final payment under the Agreement.

17. Indemnity. To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless CITY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the “Indemnitees”) from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively “Liabilities”), arising out of, in connection with, resulting from or related to, any alleged act, omission, fault or negligence of CONTRACTOR, CONTRACTOR’s Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the “Indemnitors”), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. CONTRACTOR shall not be entitled to any refund of attorneys’ fees, defense costs and expenses in the event that it is s adjudicated to have been non-negligent.

CONTRACTOR shall not be required to defend or indemnify CITY for liabilities caused by the sole active negligence or willful misconduct of CITY.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer’s or partner’s joint and several liability hereunder.

18. Attorneys’ Fees Following Disputes. In the event of a dispute between the parties under this AGREEMENT, the prevailing party is not entitled to attorneys’ fees from the other party. This provision takes precedence over any conflicting provision in any of the documents which are incorporated herein by reference.

IN WITNESS WHEREOF, the said CONTRACTOR and the CITY MANAGER and CITY CLERK of the CITY have caused the names of said parties to be affixed hereto, each in triplicate, the day and year first above written.

CONTRACTOR

BY _____

(Title)

BY _____

CITY OF SOUTH PASADENA

Stephanie DeWolfe, CITY MANAGER

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, CITY CLERK

Teresa Highsmith, CITY ATTORNEY



City Council Agenda Report

ITEM NO. 13

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Tamara Binns, Executive Assistant to the City Manager
Christina Munoz, Management Assistant

SUBJECT: **Discretionary Fund Request from Mayor Pro Tem Diana Mahmud in the Amount of \$1,527 to Purchase a 2020 Census Banner**

Recommendation

It is recommended that the City Council approve the Discretionary Fund request by Mayor Pro Tem Diana Mahmud to purchase one double sided 2020 Census Banner to hang across Fair Oaks Avenue and Mission Street in the amount of \$1,527. The census message will be displayed on both Fair Oaks and Mission. The original request was \$1,400.37 was amended by Mayor Pro Tem Mahmud to \$1,527 to cover the larger banner size.

Discussion/Analysis

Mayor Pro Tem Mahmud would like Council to approve a double-sided, 4 foot by 40 foot banner to hang across Fair Oaks Avenue and Mission Street reminding residents to take part in the 2020 Census. The census has counted the U.S. population every 10 years since 1790. In March 2020, homes across the country received invitations to complete the 2020 Census. It has never been easier to respond on your own, whether online, over the phone or by mail—all without having to meet a census taker. Counting every person living in the United States is a massive undertaking, and efforts begin years in advance. This is a look at some of the key dates along the way, as they are currently scheduled:

2020

- April 1: This is Census Day, a key reference date for the 2020 Census—not a deadline. Survey responses are permitted before or after that date. We encourage you to respond as soon as you can.
- Starting mid-April: The Census Bureau mailed paper questionnaires to homes that had not yet responded online or by phone.
- July 1 - September 3: Census takers will work with administrators at colleges, senior centers, prisons, and other facilities that house large groups of people to make sure everyone is counted.
- August 11 – October 31: Census takers will interview homes that haven't responded to the 2020 Census to help make sure everyone is counted.

Discretionary Fund Request to Purchase a 2020 Census Banner

July 15, 2020

Page 2 of 3

- December: The Census Bureau will deliver apportionment counts to the President and Congress as required by law.

2021

- March 31: By this date, the Census Bureau will send redistricting counts to the states. This information is used to redraw legislative districts based on population changes.

It is in the City's vital interest to maximize participation in the census, which affects future allocation of federal dollars for law enforcement and school lunches, among other things. To date, South Pasadena only has a participation rate of less than 75%.

In accordance with the City's procurement process, three quotes were obtained from local businesses in South Pasadena and Cantu Graphics provided the lowest quote.

<u>Company</u>	<u>Banner Type</u>	<u>Cost + Tax</u>
Cantu Graphics	Double Sided 4 foot by 40 foot banner	\$1,020
D&S Printing	Double Sided 4 foot by 40 foot banner	\$1,275
Kinkos	Double Sided 4 foot by 40 foot banner	\$1,241

The fees for the banner installation to be completed by City Staff includes a total of \$316. The fees include a total of three hours of staff time; two hours for an electrician and one hour of management assistance.

Removal of the banner includes an additional \$191 for two hours for an electrician.

