

LEMOORE

CALIFORNIA

LEMOORE CITY COUNCIL  
COUNCIL CHAMBER  
429 C STREET  
July 16, 2019

### AGENDA

***Please silence all electronic devices as a courtesy to those in attendance. Thank you.***

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### 6:30 pm CLOSED SESSION

This item has been set aside for the City Council to meet in a closed session to discuss matters pursuant to Government Code Section 54956.9(d)(4). The Mayor will provide an oral report regarding the Closed Session at the beginning of the next regular City Council meeting.

1. Liability Claim  
Government Code Section 54956.95  
Ms. Anna Loogman
2. Liability Claim  
Government Code Section 54956.95  
Ms. Lisa Lim
3. Liability Claim  
Government Code Section 54956.95  
Mercury Insurance on behalf of Ms. Lisa Lim
4. Conference with Legal Counsel – Existing Litigation  
Government code Section 54956.9(d)(1)  
Jeff R. Fabry v. City of Lemoore; Lemoore Little League  
Case No. 19C0159

In the event that all the items on the closed session agenda have not been deliberated in the time provided, the City Council may continue the closed session at the end of the regularly scheduled Council Meeting.

## 7:30 pm REGULAR SESSION

- a. CALL TO ORDER
- b. INVOCATION
- c. PLEDGE OF ALLEGIANCE
- d. ROLL CALL
- e. AGENDA APPROVAL, ADDITIONS, AND/OR DELETIONS

### PUBLIC COMMENT

This time is reserved for members of the audience to address the City Council on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Council. It is recommended that speakers limit their comments to three (3) minutes each and it is requested that no comments be made during this period on items on the Agenda. The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda. Prior to addressing the Council, any handouts for Council will be provided to the City Clerk for distribution to the Council and appropriate staff.

### CEREMONIAL / PRESENTATION – Section 1

No Ceremonial / Presentation

### DEPARTMENT AND CITY MANAGER REPORTS – Section 2

#### 2-1 Department & City Manager Reports

### CONSENT CALENDAR – Section 3

Items considered routine in nature are placed on the Consent Calendar. They will all be considered and voted upon in one vote as one item unless a Council member or member of the public requests individual consideration.

- 3-1 Approval – Minutes – Regular Meeting – July 2, 2019
- 3-2 Approval – Denial of Claim for Ms. Anna Loogman
- 3-3 Approval – Denial of Claim for Ms. Lisa Lim
- 3-4 Approval – Denial of Claim for Mercury Insurance on behalf of Ms. Lisa Lim
- 3-5 Approval – Records Retention Schedule and Email Policy Update – Resolution 2019-27
- 3-6 Approval – Allow Lemoore Police Department Access to Summary Criminal History Information for Employment, Licensing, or Certification Purposes – Resolution 2019-28
- 3-7 Approval – Council Vacancies by Appointment – Resolution 2019-29
- 3-8 Approval – Approve Revisions to the Fiscal Year 2019-2020 Schedule 2 and Schedule 3 in the Adopted Budget

### PUBLIC HEARINGS – Section 4

Report, discussion and/or other Council action will be taken.

No Public Hearings

### NEW BUSINESS – Section 5

Report, discussion and/or other Council action will be taken.

No New Business

### CITY COUNCIL REPORTS AND REQUESTS – Section 6

#### 6-1 City Council Reports / Requests

### ADJOURNMENT

### Upcoming Council Meetings

- City Council Regular Meeting, Tuesday, August 6, 2019
- City Council Regular Meeting, Tuesday, August 20, 2019

Agendas for all City Council meetings are posted at least 72 hours prior to the meeting at the City Hall, 119 Fox St., Written communications from the public for the agenda must be received by the City Clerk's Office no less than seven (7) days prior to the meeting date. The City of Lemoore complies with the Americans with Disabilities Act (ADA of 1990). The Council Chamber is accessible to the physically disabled. Should you need special assistance, please call (559) 924-6705, at least 4 business days prior to the meeting.

### PUBLIC NOTIFICATION

I, Mary J. Venegas, Deputy City Clerk for the City of Lemoore, declare under penalty of perjury that I posted the above City Council Agenda for the meeting of July 16, 2019 at City Hall, 119 Fox Street, Lemoore, CA on July 11, 2019.

                    //s//                      
Mary J. Venegas, Deputy City Clerk

**July 2, 2019 Minutes  
Lemoore City Council  
Regular City Council Meeting**

**CALL TO ORDER:**

*At 7:30 p.m., the meeting was called to order.*

**ROLL CALL:** Mayor: NEAL  
Mayor Pro Tem: BILLINGSLEY  
Council Members: BROWN, LYONS  
Absent: BLAIR

City Staff and contract employees present: City Manager Olson; City Attorney Van Bindsgergen; Assistant City Manager Speer; Public Works Director Rivera; Community Development Director Holwell; Police Chief Smith; Parks and Recreation Director Glick; Deputy City Clerk Venegas..

**PUBLIC COMMENT**

*Ed Rogers said not applying for the potential vacant Council position but suggests assigning Boards and Commissions to interested citizens as an alternate for the Boards and Commissions.*

**CEREMONIAL / PRESENTATION – Section 1**

*There were no Ceremonial / Presentations.*

**DEPARTMENT AND CITY MANAGER REPORTS – Section 2**

**2-1 Department & City Manager Reports**

*City Manager Olson received the Kings County Grand Jury 2018-2019 Final report. Also, a resident by the name of Nancy Ahmada dropped off anti-stress kits to Fire Department personal as well as city staff.*

**CONSENT CALENDAR – Section 3**

- 3-1 Approval – Minutes – Regular Meeting – June 18, 2019
- 3-2 Approval – Minutes – Special Meeting – June 25, 2019
- 3-3 Approval – Agreement between the City of Lemoore and the Lemoore Chamber of Commerce
- 3-4 Approval – Authorization to Purchase a Toro Groundsmaster Mower from Turfstar Western
- 3-5 Approval – Application for Statewide Park Development and Community Revitalization Program Grant Funds for Heritage Park Renovation – Resolution 2019-24
- 3-6 Approval – Application for Statewide Park Development and Community Revitalization Program Grant Funds for Lemoore Little League Property Renovation – Resolution 2019-25
- 3-7 Approval – Second Reading – Ordinance No. 2019-03 for Zoning Text Amendment No. 2019-01: An ordinance amending Municipal Code Title 4, Chapter 8 to allow for and to regulate Commercial Cannabis operations; amending Municipal Code Title 9, Chapter 7, Section 9-4A-5 to conform certain land use definitions to State law; amending



Municipal Code Title 9, Chapter 4, Section 9-4B-2 to clarify Medicinal and add Commercial Cannabis Activities in the DMX-1, DMX-2, MU, NC, RC and ML zones; and amending Municipal Code Title 9, Chapter 4, Section 9-4D-3 to clarify that Medicinal and Commercial Cannabis Activities are prohibited in Community Gardens

*Mayor Neal pulled Items 3-3, 3-6 and 3-7 for separate consideration.*

*Motion by Council Member Brown, seconded by Council Member Lyons, to approve Consent Calendar, excluding Items 3-3, 3-6 and 3-7.*

Ayes: Brown, Lyons, Billingsley, Neal  
Absent: Blair

3-3 Approval – Agreement between the City of Lemoore and the Lemoore Chamber of Commerce

*Motion by Council Member Brown, seconded by Council Member Lyons, to approve Consent Calendar Item 3-3.*

Ayes: Brown, Lyons, Billingsley, Neal  
Absent: Blair

3-6 Approval – Application for Statewide Park Development and Community Revitalization Program Grant Funds for Lemoore Little League Property Renovation – Resolution 2019-25

*Motion by Council Member Lyons, seconded by Council Member Billingsley, to approve Consent Calendar Item 3-6.*

Ayes: Lyons, Billingsley, Brown, Neal  
Absent: Blair

3-7 Approval – Second Reading – Ordinance No. 2019-03 for Zoning Text Amendment No. 2019-01: An ordinance amending Municipal Code Title 4, Chapter 8 to allow for and to regulate Commercial Cannabis operations; amending Municipal Code Title 9, Chapter 7, Section 9-4A-5 to conform certain land use definitions to State law; amending Municipal Code Title 9, Chapter 4, Section 9-4B-2 to clarify Medicinal and add Commercial Cannabis Activities in the DMX-1, DMX-2, MU, NC, RC and ML zones; and amending Municipal Code Title 9, Chapter 4, Section 9-4D-3 to clarify that Medicinal and Commercial Cannabis Activities are prohibited in Community Gardens