The proposed 4 foot by 40 foot banner will cost $\$1,020 + \$316 + 191 = \mathbf{\$1,527}$

The proposed expenditure meets the criteria set forth in the City's Discretionary Spending Guidelines. The banner would serve a public purpose; is free of any conflict of interest that may arise from the use of City funds; and is not a gift to any individual, corporation, or municipality, but is only used to benefit the general public of the City.

Background

In September 2004, the City Council approved creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City). The Fiscal Year (FY) 2019-20 Budget includes \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember. On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. Resolution No. 7174 states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$8,000 per Councilmember account. Said allocated funds need not be encumbered by

Discretionary Fund Request to Purchase a 2020 Census Banner

July 15, 2020

Page 3 of 3

a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and includes the request being considered in the staff report.

City Councilmembers Discretionary Funds Fiscal Year 2019/20 and 2020/21					
	Cacciotti	Joe	Khubesrian	Mahmud	Schneider
Prior Year Balance Carryover Maximum>	\$10,000	\$10,000	\$9,750	\$10,000	10,000
Total with Current Year Allowance(Maximum Allowed \$10,000)	10,000	10,000	10,000	10,000	10,000
Date Pledged	Description				
8/21/2019			5,000		
9/18/2019		300			
11/20/2019			1,000		
11/20/2019		1,000			
11/20/2019				1,500	
12/4/2019	1,000				
5/6/2020			\$130		
5/20/2020	2,000	1,000			
6/4/2020					6,000
7/1/2020					4,000
7/15/2020				1,527	
	<i>YTD Appropriations</i>	3,000	2,300	6,130	3,027
					10,000
Available at 7/15/20	\$7,000	\$7,700	\$3,870	\$6,973	\$0

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There are sufficient funds available in the proposed Fiscal Year 2020-21 City Council Discretionary Budget Account 101-1010-1011-8021

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: 2020 Census Banner Image

ATTACHMENT
2020 Census Banner Image



SOUTH PASADENA COUNTS!



More census reporting by South Pasadena residents means more federal money for South Pasadena and California! [Go to census.ca.gov](https://census.ca.gov) before **October 30, 2020**.



City Council Agenda Report

ITEM NO. 14

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Paul Riddle, Fire Chief

SUBJECT: **Public Hearing Confirming Charges Assessed by the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures for the Abatement of Hazardous Vegetation on Respective Parcels of Unimproved Private Properties Constituting a Fire Hazard**

Recommendation

It is recommended that the City Council, after holding a Public Hearing to allow property owners with pending weed abatement charges the opportunity to question or receive an explanation of pending charges, confirm the 2020 declaration list of charges.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Community Outreach

On or before February 1, 2020, the County of Los Angeles Agricultural Commissioner's Office sent out annual weed abatement notices to property owners of the properties identified in Resolution No. 7640 advising them of the Public Hearing.

Discussion/Analysis

On an annual basis, the County of Los Angeles Agricultural Commissioner/Weights and Measures provides brush clearance and vegetation management services within the City of South Pasadena (City). The vegetation management program inspects unimproved and designated properties within the City. Property owners of the properties that are identified in the resolution are sent annual weed abatement notices advising them of the requirement to maintain their parcels in fire safe conditions. If the property owners elect not to abate brush and native vegetation fire hazards, the County of Los Angeles facilitates the hazard abatement and assesses fees to recover costs.

The 2020 Los Angeles County declaration list identified 92 properties in the City that require an inspection and or clearance of hazardous vegetation.

Next Steps

1. After confirmation of the charges, the County Auditor will proceed with entering the amounts of the respective assessments against the parcels of land as they appear on the current assessment roll.

Background

The vegetation management program offered through the County of Los Angeles is available to all 88 cities in the county. The City has participated in this program since 2011. The program is an efficient and effective method to mitigate the fire hazards associated with the annual growth of grass, brush, and native vegetation. Fire Department staff works closely with the Agricultural Commissioner's Office to respond to questions from homeowners relating to brush clearance and hazard abatement procedures.

Deputy Director/Bureau Chief Raymond B. Smith of the Agricultural Commissioner's office sent notice to the owners of each of the effected properties on or before February 1, 2020, advising them of the need to maintain parcels free from hazardous vegetation. The annual weed abatement notice also advised property owners that the City will be holding two Public Hearings to hear any objections to the program. The first hearing took place on February 19, 2020 and the second will take place during the July 15, 2020 City Council Meeting.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The City incurs no financial liability for the inspection or abatement of the brush and vegetation on the designated private properties. Property owners who elect not to abate vegetation fire hazards are assessed fees through the County of Los Angeles for inspection and abatement costs.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: 2019 - 2020 Report on the cost of weed abatement

ATTACHMENT 1
2019 - 2020 Report on the Cost of Weed Abatement

CITY OF SOUTH PASADENA
WEED ABATEMENT CHARGES

July 6, 2020

KEY	MAPBOOK	PAGE	PARCEL	ZONE	CITY CODE	CHARGES
F	5308	002	064	06	654	44.65
F	5308	002	070	06	654	44.65
F	5308	002	072	06	654	44.65
F	5308	020	027	06	654	44.65
F	5308	021	001	06	654	44.65
F	5308	022	002	06	654	44.65
F	5308	022	003	06	654	44.65
F	5308	022	004	06	654	44.65
F	5308	022	005	06	654	44.65
F	5308	022	009	06	654	749.22
F	5308	023	007	06	654	944.32
F	5308	023	008	06	654	44.65
F	5308	023	015	06	654	949.22
F	5308	024	017	06	654	44.65
F	5308	024	034	06	654	1317.32
F	5308	025	027	06	654	44.65
F	5308	027	007	06	654	889.82
F	5308	027	008	06	654	889.82
F	5308	027	016	06	654	1449.32
F	5308	027	017	06	654	889.82
F	5308	027	018	06	654	889.82
F	5308	027	019	06	654	889.82
F	5308	027	020	06	654	889.82
F	5308	031	001	06	654	658.56
F	5308	031	039	06	654	934.58
F	5308	031	040	06	654	912.20
F	5308	031	041	06	654	889.82
F	5308	031	042	06	654	979.34
F	5308	031	049	06	654	44.65
F	5308	031	050	06	654	44.65
F	5308	031	052	06	654	44.65
F	5308	031	053	06	654	44.65
F	5308	031	054	06	654	44.65
F	5308	031	055	06	654	44.65
F	5308	032	006	06	654	680.94
F	5308	032	009	06	654	569.04
F	5308	032	012	06	654	44.65
F	5308	032	043	06	654	44.65
F	5308	034	004	06	654	44.65
F	5310	021	009	06	654	44.65
F	5310	022	013	06	654	44.65
F	5310	026	010	06	654	44.65
F	5310	026	011	06	654	44.65
F	5311	001	018	06	654	44.65
F	5311	007	019	06	654	44.65
F	5311	008	033	06	654	763.00

CITY OF SOUTH PASADENA
WEED ABATEMENT CHARGES

July 6, 2020

KEY	MAPBOOK	PAGE	PARCEL	ZONE	CITY CODE	CHARGES
F	5311	008	039	06	654	1099.84
F	5311	009	055	06	654	44.65
F	5311	009	056	06	654	44.65
F	5311	009	057	06	654	44.65
F	5311	009	058	06	654	44.65
F	5311	010	010	06	654	44.65
F	5311	010	012	06	654	44.65
F	5311	010	015	06	654	44.65
F	5311	010	027	06	654	44.65
F	5311	010	028	06	654	44.65
F	5311	010	029	06	654	44.65
F	5311	010	030	06	654	44.65
F	5311	014	042	06	654	44.65
F	5311	014	043	06	654	44.65
F	5311	014	048	06	654	44.65
F	5311	015	005	06	654	44.65
F	5311	015	006	06	654	44.65
F	5311	015	022	06	654	44.65
F	5311	015	023	06	654	44.65
F	5311	017	020	06	654	44.65
F	5311	017	021	06	654	44.65
F	5312	002	005	06	654	44.65
F	5312	002	007	06	654	658.56
F	5312	002	008	06	654	449.68
F	5312	002	009	06	654	763.00
F	5312	002	025	06	654	628.72
F	5312	016	014	06	654	1165.84
F	5312	016	015	06	654	889.82
F	5312	016	016	06	654	44.65
F	5312	016	017	06	654	44.65
F	5312	017	025	06	654	44.65
F	5312	017	042	06	654	1435.54
F	5312	017	043	06	654	1278.88
F	5312	017	044	06	654	1368.40
F	5312	017	049	06	654	1570.96
F	5312	020	012	06	654	44.65
F	5312	020	022	06	654	44.65
F	5314	005	017	06	654	44.65
F	5314	005	021	06	654	44.65
F	5314	005	045	06	654	44.65
F	5314	006	005	06	654	44.65
F	5314	007	017	06	654	44.65
F	5314	008	014	06	654	44.65
F	5314	018	010	06	654	44.65
F	5314	026	050	06	654	44.65
F	5317	026	003	06	654	44.65