*Jacob German spoke.*

*Motion by Council Member Billingsley, seconded by Council Member Lyons, to approve Consent Calendar Item 3-7.*

Ayes: Billingsley, Lyons, Brown, Neal  
Absent: Blair

#### PUBLIC HEARINGS – Section 4

*There were no Public Hearings.*

## NEW BUSINESS – Section 5

### 5-1 Report and Recommendation – Establishing Procedures for City Council Appointments – Resolution 2019-26

*Tom Reed spoke.*

*Motion by Council Member Brown, seconded by Council Member Lyons, to approve Resolution 2019-26 establishing procedures and protocols for appointment of future vacancies to the City Council.*

*Ayes: Brown, Lyons, Billingsley, Neal*

*Absent: Blair*

## CITY COUNCIL REPORTS AND REQUESTS – Section 6

### 6-1 City Council Reports / Requests

*Council Member Brown attended the SIGMA meeting with nothing to report out. SIGMA meetings are every third Thursday of the month at 5:30pm. Thank staff for all hard work. Attended Kings County Commission on Aging as an alternate and discussed the budget and Generations. Request consensus to send a letter of appreciation to Generations. Consensus received.*

*Council Member Lyons attended the League of California Cities conference and enjoyed it. Thank the City for sending. Received really great information.*

*Mayor Pro Tem Billingsley thanked Ed Rogers for volunteering to help Council with the Boards and Commissions.*

*City Manager Olson reminded everyone of the 4<sup>th</sup> of July Firecracker 5K run/3K walk as well as the renaming ceremony for Veteran's Park.*

*Mayor Neal recently toured the Kings County Animal Shelter and also participated in "Walk a Dog" the next day at the park. Attended KWRA meeting and appreciate all members involved. Walked District D, including Heritage Park, and thank city staff for their hard work as the parks look good.*

## ADJOURNMENT

*At 8:07 p.m., Council adjourned.*

*Approved the 16<sup>th</sup> day of July 2019.*

APPROVED:

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Edward Neal, Mayor

ATTEST:

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Mary J. Venegas, Deputy City Clerk



711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6744 • Fax (559) 924-6708

## Staff Report

**Item No: 3-2**

**To: Lemoore City Council**

**From: Janie Venegas, HR/Risk Management Manager**

**Date: July 2, 2019**

**Meeting Date: July 16, 2019**

**Subject: Denial of Claim for Ms. Anna Loogman**

**Strategic Initiative:**

- |   |  |
|---|--|
| <input type="checkbox"/> Safe & Vibrant Community             | <input type="checkbox"/> Growing & Dynamic Economy |
| <input checked="" type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence    |
| <input type="checkbox"/> Community & Neighborhood Livability  | <input type="checkbox"/> Not Applicable            |

**Proposed Motion:**

Approve the Denial of Claim for Ms. Anna Loogman.

**Subject/Discussion:**

The City of Lemoore received a claim from Ms. Anna Loogman on May 21, 2019 for an incident that occurred at or near 400 Follett Street in Lemoore on February 8, 2019. Ms. Loogman allegedly tripped and fell due to a sidewalk offset, sustaining various injuries.

The City submitted the claim to the third-party administrator of liability claims, Acclamation Insurance Management Services (AIMS). AIMS concluded their investigation and are recommending the City reject the claim, thereby starting the six-month statute of limitations deadline.

**Financial Consideration(s):**

Unknown at this time.

**Alternatives or Pros/Cons:**

The City could chose to accept the claim with the unknown claim amount.

**Commission/Board Recommendation:**

Not applicable.

**Staff Recommendation:**

Staff recommends denial of the claim for Ms. Anna Loogman, as recommended by AIMS.

**Attachments:**

- ☐ Resolution:
  - ☐ Ordinance:
  - ☐ Map
  - ☐ Contract
  - ☒ Other
- List: Claim

**Review:**

- ☒ Asst. City Manager
- ☒ City Attorney
- ☒ City Clerk
- ☒ City Manager

**Date:**

07/09/19  
07/11/19  
07/11/19  
07/10/19

## CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY

Human Resources

## CLAIM FORM

City of Lemoore

MAY 21 2019

(Please Type Or Print)

CLAIM AGAINST City of Lemoore

(Name of Entity)

RECEIVED

Claimant's name: Anna Marie LoogmanSS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female ☒

Claimant's address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address where notices about claim are to be sent, if different from above: \_\_\_\_\_

Law Office of Darryl B. Freedman, Inc., 3705 W. Beechwood Avenue, Fresno, CA 93711Date of incident/accident: 02/08/2019Date injuries, damages, or losses were discovered: 02/08/2019Location of incident/accident: at or near 400 Follett Street, Lemoore, CA 93245What did entity or employee do to cause this loss, damage, or injury? See Attachment A

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? \_\_\_\_\_

See Attachment AWhat specific injuries, damages, or losses did claimant receive? See Attachment B

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]

See Attachment BHow was this amount calculated (please itemize)? See Attachment B

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Date Signed: 5-17-19 Signature: \_\_\_\_\_

If signed by representative:

Representative's Name Mark B. Busick, Esq. Address 3705 W. Beechwood Avenue, Fresno, CA 93711Telephone # (559) 447-9000Relationship to Claimant Attorney

#### Attachment A

Defendant, City of Lemoore negligently owned, managed and maintained its premises and tree in a dangerous and defective manner resulting in an unlevelled portion of the sidewalk. Defendant, having knowledge thereof and failing to warn of or correct the dangerous condition, so as to legally cause Claimant, Anna Loogman, personal injuries and damages. These damages required medical treatment when Claimant tripped and fell on the unlevelled portion of sidewalk located in front of 400 Follett Street, Lemoore, California 93245. Photograph of the area of the fall near the ticket booth of Lemoore Stadium Cinemas are attached.





## Attachment B

Claimant Anna Marie Loogman is still treating at this time and the full amount of her special and general damages are unknown at this time. Claimant Anna Marie Loogman suffered a torn meniscus in the left knee neck stiffness, pain to her left wrist and hip, and bruising to her face. All documents reflecting her medical billing and records are not currently in her possession. Claimant is claiming an amount in excess of \$25,000 making proper jurisdiction for this claim in the Kings County Superior Court Unlimited Jurisdiction.





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## Staff Report

**Item No: 3-3**

**To: Lemoore City Council**

**From: Janie Venegas, HR/Risk Management Manager**

**Date: July 9, 2019**

**Meeting Date: July 16, 2019**

**Subject: Denial of Claim for Ms. Lisa Lim**

**Strategic Initiative:**

- |   |  |
|---|--|
| <input type="checkbox"/> Safe & Vibrant Community             | <input type="checkbox"/> Growing & Dynamic Economy |
| <input checked="" type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence    |
| <input type="checkbox"/> Community & Neighborhood Livability  | <input type="checkbox"/> Not Applicable            |

**Proposed Motion:**

Approve the Denial of Claim for Ms. Lisa Lim.

**Subject/Discussion:**

The City of Lemoore received a claim from Ms. Lisa Lim on June 19, 2019 for an incident that occurred on Carmel Drive in Lemoore on May 26, 2019. Ms. Lim claims bodily injury as well as damage to her vehicle due to a manhole cover lifting under her vehicle.

The City submitted the claim to the third-party administrator of liability claims, Acclamation Insurance Management Services (AIMS). AIMS concluded their investigation and are recommending the City reject the claim, thereby starting the six-month statute of limitations deadline.

**Financial Consideration(s):**

Unknown at this time.

**Alternatives or Pros/Cons:**

The City could chose to accept the claim with the unknown claim amount.

**Commission/Board Recommendation:**

Not applicable.

**Staff Recommendation:**

Staff recommends denial of the claim for Ms. Lisa Lim, as recommended by AIMS.

**Attachments:**

- ☐ Resolution:
  - ☐ Ordinance:
  - ☐ Map
  - ☐ Contract
  - ☒ Other
- List: Claim

**Review:**

- ☒ Asst. City Manager
- ☒ City Attorney
- ☒ City Clerk
- ☒ City Manager

**Date:**

07/09/19  
07/11/19  
07/11/19  
07/10/19

# CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY

City of Lemoore

JUN 19 2019

## CLAIM FORM



(Please Type Or Print)

RECEIVED  
CLAIM AGAINST

City of Lemoore

(Name of Entity)

Claimant's name: Lisa S Lim

SS#: \_\_\_\_\_

DOB: \_\_\_\_\_

Gender: Male \_\_\_\_\_

Female X

Claimant's address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address where notices about claim are to be sent, if different from above: \_\_\_\_\_

Lemoore, Ca. 93245

Date of incident/accident: May 26, 19

Date injuries, damages, or losses were discovered: May 26, 19

Location of incident/accident: On Carmel Drive Lemoore CA 93245

What did entity or employee do to cause this loss, damage, or injury? totaled out my car, hurt hip  
loss tooth, bloody nose, scared, raised blood pressure  
(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? City of Lemoore  
man hole hole Blew

What specific injuries, damages, or losses did claimant receive? hurt hip & tall bone, lose tooth,  
car totaled, bloody nose, scared panic attack, blood pressure up  
(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]

Dr. Bill \$5514.36, \$5000.00 pain suffering, car pay off \$6644.92 police Report  
\$11.00 \$1000.00 Dialysis & 2 Apt \$14,000 for a new car

How was this amount calculated (please itemize)? car totaled, injuries, Dr Appointments  
missed 4 dialysis treatment due to no ride, and pain and suffering.  
(Use back of this form or separate sheet if necessary to answer this question in detail.)

Date Signed: 6-19-19

Signature: \_\_\_\_\_

If signed by representative:

Representative's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Relationship to Claimant \_\_\_\_\_

## DIAGRAMS

General Diagram

↑  
North  
|

man  
Hole  
Blew  
under  
my  
car

stinson  
drive  
1331  
stinson  
my house

Street Incidents

↑  
North  
|

carmel drive

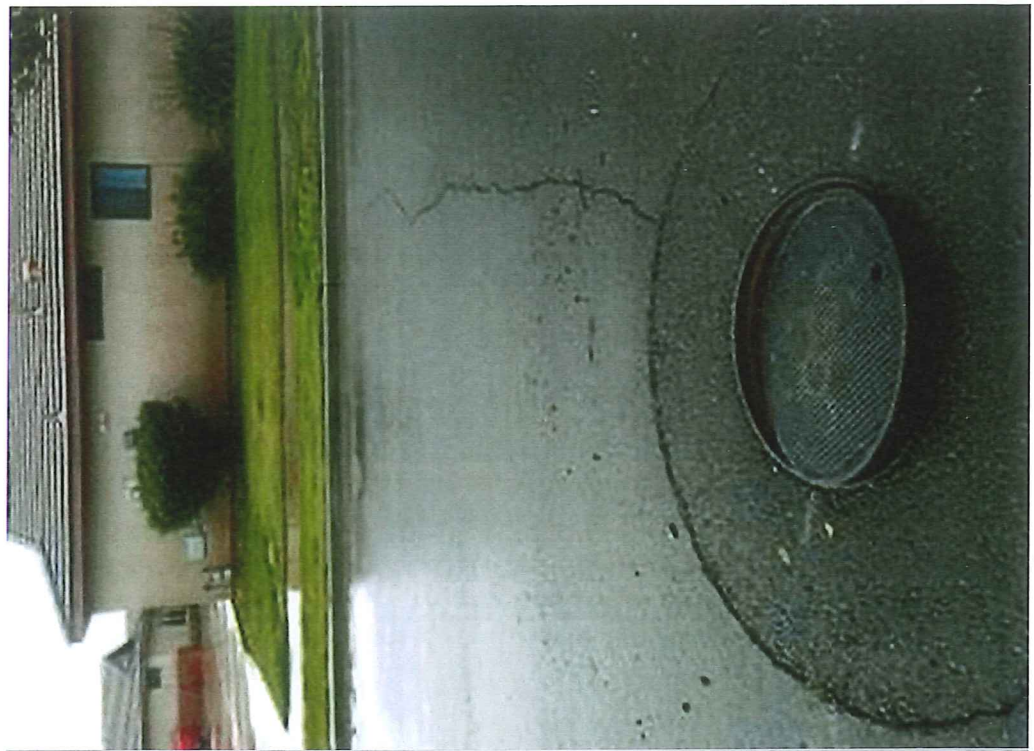
man  
hole













## ITEMIZED BILL

PAGE 1

DATE 06/14/2019  
TIME 03:33:18 PM

ADVENTIST HEALTH HANFORD  
115 MALL DRIVE  
HANFORD CA 932305786  
5595829000

PATIENT CONTROL NUMBER

PATIENT NAME  
LIM, LISA S

MEDICAL RECORD NUMBER

BEGINNING DATE OF SERVICE  
052619

ENDING DATE OF SERVICE  
052619

REV CODE	PROCEDURE DESCRIPTION	HCPCS/ RATES	DATE	UNITS	CHARGE AMOUNT	NC CHARGE AMOUNT
0270	HYDROC/ACET 5-325MG TAB	Z7610UD	052619	1	3.84	
0300	DRUG TEST INSTRUMENT PER	80306	052619	1	258.12	
0300	AB SCREEN 13	86850TC	052619	1	143.65	
0300	ABO GROUP 13	86900TC	052619	1	83.50	
0300	RH TYPE 13	86901TC	052619	1	83.85	
0301	COMP METABOLIC PNL13	80053TC	052619	1	426.38	
0301	LACTIC ACID13	83605TC	052619	1	161.75	
0301	LIPASE13	83690TC	052619	1	184.90	
0301	NATRIURETIC PEPTIDE13	83880TC	052619	1	375.25	
0301	TROPONIN QUAN13	84484TC	052619	1	244.00	
0301	HCG QUAL	84703TC	052619	1	143.06	
0305	CBC AUTO W/AUTO DIFF13	85025TC	052619	1	172.55	
0305	PROTHROMBIN TIME13	85610TC	052619	1	138.00	
0306	CULTURE BLOOD13	87040TC	052619	1	310.60	
0306	CULTURE BLOOD13	87040TC91	052619	1	310.60	
0306	CULT TYP ID NA AMP PR13	87150TC	052619	1	182.72	
0306	CULT TYP ID NA AMP PR13	87150TC91	052619	1	182.72	
0307	URINALYSIS AUTO W/MICR13	81001TCXU	052619	1	117.70	
0450	ED LEVEL 3 89	99283	052619	1	1991.17	
0001	PAGE 1 OF 1			19	5514.36	
0001	TOTAL			19	5514.36	

# LOBEL FINANCIAL

P.O. BOX 3000 • ANAHEIM, CALIFORNIA 92803-3000 • TEL: (714) 995-3333 • FAX: (714) 995-8029

June 10, 2019

Lisa Lim

Lemoore, Ca 93245

Re: Payoff amount  
Account#  
11 CHEVROLET EQUINOX

To whom it may concern:


As per your request, below is a payoff quotation on your account good until 6.25.19:

Payoff: \$6,644.92

The payoff amount is calculated as of the date of this notice and subject to change based on any activity that takes place after this notice.

Upon receipt of the final payment/payoff amount and following clearance of all funds, the paper title is generally mailed 15 business days later. If your title is held electronically, it will be released and sent to you directly by your state's motor vehicle agency. Please feel free to contact our office should you have any further questions.