CITY OF SOUTH PASADENA
WEED ABATEMENT CHARGES

July 6, 2020

KEY	MAPBOOK	PAGE	PARCEL	ZONE	CITY CODE	CHARGES
TOTAL IMPROVED PARCELS =			0	TOTAL CHARGE:		\$0.00
TOTAL UNIMPROVED PARCELS =			30	TOTAL CHARGE:		\$28,445.04
TOTAL INSPECTION FEE ONLY PCLS =			62	TOTAL CHARGE:		\$2,768.30
TOTAL PARCELS			92	TOTAL CHARGE:		\$31,213.34



City Council Agenda Report

ITEM NO. 15

DATE: July 15, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Joanna Hankamer, Planning & Community Development Director
Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Consideration of Ballot Measures for the November 3, 2020
General Municipal Election**

Recommendation

It is recommended that the City Council consider three ballot measures for the General Municipal Election on Tuesday, November 3, 2020: 1) Renewal of the Utility Users' Tax, 2) Increase of building height limits in specified areas, and 3) Transient Occupancy Tax for short term rentals, hotels and lodging; and advise staff which potential ballot measures to prepare for the November 3, 2020 General Municipal Election.

Executive Summary

With the economic uncertainties resulting from the COVID-19 pandemic, the City will face significant financial challenges in the coming years. Additionally, the City's UUT is set to expire on June 30, 2022 furthering the impacts to the City's budget. As the City explores ways to manage its resources in the midst of a pandemic, this revenue source continues to be critical to delivery of core city services, including public safety, fire and paramedic services, youth and senior services, library and maintenance of streets and parks. The renewal of the UUT is essential to the City's financial sustainability and to preserve critical core services.

Additionally, the City must take time-sensitive steps this fall toward adopting a Housing Element with a combination of policy tools to meet its state-mandated Regional Housing Needs Assessment (RHNA) obligations. The City is legally required to accommodate 2,062 new housing units within the next eight years and must adopt a Housing Element demonstrating such policies by October 2021. The City's housing consultant is currently working with staff to determine how many new housing units can be accommodated within the regulations proposed in the draft General Plan (GP) and Downtown Specific Plan (DTSP). If the total of 2,062 units cannot be accommodated within those regulations, which it appears they cannot, the City will have to adopt new regulations that allow for the balance of the units required to meet RHNA. Staff will be exploring all planning tools for accommodating extra units to bring the City into compliance with State law. The ability to allow a height increase in certain areas where it may be appropriate is one of only a few tools available to satisfy the RHNA requirement; precluding the use of this tool will limit the City's ability to avoid other less desirable alternatives.

Timing is critical in providing the community and City Council with options to accommodate these additional housing units. A limited height increase ballot measure should be designed and considered, among other housing-production tools, to meet RHNA requirements. Staff will be conducting community outreach the week of July 14 and will hold a Special Meeting of the Planning Commission July 21, 2020 to receive feedback from the community and commission regarding the Sites Analysis and preferences for where and how the 45' limit could be modified specifically to address the RHNA obligations.

Based on feedback from community and Planning Commissioners, staff will make a recommendation to City Council on August 5th regarding a potential height limit increase and its expected effectiveness toward meeting the City's RHNA obligation. August 5th is the deadline for City Council to place a ballot measure on the ballot for the November 3, 2020 election and is therefore the last opportunity for the City to consider a targeted height increase as one of the tools available to help the City meet its current RHNA obligations.