Sincerely,

  
Customer Service Department

## 42162

6/12/0

7/15/20

Comments:

Received By:

2025

**CUSTOMER COPY**



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TRAFFIC COLLISION REPORT**  
CHP 555 Page 1 (Rev. 11-16) OPI 060

Page 1

SPECIAL CONDITIONS		NO. INJURED 0	HIT & RUN FELONY <input type="checkbox"/>	CITY LEMOORE	JUDICIAL DISTRICT KCSC TRAFFIC		LOCAL REPORT NUMBER L1901655	
		NO. KILLED 0	HIT & RUN MISD <input type="checkbox"/>	COUNTY KINGS	REPORTING DISTRICT LO5	BEAT L3	DAY OF WEEK SUNDAY	TOW AWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
LOCATION	COLLISION OCCURRED ON: CARMEL DR			MO DAY YEAR 05/26/2019	TIME 1422	NCIC # CA0160300	OFFICER I.D. 1831	
	MILEPOST INFORMATION			GPS Coordinates		PHOTOGRAPHS BY: <input type="checkbox"/> NONE		
	<input checked="" type="checkbox"/> AT INTERSECTION WITH SAN SIMEON. <input type="checkbox"/> OR			STATE HWY REL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		F. PEREZ		
PARTY 1	DRIVERS LICENSE NUMBER	STATE CA	CLASS C	AIRBAG M	SAFETY EQUIP. G	VEH. YEAR 2011	MAKE/MODEL/COLOR CHEV/EQUINOX/WHI	LICENSE NUMBER 6SMA482
DRIVER	NAME <input checked="" type="checkbox"/> LISA SHAREE LIM					OWNER NAME <input checked="" type="checkbox"/> SAME AS DRIVER		
PEDEST	STREET ADDRESS					OWNER ADDRESS <input checked="" type="checkbox"/> SAME AS DRIVER		
PKD VEH	CITY/STATE/ZIP LEMOORE, CA 93245					DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input checked="" type="checkbox"/> DRIVER <input type="checkbox"/> OTHER		
BICYCLST	SEX <input type="checkbox"/> F	HAIR <input type="checkbox"/> BLK	EYES <input type="checkbox"/> BRO	HEIGHT 5'2"	WEIGHT 154	BIRTHDATE 10/03/1978	RACE B	DRIVEN FROM SCENE
OTHER	HOME PHONE 559-381-3984		BUSINESS PHONE		VEHICLE IDENTIFICATION NUMBER: 2CNALBEC8B6456991			
	INSURANCE CARRIER MERCURY		POLICY NUMBER 040107150259746		VEHICLE TYPE 07			
	DIR OF TRAVEL N		ON STREET OR HIGHWAY CARMEL DR		SPEED LIMIT 25		DOT CAL-T	
PARTY 2	DRIVERS LICENSE NUMBER	STATE	CLASS	AIRBAG	SAFETY EQUIP.	MAKE/MODEL/COLOR	LICENSE NUMBER	STATE
DRIVER	NAME (FIRST, MIDDLE, LAST)					OWNER NAME		
PEDEST	STREET ADDRESS					OWNER ADDRESS		
PKD VEH	CITY/STATE/ZIP					DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input type="checkbox"/> DRIVER <input type="checkbox"/> OTHER		
BICYCLST	SEX	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE	RACE	PRIOR MECHANICAL DEFECTS: <input type="checkbox"/> NONE APPARENT <input type="checkbox"/> REFER TO NARRATIVE
OTHER	HOME PHONE		BUSINESS PHONE		VEHICLE IDENTIFICATION NUMBER:			
	INSURANCE CARRIER		POLICY NUMBER		VEHICLE TYPE			
	DIR OF TRAVEL		ON STREET OR HIGHWAY		SPEED LIMIT		DOT	
PARTY 3	DRIVERS LICENSE NUMBER	STATE	CLASS	AIRBAG	SAFETY EQUIP.	MAKE/MODEL/COLOR	LICENSE NUMBER	STATE
DRIVER	NAME (FIRST, MIDDLE, LAST)					OWNER NAME		
PEDEST	STREET ADDRESS					OWNER ADDRESS		
PKD VEH	CITY/STATE/ZIP					DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input type="checkbox"/> DRIVER <input type="checkbox"/> OTHER		
BICYCLST	SEX	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE	RACE	PRIOR MECHANICAL DEFECTS: <input type="checkbox"/> NONE APPARENT <input type="checkbox"/> REFER TO NARRATIVE
OTHER	HOME PHONE		BUSINESS PHONE		VEHICLE IDENTIFICATION NUMBER:			
	INSURANCE CARRIER		POLICY NUMBER		VEHICLE TYPE			
	DIR OF TRAVEL		ON STREET OR HIGHWAY		SPEED LIMIT		DOT	
<p style="text-align: center;">COPY</p> <p style="text-align: center;">NOT TO BE DUPLICATED</p> <p style="text-align: center;">This copy consisting of 3 pages is furnished for the exclusive use of To: Lisa Lim</p> <p style="text-align: center;">Agency: _____</p> <p style="text-align: center;">and is not to be duplicated, copied, or furnished to any other person or agency, except as provided, without the express permission of the LEMOORE POLICE DEPARTMENT</p> <p style="text-align: center;">and is to be returned to the Chief of Police</p> <p style="text-align: center;">By: J. Henderson</p> <p style="text-align: center;">Agency: _____</p> <p style="text-align: center;">Date: 05.7.19</p>								
PREPARED BY FABRICIO PEREZ 1831						DISPATCH NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A		REVIEWED BY ROGELIO AVELAR 1394
						DATE REVIEWED 05/26/2019		

CONFIDENTIAL - DO NOT COPY - LEMOORE PD

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TRAFFIC COLLISION REPORT**  
CHP 555 Page 2 (Rev. 11-16) OPI 060

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DATE OF COLLISION (MO, DAY YEAR) 05/26/2019		TIME (2400) 1422	NCIC # CA0160300	OFFICER I.D. 1831	NUMBER L1901655
PROPERTY DAMAGE	OWNER CITY OF LEMOORE	OWNER ADDRESS 119 FOX ST, LEMOORE, CA 93245			NOTIFIED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	DESCRIPTION OF DAMAGE man-hole cover was not damaged				

<b>SEATING POSITION</b> 	<b>OCCUPANTS</b> A - NONE IN VEHICLE B - UNKNOWN C - LAP BELT USED D - LAP BELT NOT USED E - SHOULDER HARNESS USED F - SHOULDER HARNESS NOT USED G - LAP/SHOULDER HARNESS USED H - LAP/SHOULDER HARNESS NOT USED J - PASSIVE RESTRAINT USED K - PASSIVE RESTRAINT NOT USED L - AIR BAG DEPLOYED	<b>SAFETY EQUIPMENT</b> CHILD RESTRAINT P - IN VEHICLE OT REQUIRED Q - IN VEHICLE USED R - IN VEHICLE NOT USED S - IN VEHICLE USE UNKNOWN T - IMPROPER USE  M/C BICYCLE - HELMET DRIVER PASSENGER V - NO X - NO W - YES Y - YES	<b>AIR BAG</b> B - UNKNOWN L - AIR BAG DEPLOYED M - AIR BAG NOT DEPLOYED N - OTHER P - NOT REQUIRED  <b>EJECTED FROM VEHICLE</b> 0 - NOT EJECTED 1 - FULLY EJECTED 2 - PARTIALLY EJECTED 3 - UNKNOWN	<b>INATTENTION CODES</b> A - CELLPHONE HANDHELD B - CELLPHONE HANDSFREE C - ELECTRONIC EQUIPMENT D - RADIO/CD E - SMOKING F - EATING G - CHILDREN H - ANIMALS I - PERSONAL HYGIENE J - READING K - OTHER
-----------------------------	--	--	---	---

ITEMS MARKED BELOW FOLLOWED BY AN ASTERISK (\*) SHOULD BE EXPLAINED IN THE NARRATIVE.

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT		TRAFFIC CONTROL DEVICES			1	2	3	SPECIAL INFORMATION			1	2	3	MOVEMENT PRECEDING COLLISION		
A	VC SECTION VIOLATED: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO	A	CONTROLS FUNCTIONING					A	HAZARDOUS MATERIAL				A	STOPPED		
B	OTHER IMPROPER DRIVING*	B	CONTROLS NOT FUNCTIONING					B	CELL PHONE HANDHELD IN USE	X			B	PROCEEDING STRAIGHT		
C	OTHER THAN DRIVER*	C	CONTROLS OBSCURED					C	CELL PHONE HANDSFREE IN USE				C	RAN OFF ROAD		
X	D UNKNOWN*	X	D NO CONTROLS PRESENT/FACTOR*	X				D	CELL PHONE NOT IN USE				D	MAKING RIGHT TURN		
			E TYPE OF COLLISION					E	SCHOOL BUS RELATED				E	MAKING LEFT TURN		
			A HEAD-ON					F	75 FT MOTOR TRUCK COMBO				F	MAKING U TURN		
			B SIDE SWIPE					G	32 FT TRAILER COMBO				G	BACKING		
			C REAR END										H	SLOWING/STOPPING		
			D BROADSIDE										I	PASSING OTHER VEHICLE		
			E HIT OBJECT										J	CHANGING LANES		
			F OVERTURNED										K	PARKING MANEUVER		
X	C RAINING		G VEHICLE-PEDESTRIAN										L	ENTERING TRAFFIC		
	D SNOWING		H OTHER										M	OTHER UNSAFE TURNING		
	E FOG/VISIBILITY												N	XING INTO OPPOSING LANE		
	F OTHER*												O	PARKED		
	G WIND		A NON-COLLISION										P	MERGING		
	H LIGHTING		B PEDESTRIAN										Q	TRAVELING WRONG WAY		
X	A DAYLIGHT		C OTHER MOTOR VEHICLE										R	OTHER*		
	B DUSK - DAWN		D MOTOR VEHICLE ON OTHER RDWAY	1	2	3										
	C DARK - STREET LIGHTS		E PARKED MOTOR VEHICLE					A	VC SECTION VIOLATED: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO							
	D DARK - NO STREET LIGHTS		F TRAIN					B	VC SECTION VIOLATED: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO							
	E DARK - STREET LIGHTS NOT FUNCTIONING		G BICYCLE					C	VC SECTION VIOLATED: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO							
			H ANIMAL:													
			I FIXED OBJECT:													
		X	MAN-HOLE COVER					D		X						
			J OTHER OBJECT:					E	VISION OBSCURED:							
								F	INATTENTION:							
								G	STOP & GO TRAFFIC							
								H	ENTERING /LEAVING RAMP							
								I	PREVIOUS COLLISION							
								J	UNFAMILIAR WITH ROAD							
								K	DEFECTIVE VEH EQUIP: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO							
								L	UNINVOLVED VEHICLE							
								M	OTHER*							
								N	NONE APPARENT							
								O	RUNAWAY VEHICLE							

<b>SKETCH</b> 	<b>MISCELLANEOUS</b> AOI #1 WAS LOCATED 9 FEET SOUTH OF THE NORTH CURB EDGE PROLONGATION OF SAN SIMEON DR AND 14 FEET WEST OF THE EAST CURB EDGE OF CARMEL DR.
-------------------	---



## NARRATIVE/SUPPLEMENTAL

CHP 556 (Rev. 7-90) OPI 042

Page 3

DATE OF INCIDENT/OCCURENCE 05/26/2019		TIME (2400) 1422	NCIC NUMBER CA0160300	OFFICER I.D. NUMBER 1831	NUMBER L1901655
"X" ONE <input checked="" type="checkbox"/> Narrative <input type="checkbox"/> Supplement		"X" ONE <input checked="" type="checkbox"/> Collision Report <input type="checkbox"/> Other:		TYPE SUPPLEMENTAL ("X" APPLICABLE) <input type="checkbox"/> BA update <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Fatal <input type="checkbox"/> School bus <input type="checkbox"/> Hit and run update <input type="checkbox"/> Other:	
CITY/COUNTY/JUDICIAL DISTRICT LEMOORE/KINGS/KCSC TRAFFIC					REPORTING DISTRICT/BEAT LO5
LOCATION/SUBJECT CARMEL DR/SAN SIMEON					STATE HIGHWAY RELATED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Details:</p> <p>On 05/26/2019 at approximately 1420 hours, D-1 (Lim) was driving V-1 (Chevrolet) N/B on Carmel Dr towards Silverado Dr. As D-1 was driving over man-hole, the cover opened causing damage to the rear passenger-side of V-1.</p> <p>Statement:</p> <p>D-1 was identified by her valid CDL. D-1 was driving V-1 N/B on Carmel Dr in the intersection with San Simeon Dr. D-1 estimated her speed to be approximately 15 MPH. D-1 stated that as V-1 drove over the man-hole cover, the cover lifted up hitting V-1 and causing the rear passenger-side wheel to hit the man-hole and rupture the tire on impact.</p> <p>D-1 stated that there were no passengers in V-1 with her and she was not injured.</p> <p>Area of Impact (AOI): V-1 vs Man-hole</p> <p>The area of impact occurred approximately 9 feet South of the North curb edge prolongation of San Simeon Dr and 14 feet West of the East curb edge of Carmel Dr.</p> <p>Cause:</p> <p>Cause of the collision was other than driver.</p>					
PREPARER'S NAME AND I.D. NUMBER FABRICIO PEREZ 1831			Date: 05/26/2019	REVIEWER'S NAME ROGELIO AVELAR	DATE 05/26/2019

Use previous editions until depleted.

90 57841

**CONFIDENTIAL - DO NOT COPY - LEMOORE PD**

Date: 5/30/2019 04:45 PM  
 Estimate ID: CAPA-0115931700101  
 Estimate Version: 0  
 Committed  
 Profile ID: \* MERCURY  
 Quote ID: 48745995

## Lewis Milinich Body Shop

403 E. 5th, Hanford, CA 93230  
 (559) 582-1741  
 Fax: (559) 582-1405  
 Email: lewismilinich@sbcglobal.net  
 Tax ID: 77-0235836 BAR #: AA151152 EPA #: CAL000075161

Damage Assessed By: Lewis Milinich

Appraised For: Melissa Irwin  
 (888) 263-7287 ext. 22936

Classification:

Type of Loss: COMPREHENSIVE  
 Date of Loss: 5/26/2019  
 Deductible: 500.00  
 Policy No: 040107150259746

Claim Number: CAPA-0115931700101

Insured: LISA LIM  
 Owner: LISA LIM  
 Address: Iemoore, CA 93245  
 Telephone:  
 Cell Phone:

Contact Phone:

Mitchell Service: 911232

Description: 2011 Chevrolet Equinox LS  
 Body Style: 4D Ut  
 VIN: 2CNALBEC8B6456991  
 Mileage: 160,592  
 OEM/ALT: O  
 Color: WHITE  
 Options:

Vehicle Production Date: 5/11  
 Drive Train: 2.4L Inj 4 Cyl FWD  
 License: 6SMA482 CA  
 Search Code: C311357

PASSENGER AIRBAG, POWER LOCK, POWER WINDOW, POWER STEERING, REAR WINDOW DEFOGGER  
 AIR CONDITION, CRUISE CONTROL, TILT STEERING COLUMN, AM/FM STEREO, DRIVER AIRBAG  
 FRONT SIDE AIRBAG WITH HEAD PROTECTION, ANTI-LOCK BRAKE SYS., TRACTION CONTROL  
 ALUM/ALLOY WHEELS, TIRE INFLATION/PRESSURE MONITOR, ANTI-THEFT SYSTEM  
 AUXILIARY INPUT, SATELLITE RADIO, CD PLAYER, POWER ADJUSTABLE EXTERIOR MIRROR  
 TRIP COMPUTER, FIRST ROW BUCKET SEAT, TELEMATIC SYSTEMS, CLOTH SEAT  
 SIDE AIRBAGS, AUTOMATIC HEADLIGHTS, SECOND ROW SIDE AIRBAG WITH HEAD PROTECTION  
 MP3 PLAYER, DAYTIME RUNNING LIGHTS, DRIVER SEAT WITH POWER LUMBAR SUPPORT  
 ELECTRONIC STABILITY CONTROL, KEYLESS ENTRY SYSTEM, REAR BENCH SEAT

SPECIAL PARTS NOTICE: ALL CRASH PARTS ON THIS ESTIMATE ARE NEW-OEM  
 (ORIGINAL EQUIPMENT MANUFACTURER) UNLESS OTHERWISE SPECIFIED. PARTS  
 DESCRIBED AS RECHROMED, RECORED, OR REMANUFACTURED ARE EITHER  
 RECONDITIONED OR REBUILT. PARTS THAT ARE DESCRIBED AS QUAL REPL PART,  
 AND QRP CAPA, ARE NON-OEM CRASH PARTS.