Lastly, a non-competing ballot measure for consideration is the Transient Occupancy Tax (TOT), which is charged for hotel rooms and other short term rentals. Prior to the Covid-19 outbreak, the City and other neighboring cities saw an increase in demand for short term rentals with the proliferation of platforms such as Airbnb, VRBO, Home-Away and FlipKey. Although the City currently prohibits short term rentals, there is an opportunity to regulate them in order to provide homeowners the ability to rent them for additional income. The TOT is typically 12-14% of the rent charged to transient guests, and would apply to both short term rentals, should they be legalized, and hotel rooms. There are currently no hotels in the City, so if passed by the voters, this tax would impact any future hotels should one be approved in South Pasadena. If short term rentals were to be permitted in the future, an ordinance change and public hearing at both the Planning Commission and City Council would be required.

Discussion/Analysis

Utility Users Tax

The City's Utility Users Tax (UUT) is the second largest revenue source (\$3.4 million) or 12% of the General Fund. The UUT will sunset in 2022 unless renewed by voters on the ballot in 2020. The loss of these dollars, combined with the continuing loss in revenue from the pandemic, would disable the City. If revenues remain at current levels in future years and are compounded by the loss of the UUT, total loss to the City would be more than 23% of the City's operating budget. With more than 50% of the annual budget allocated to fire and paramedic services and public safety, the remaining budget would not be sufficient for the City to comply with State mandates for core operations such as finance, planning, and public works.

Residents of South Pasadena currently pay a UUT for water, gas, electricity, telephone and cable television service. The current rate is 7.5%. The UUT is a general tax, where revenues are paid into the City's General Fund. General Fund revenues are budgeted by the City Council annually for general City services, such as police and fire protection, 9-1-1 emergency response, paramedics, parks, libraries, youth and senior programs and street maintenance and repairs.

UUT is a locally controlled tax, with 100% of the tax revenue retained by the City. Property taxes, in comparison, are controlled by the County and only 24% of what is collected from South Pasadena is received by the City. UUT tax revenue can also be used to support all government programs, it is not restricted to particular uses.

The City of South Pasadena is one of fewer than 25% of California cities that provide a full range of municipal services within their boundaries, including police, fire, library, streets, and parks and recreation. UUT revenue helps the City pay for local services rather than rely on other agencies to provide these services.

In placing the measure on the ballot, the Council must also determine if the tax should be renewed for a specific time frame, such as seven or ten years, or if it should remain in place until the voters choose to repeal it. Experience from other agencies indicates that voters prefer tax measures that remain in place with voter control, rather than short term sunset dates that require ongoing ballot measures. Further, the Council can consider an increase to the tax rate above the current 7.5%. In other cities, the UUT rate is as high as 10%. For each 0.5% increase in tax rate, approximately \$225,000 would be generated to the General Fund.

Building Height Limits

In 1983, a voter initiative established that no commercial, office, manufacturing, or residential building in South Pasadena shall exceed a height of 45 feet, and no Conditional Use Permit or Variance shall be granted to exceed 45 feet. The current Zoning Code states that Residential Estates, Residential Single Family, and Residential Medium Density properties cannot exceed 35 feet. Residential High Density and Commercial properties cannot exceed 45 feet. Currently, the only way to exceed the local height limits is through the California State Density Bonus Law which allows up to a 35 percent increase in density, including the height to accommodate such density, depending on the amount of affordable housing that is provided.

The California State Density Bonus Law has been effective in incentivizing the production of more affordable units within the state, but the law limits a local jurisdiction's ability to regulate the design of such projects. Alternatively, South Pasadena may want to incentivize housing development through strategically located and modest height limit increases, possibly associated with an Inclusionary Housing Policy, to compete with the use of a State Density Bonus and therefore maintain local control over the design of larger housing projects. However, in order to change the height restriction established by the 1983 voter initiative, even if for a minimal height increase in a limited area of the City, the City would need to place a measure on the ballot, and the measure would need to pass with a majority of votes.

In accordance with State law, the City is required to update its Housing Element of the General Plan every eight years with new housing units that must be planned for within the city. For the 6th Cycle of the Regional Housing Needs Assessment (RHNA), the State and Southern California Association of Governments allocated 2,062 housing units to the City of South Pasadena; and while the number of required units may still be revised downward due to budgetary and political pressures from cities like South Pasadena, the decrease is not anticipated to be much. The new RHNA allocation is significantly higher than previous years (over 3,000

percent increase from the previous RHNA allocation) and accommodating over 2,000 units will be the greatest challenge for the Housing Element Update planning effort. The current 6th cycle of the Housing Element Update is due by October 15, 2021.