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units	CEG Unit
1	100647	BDY	REMOVE/REPLACE	Alloy Wheel	** QUAL REPL PART	191.00 *	0.3	0.3T
2				RT REAR WHEEL 17" SPARKLE SILVER				
3	900500	MCH *	REMOVE/REPLACE	RT REAR TIRE DOUGLAS 225 65 R17 102H	** QUAL REPL PART	90.00 *	0.0*	T
4				Line Markup %20.00		18.00		
5	900500	MCH *	REMOVE/REPLACE	RT PARK BRAKE CABLE	New	91.97 *	0.4*	T
6	100989	BDY	REMOVE/INSTALL	Floor Carpet	Existing		1.5*	
7	100165	BDY	REMOVE/INSTALL	R Frt Seat Assy			0.3	0.3
8	100166	BDY	REMOVE/INSTALL	L Frt Seat Assy			0.3	0.3

ESTIMATE RECALL NUMBER: 05/30/2019 14:48:15 CAPA-0115931700101

Mitchell Data Version: OEM: APR\_19\_V

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Page 1 of 4

Software Version: 7.1.235

Date: 5/30/2019 04:45 PM  
 Estimate ID: CAPA-0115931700101  
 Estimate Version: 0  
 Committed  
 Profile ID: \* MERCURY  
 Quote ID: 48745995

9	100167	BDY	REMOVE/INSTALL	Rear Seat Assy				0.3	0.3
10	100469	MCH	REMOVE/REPLACE	R Rear Susp Backing Plate	-M	20933372	120.82	0.2 #	0.2T
11	100471	MCH	REMOVE/REPLACE	R Rear Susp Hub Assy	-M	25979186	274.70	INC #	1.0T
12	103207	MCH	REMOVE/REPLACE	R Rear Susp Knuckle	-M	23337210	96.13	1.4 #	1.4T
13	100482	MCH	REMOVE/REPLACE	R Rear Susp Rear Trailing Arm	-M	23269736	168.71	0.4 #	0.8T
14	100486	MCH	REMOVE/REPLACE	R Rear Susp Rear Link	-M	22678193	88.78	INC #	0.6T
15	100492	MCH	REMOVE/REPLACE	R Lwr Rear Susp Control Arm	-M	20830781	107.18	INC #	1.6T
16	102022	MCH	REMOVE/REPLACE	Rear Susp Sub Frame	-M	20765212	532.24	4.3 #	4.3T
17	100946	MCH	REMOVE/REPLACE	Fuel System Tank	-M	25802822	595.00	3.0 #	3.0T
18	100947	BDY	REMOVE/REPLACE	Fuel System Shield		20921581	145.19	INC #	0.8T
19	101283	BDY	REMOVE/REPLACE	R Rear Body Side Rail Assy (HSS)	-S	23484643	582.50	8.5 #	8.5T
20	102057	BDY	REMOVE/REPLACE	R Frt Rear Body Floor Pan Reinf		20808566	100.40	6.0*	T
21	101052	BDY	OVERHAUL	Rear Bumper Cover Assy				2.2	2.2
22				BUMPER ASSEMBLY JARRED LOOSE BY MANHOLE COVER					

\* - Judgment Item  
 # - Labor Note Applies

## Estimate Totals

I.	Labor Subtotals	<u>Units</u>	<u>Rate</u>	<u>Add'l Labor Amount</u>	<u>Sublet Amount</u>	<u>Totals</u>	II.	Part Replacement Summary		<u>Amount</u>
	Body	19.4	63.00	0.00	0.00	1,222.20		Taxable Parts		3,184.62
	Mechanical	9.7	63.00	0.00	0.00	611.10		Parts Adjustments		127.18-
								Sales Tax	@ 7.250%	221.66
	Non-Taxable Labor					1,833.30		Total Replacement Parts Amount		3,279.10
	Labor Summary	29.1				1,833.30				
III.	Additional Costs					<u>Amount</u>	IV.	Adjustments		<u>Amount</u>
	Total Additional Costs					0.00		Insurance Deductible		500.00-
								Customer Responsibility		500.00-
							I.	Total Labor:		1,833.30
							II.	Total Replacement Parts:		3,279.10
							III.	Total Additional Costs:		0.00
								Gross Total:		5,112.40
							IV.	Total Adjustments:		500.00-
								Net Total:		4,612.40

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS, RATHER THAN BY THE ORIGINAL MANUFACTURER OF YOUR VEHICLE.

ESTIMATE RECALL NUMBER: 05/30/2019 14:48:15 CAPA-0115931700101  
 Mitchell Data Version: OEM: APR\_19\_V

Software Version: 7.1.235

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Date: 5/30/2019 04:45 PM  
Estimate ID: CAPA-0115931700101  
Estimate Version: 0  
Committed  
Profile ID: \* MERCURY  
Quote ID: 48745995

Insurance Co: Mercury Insurance Company

Inspection Site: LEWIS MILINICH BODY SHOP  
Address: 403 E 5TH ST  
HANFORD, CA 93230-5136

Body Shop: LEWIS MILINICH BODY SHOP  
Address: 403 E 5TH ST  
HANFORD, CA 93230-5136  
Fax Phone: (559) 582-1405  
Email: LEWISMILINICH@SBCGLOBAL.NET

NOT RESPONSIBLE FOR ANY PERSONAL ITEMS LEFT IN VEHICLE.

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate the above vehicle for the purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control. STORAGE WILL BE CHARGED FORTY EIGHT HOURS AFTER REPAIRS ARE COMPLETED. IN THE EVENT LEGAL ACTION IS NECESSARY TO ENFORCE THE CONTRACT, I WILL PAY REASONABLE ATTORNEYS FEES AND COURT COSTS.

SIGNED X \_\_\_\_\_

Terms: STRICTLY CASH Unless Arrangements Made.

PURSUANT TO CALIFORNIA CODE OF REGULATIONS, TITLE 10, CHAPTER 5, SUBCHAPTER 7.5, SECTION 2695.8 THE INSURER WARRANTS THAT ANY NON-ORIGINAL EQUIPMENT MANUFACTURER PARTS SPECIFIED IN THIS ESTIMATE ARE AT LEAST EQUAL TO THE ORIGINAL EQUIPMENT MANUFACTURER PARTS IN TERMS OF KIND, QUALITY, SAFETY, FIT AND PERFORMANCE.

\*\*\*\*\*Inspection Summary Information\*\*\*\*\*

Vehicle arrival date? 5-28-19  
Was vehicle driven in, towed in or delivered by Road America? TOWED  
Inspection date? 5-29-19  
Number of business days to repair? 0  
Was the estimate given to the owner? NO  
Send payment to facility? NO  
Is the vehicle a Partial Loss or a Total Loss? TOTAL LOSS

\*\*\*\*\*CARS Alternate Part Summary\*\*\*\*\*

Were Alternate Parts available? NO  
Name of Alternate Part reference source? KEYSTONE

ESTIMATE RECALL NUMBER: 05/30/2019 14:48:15 CAPA-0115931700101  
Mitchell Data Version: OEM: APR\_19\_V

Software Version: 7.1.235

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Date: 5/30/2019 04:45 PM  
Estimate ID: CAPA-0115931700101  
Estimate Version: 0  
Committed  
Profile ID: \* MERCURY  
Quote ID: 48745995

Alternate Part reference phone number? (800)339-5033

ESTIMATE RECALL NUMBER: 05/30/2019 14:48:15 CAPA-0115931700101

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Software Version: 7.1.235

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711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6744 • Fax (559) 924-6708

## Staff Report

**Item No: 3-4**

**To: Lemoore City Council**

**From: Janie Venegas, HR/Risk Management Manager**

**Date: July 10, 2019**

**Meeting Date: July 16, 2019**

**Subject: Denial of Claim for Mercury Insurance on behalf of Ms. Lisa Lim**

**Strategic Initiative:**

- |   |  |
|---|--|
| <input type="checkbox"/> Safe & Vibrant Community             | <input type="checkbox"/> Growing & Dynamic Economy |
| <input checked="" type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence    |
| <input type="checkbox"/> Community & Neighborhood Livability  | <input type="checkbox"/> Not Applicable            |

**Proposed Motion:**

Approve the Denial of Claim for Mercury Insurance on behalf of Ms. Lisa Lim.

**Subject/Discussion:**

The City of Lemoore received a claim from Mercury Insurance on behalf of Ms. Lisa Lim on June 9, 2019 for an incident that occurred on Carmel Drive in Lemoore on May 26, 2019. Mercury Insurance claims damage to the vehicle of Ms. Lisa Lim due to a manhole cover lifting under her vehicle.

The City submitted the claim to the third-party administrator of liability claims, Acclamation Insurance Management Services (AIMS). AIMS concluded their investigation and are recommending the City reject the claim, thereby starting the six-month statute of limitations deadline.

**Financial Consideration(s):**

The claim is for \$8,435.66.

**Alternatives or Pros/Cons:**

The City could chose to accept the claim and pay the claim amount.

**Commission/Board Recommendation:**

Not applicable.

**Staff Recommendation:**

Staff recommends denial of the claim for Mercury Insurance on behalf of Ms. Lisa Lim, as recommended by AIMS.

**Attachments:**

- ☐ Resolution:
  - ☐ Ordinance:
  - ☐ Map
  - ☐ Contract
  - ☒ Other
- List: Claim

**Review:**

- ☒ Asst. City Manager
- ☒ City Attorney
- ☒ City Clerk
- ☒ City Manager

**Date:**

07/10/19  
07/11/19  
07/11/19  
07/10/19

## CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY

Human Resources

City of Lemoore

## CLAIM FORM

JUL - 9 2019

(Please Type Or Print)

RECEIVED

CLAIM AGAINST City of Lemoore  
(Name of Entity)Claimant's name: Lisa LimSS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female X

Claimant's address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address where notices about claim are to be sent, if different from above: P.O. Box 10730, Santa Ana, CA 92711Date of incident/accident: 5/26/19Date injuries, damages, or losses were discovered: 5/26/19Location of incident/accident: Carmel and 19<sup>th</sup>, Lemoore, CA 93245What did entity or employee do to cause this loss, damage, or injury? Sewer plate blew up from ground as vehicle was driving over it.

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? \_\_\_\_\_

What specific injuries, damages, or losses did claimant receive? Tires popped.

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]

\$8,435.66How was this amount calculated (please itemize)? Repairs \$7,933.16, Deductible \$250.00  
Tow \$252.50

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Date Signed: 7-3-19 Signature: \_\_\_\_\_

If signed by representative:

Representative's Name Chris Valencia Address P.O. Box 10730, Santa Ana, CATelephone # (888) 263-7287Relationship to Claimant on behalf of Mercury Insurance



**Claim: CAPA-0115931700101 01**

**LISA LIM**



IMG\_5563.JPG



IMG\_5564.JPG



IMG\_5568.JPG



IMG\_5566.JPG



P.O. Box 10730  
Santa Ana, CA 92711-0730

July 3, 2019

CITY OF LEMOORE  
711 W CINNAMON DR  
LEMOORE NAS, CA 93245

RE:      OUR INSURED:                      LISA LIM  
         OUR CLAIM NUMBER:              CAPA-01159317  
         DATE OF LOSS:                      MAY 26, 2019  
         YOUR INSURED:  
         YOUR FILE NUMBER:

DEAR CITY OF LEMOORE:

We have obtained information suggesting that the damages incurred from the above-referenced loss were caused by your insured's negligence.

Enclosed for your review, please find copies of our supporting documentation. The breakdown of our payments is as follows:

Initial Repairs	\$7,933.16
Deductible	\$250.00
Supplements	
Rental Expense	
Out of Pocket Expense	
Other Tow	\$252.50
Salvage	
VLF, if applicable	
Total	\$8,435.66
Total Amount Due	\$8,435.66

Other:  
Please review for payment. Salvage sale pending.

*If we receive a payment that is less than the amount shown above, it will be processed and applied as a partial payment only. This will not indicate any acceptance of liability or agreement to compromise the claim amount. Note that "Full or final settlement" or similar wording, whether on the payment itself or on accompanying correspondence, does not function as a release.*

Should you have any questions or need additional information, please do not hesitate to contact me. Thank you for your cooperation.

Sincerely,  
Mercury Insurance Company

Claims Department  
888-263-7287

Encl.



CAPA-01159317

Scheduled Send D...	Issue Date	Check Number...	Check Type	Pay To	Amount	Status
06/03/2019	06/03/2019	<u>E001040802</u>	Indemnity	ROAD AMERICA MOTOR...	<u>\$252.50</u>	Cleared
06/11/2019	06/11/2019	<u>5501575174</u>	Indemnity	LOBEL FINANCIAL	<u>\$6,640.88</u>	Cleared
06/11/2019	06/11/2019	<u>5501575173</u>	Indemnity	LISA LIM	<u>\$1,042.28</u>	Cleared

Date: 5/30/2019 03:12 PM  
Estimate ID: CAPA-0115931700101  
Estimate Version: 0  
Committed  
Profile ID: \* MERCURY  
Quote ID: 48745995

## Lewis Milinich Body Shop

403 E. 5th, Hanford, CA 93230  
(559) 582-1741  
Fax: (559) 582-1405  
Email: lewismilinich@sbcglobal.net  
Tax ID: 77-0235836 BAR #: AA151152 EPA #: CAL000075161

Damage Assessed By: Lewis Milinich

Appraised For: Melissa Irwin  
(888) 263-7287 ext. 22936

Classification:

Type of Loss: COMPREHENSIVE  
Date of Loss: 5/26/2019  
Deductible: 500.00  
Policy No: 040107150259746

Claim Number: CAPA-0115931700101

Insured: LISA LIM  
Owner: LISA LIM  
Address:  
Telephone:

Cell Phone:

Contact Phone:

Mitchell Service: 911232

Description: 2011 Chevrolet Equinox LS  
Body Style: 4D Ut  
VIN: 2CNALBEC8B6456991  
Mileage: 160,592  
OEM/ALT: O  
Color: WHITE  
Options: PASSENGER AIRBAG, POWER LOCK, POWER WINDOW, POWER STEERING, REAR WINDOW DEFOGGER  
AIR CONDITION, CRUISE CONTROL, TILT STEERING COLUMN, AM/FM STEREO, DRIVER AIRBAG  
FRONT SIDE AIRBAG WITH HEAD PROTECTION, ANTI-LOCK BRAKE SYS., TRACTION CONTROL  
ALUM/ALLOY WHEELS, TIRE INFLATION/PRESSURE MONITOR, ANTI-THEFT SYSTEM  
AUXILIARY INPUT, SATELLITE RADIO, CD PLAYER, POWER ADJUSTABLE EXTERIOR MIRROR  
TRIP COMPUTER, FIRST ROW BUCKET SEAT, TELEMATIC SYSTEMS, CLOTH SEAT  
SIDE AIRBAGS, AUTOMATIC HEADLIGHTS, SECOND ROW SIDE AIRBAG WITH HEAD PROTECTION  
MP3 PLAYER, DAYTIME RUNNING LIGHTS, DRIVER SEAT WITH POWER LUMBAR SUPPORT  
ELECTRONIC STABILITY CONTROL, KEYLESS ENTRY SYSTEM, REAR BENCH SEAT

Vehicle Production Date: 5/11  
Drive Train: 2.4L Inj 4 Cyl FWD  
License: 6SMA482 CA  
Search Code: C311357

SPECIAL PARTS NOTICE: ALL CRASH PARTS ON THIS ESTIMATE ARE NEW-OEM  
(ORIGINAL EQUIPMENT MANUFACTURER) UNLESS OTHERWISE SPECIFIED. PARTS  
DESCRIBED AS RECHROMED, RECORED, OR REMANUFACTURED ARE EITHER  
RECONDITIONED OR REBUILT. PARTS THAT ARE DESCRIBED AS QUAL REPL PART,  
AND QRP CAPA, ARE NON-OEM CRASH PARTS.

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	100647	BDY	REMOVE/REPLACE	Alloy Wheel	** QUAL REPL PART	191.00 *	0.3
2				RT REAR WHEEL 17" SPARKLE SILVER			
3	900500	MCH*	REMOVE/REPLACE	RT REAR TIRE DOUGLAS 225 65 R17 102H	** QUAL REPL PART	90.00 *	0.0*
4				Line Markup %20.00		18.00	
5	900500	MCH*	REMOVE/REPLACE	RT PARK BRAKE CABLE	New	91.97 *	0.4*
6	100989	BDY	REMOVE/INSTALL	Floor Carpet	Existing		1.5*
7	100165	BDY	REMOVE/INSTALL	R Frt Seat Assy			0.3
8	100166	BDY	REMOVE/INSTALL	L Frt Seat Assy			0.3
9	100167	BDY	REMOVE/INSTALL	Rear Seat Assy			0.3
10	100469	MCH	REMOVE/REPLACE	R Rear Susp Backing Plate -M	20933372	120.82	0.2 #
11	100471	MCH	REMOVE/REPLACE	R Rear Susp Hub Assy -M	25979186	274.70	INC #
12	103207	MCH	REMOVE/REPLACE	R Rear Susp Knuckle -M	23337210	96.13	1.4 #
13	100482	MCH	REMOVE/REPLACE	R Rear Susp Rear Trailing Arm -M	23269736	168.71	0.4 #

ESTIMATE RECALL NUMBER: 05/30/2019 14:48:15 CAPA-0115931700101

Mitchell Data Version: OEM: APR\_19\_V

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Software Version: 7.1.235

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Date: 5/30/2019 03:12 PM  
 Estimate ID: CAPA-0115931700101  
 Estimate Version: 0  
 Committed  
 Profile ID: \* MERCURY  
 Quote ID: 48745995