The City kicked off the Housing Element Update with two public workshops (May 30 and June 2), and engaged the community in discussions of how to accommodate over 2,000 state-mandated housing units, and introduced numerous strategies including concentrating new housing units in limited areas, and/or spreading the units across the city. It is recommended to consider a minimal height increase in certain areas of the city – restricted to residential uses only and resulting in buildings only one or two stories higher than what is currently allowed – in order to meet the RHNA requirement. Proposed new height limits and locations would be specified in the ballot language, making it clear what voters are voting for or against.

Transient Occupancy Tax

Commonly known as a “bed tax” or “hotel tax,” a Transient Occupancy Tax (TOT) is a tax of 12-14% of the rent charged to transient guests (staying less than 30 days); a TOT would also be applicable to properties rented through home sharing services like Airbnb—a use which is presently prohibited in South Pasadena. A TOT would need to be placed on the ballot for approval by residents. TOTs are levied by most cities including Pasadena and Los Angeles. Approval of a TOT would not constitute approval or legalization of short-term rentals, such as Airbnb.

Last year, in anticipation of community conversation regarding potential revenue enhancement measures, staff assembled a list of frequently discussed options. During the months of March and April 2019, seven meetings were held with residents and three with staff to present the budget forecast and obtain feedback on potential solutions. The options presented to residents included land use considerations and potential new taxes.

The survey queried response to a sales tax measure (Measure A), which was later polled and ultimately placed on the November 2019 ballot. Among the other options presented to the community, development of a small hotel and implementation of a TOT scored the highest, with over 83% support. The revenue to the City from a hotel would include sales tax on restaurant and bar services, plus the revenue from the hotel tax (or bed tax). Although it is unclear how the economy will recover after the crisis and what the market will look like to attract interested development, establishing a hotel tax would better prepare the city should these opportunities arise.

Furthermore, the bed tax could also be applied to short-term rentals of housing units for durations less than 30-days. The legalization and taxation of short-term rentals was another popular new revenue option in the 2019 budget survey, with 71% support. Short-term rentals are currently prohibited in South Pasadena, however as with most cities who chose to prohibit them, they proliferate anyway. Rather than enforce against them, many cities have chosen instead to regulate and tax them, allowing potential negative impacts to be mitigated through Zoning Code requirements, as well as generating revenue to the city. Staff has estimated there may be more than 50 sites in South Pasadena based on a search of just one site like AirBnB. Although due to

the immediate crisis these activities have decreased, the ability to legally rent rooms on a short-term basis is desirable for many property owners who could benefit from the additional income during difficult economic times. It is difficult to estimate annual revenue from the TOT without knowing how the hospitality industry will recover. If a hotel were to be developed in the future, the hotel tax could generate close to an additional \$1 million, depending on the room rate and number of rooms, once rates and occupancy reach peak.

Background

The November 3, 2020 special municipal election for the City of South Pasadena will be a consolidated election with the County of Los Angeles. The City Council must call and give notice to the regular municipal election for the purposes of placing a sales tax measure on the ballot. The deadline to add a measure to the ballot is August 7; the City Council has a scheduled meeting on August 5.

Alternatives

The Council could choose to defer placing the TOT measure on a subsequent ballot since there is currently no pressing need. However, the other two items are time sensitive. The next General Municipal Election is scheduled for November 2022, which would be too late for the height limit to be factored in the Housing Element due in October of 2021. Further, the UUT will expire on June 20, 2022, several months prior to the next election.

Next Steps

1. With City Council direction, staff will work with the City Attorney's office to draft a resolution with language for the applicable ballot measure for adoption at the next City Council meeting, August 5, 2020.
2. Once the resolution is adopted, staff will forward fully executed copies to the Los Angeles County Registrar of Voters.
3. The Notice of Election will be published in the South Pasadena Review along with the required languages of Korean, Spanish, and Chinese in The Korea Times, La Opinion, and World Journal.
4. If the voters approve the measure, staff will bring back ordinances to clean up the municipal code related to the elected city clerk office.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Los Angeles County Registrar-Recorder/County Clerk will provide a cost estimate for the election, which is contingent upon the number of measures from participating jurisdictions. The elections budget, account number 101-1020-1022-8170, does include funds for the purpose of the General Municipal Election on November 3, 2020 in the proposed FY 2020-21 budget.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis.

Consideration of Ballot Measures for November 3, 2020 Election

July 15, 2020

Page 6 of 3

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.