14	100486	MCH	REMOVE/REPLACE	R Rear Susp Rear Link	-M	22678193	88.78	INC #
15	100492	MCH	REMOVE/REPLACE	R Lwr Rear Susp Control Arm	-M	20830781	107.18	INC #
16	102022	MCH	REMOVE/REPLACE	Rear Susp Sub Frame	-M	20765212	532.24	4.3 #
17	100946	MCH	REMOVE/REPLACE	Fuel System Tank	-M	25802822	595.00	3.0 #
18	100947	BDY	REMOVE/REPLACE	Fuel System Shield		20921581	145.19	INC #
19	101283	BDY	REMOVE/REPLACE	R Rear Body Side Rail Assy (HSS)	-S	23484643	582.50	8.5 #
20	102057	BDY	REMOVE/REPLACE	R Frt Rear Body Floor Pan Reinf		20808566	100.40	6.0*
21	101052	BDY	OVERHAUL	Rear Bumper Cover Assy				2.2
22				BUMPER ASSEMBLY JARRED LOOSE BY MANHOLE COVER				

\* - Judgment Item  
 # - Labor Note Applies

## Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	19.4	63.00	0.00	0.00	1,222.20	Taxable Parts	3,184.62
Mechanical	9.7	63.00	0.00	0.00	611.10	Parts Adjustments	127.18-
						Sales Tax @ 7.250%	221.66
Non-Taxable Labor					1,833.30	Total Replacement Parts Amount	3,279.10
Labor Summary	29.1				1,833.30		
III. Additional Costs					Amount	IV. Adjustments	Amount
Total Additional Costs					0.00	Insurance Deductible	500.00-
						Customer Responsibility	500.00-
						I. Total Labor:	1,833.30
						II. Total Replacement Parts:	3,279.10
						III. Total Additional Costs:	0.00
						Gross Total:	5,112.40
						IV. Total Adjustments:	500.00-
						Net Total:	4,612.40

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS, RATHER THAN BY THE ORIGINAL MANUFACTURER OF YOUR VEHICLE.

Insurance Co: Mercury Insurance Company

Inspection Site: LEWIS MILINICH BODY SHOP  
 Address: 403 E 5TH ST  
 HANFORD, CA 93230-5136

ESTIMATE RECALL NUMBER: 05/30/2019 14:48:15 CAPA-0115931700101  
 Mitchell Data Version: OEM: APR\_19\_V

Software Version: 7.1.235

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Date: 5/30/2019 03:12 PM  
Estimate ID: CAPA-0115931700101  
Estimate Version: 0  
Committed  
Profile ID: \* MERCURY  
Quote ID: 48745995

Body Shop: LEWIS MILINICH BODY SHOP  
Address: 403 E 5TH ST  
HANFORD, CA 93230-5136  
Fax Phone: (559) 582-1405  
Email: LEWISMILINICH@SBCGLOBAL.NET

NOT RESPONSIBLE FOR ANY PERSONAL ITEMS LEFT IN VEHICLE.  
I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate the above vehicle for the purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control. STORAGE WILL BE CHARGED FORTY EIGHT HOURS AFTER REPAIRS ARE COMPLETED. IN THE EVENT LEGAL ACTION IS NECESSARY TO ENFORCE THE CONTRACT, I WILL PAY REASONABLE ATTORNEYS FEES AND COURT COSTS.

SIGNED X \_\_\_\_\_

Terms: STRICTLY CASH Unless Arrangements Made.  
PURSUANT TO CALIFORNIA CODE OF REGULATIONS, TITLE 10, CHAPTER 5, SUBCHAPTER 7.5, SECTION 2695.8 THE INSURER WARRANTS THAT ANY NON-ORIGINAL EQUIPMENT MANUFACTURER PARTS SPECIFIED IN THIS ESTIMATE ARE AT LEAST EQUAL TO THE ORIGINAL EQUIPMENT MANUFACTURER PARTS IN TERMS OF KIND, QUALITY, SAFETY, FIT AND PERFORMANCE.

\*\*\*\*\*Inspection Summary Information\*\*\*\*\*

Vehicle arrival date? 5-28-19  
Was vehicle driven in, towed in or delivered by Road America? TOWED  
Inspection date? 5-29-19  
Number of business days to repair? 0  
Was the estimate given to the owner? NO  
Send payment to facility? NO  
Is the vehicle a Partial Loss or a Total Loss? TOTAL LOSS

\*\*\*\*\*CARS Alternate Part Summary\*\*\*\*\*

Were Alternate Parts available? NO  
Name of Alternate Part reference source? KEYSTONE  
Alternate Part reference phone number? (800)339-5033

ESTIMATE RECALL NUMBER: 05/30/2019 14:48:15 CAPA-0115931700101  
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## Road America Motor Club

**PO Number** M2104DF30793  
**Claim Number** CAPA-01159317  
**Owner's Name** LISA LIM  
**Adjuster's Name** MELISSA IRWIN  
**Vehicle Information** 2011/CHEVROLET/EQUINOX LS  
**Pick Up Location** CARMEL & S 19TH AVE, LEMOORE, CA, 93245  
**Drop Off Location** 20438 EVERETT AVE, RIVERDALE, CA, 93656

SERVICE	SERVICE COST	DISPATCH FEE	TOTAL
Tow #1	\$140.00	\$0.00	\$ 140.00
Tow #2 & Storage	\$96.50	\$16.00	\$ 112.50
TOTAL AMOUNT DUE			\$ 252.50

**Please remit payment to: Road America Motor Club, P.O. Box 522812, Miami, FL 33152-2812.**

Original Request Date 05/26/2019  
Pickup Date 05/26/2019  
Delivery Date 05/27/2019



<b>Policy Type:</b>	Insured	<b>Make:</b>	CHEVROLET
<b>Date of Loss:</b>	05/26/2019	<b>Model:</b>	EQUINOX LS
<b>Closing Type:</b>	TL Settled Paid	<b>Year:</b>	2011
<b>Retained:</b>	Insurer	<b>VIN:</b>	2CNALBEC8B6456991
<b>ACV Vendor:</b>	Mitchell	<b>Mileage:</b>	160,592
<b>Guide Book:</b>	Kelley	<b>Deductible:</b>	500.00
		<b>Gross Estimate:</b>	0.00
<b>Owner Retained Do Not Report to CADMV:</b>	No		
<b>Coverage Loan/Lease Gap:</b>	No		
<b>Reported to ISO/NMVTIS:</b>	No		
<b>Coverage Repair/Replace:</b>	No		
<b>Coverage Policy/PD Limit:</b>			
<b>Notes:</b>			
ACV APPROVED/LOCAL/CURRENT			
CLEAN TITLE			
NO PRIOR DAMAGE NOTED			
EFLORES 6/3/19 856 AM			
UPD (Y/N): N			
EDS (Y/N):N			
Title status:CLEAN			
Are valuation comps local market (Y/N):Y			
If no, are there local market comps available on the internet (Y/N):			
What internet sites were searched:			
Are dealer quotes included (Y/N): N			
Reviewed			
C-68 (Y/N):Y			
Dec Page (Y/N):Y			
ISO History (Y/N):Y			
DMV (Y/N):Y			

	7,683.16	<b>Total Payment</b>
-	6,640.88	Lienholder Payoff
=	\$1,042.28	<b>Registered owner Payment</b>
	7,616.00	ACV
=	\$7,616.00	<b>Adjusted Cash Value</b>
	7,616.00	Agreed Settlement
-	0.00	Salvage Retention
=	\$7,616.00	<b>Taxable Amount</b>
+	552.16	<b>Sales Tax</b> 7.25 %
+	0.00	Lease Tax
+	15.00	Transfer Fees
+	0.00	VLF
=	\$8,183.16	<b>Gross Settlement</b>
-	500.00	Deductible
-	0.00	Storage/Shop Fees
=	\$7,683.16	<b>Net Settlement</b>

# Autosource

## Market-Driven Valuation™

Mercury Insurance is dedicated to delivering exceptional service to you in reference to your claim CAPA-01159317 from loss date 05/26/2019 on a 2011 Chevrolet Equinox LS 2WD 4D Wagon. Mercury Insurance has selected Audatex, an independent vehicle valuation company, to prepare a comprehensive vehicle valuation for your vehicle. This valuation report was prepared specifically for your vehicle and represents a fair and accurate value driven by the retail used vehicle market.

In these pages, you will find:

- => [Vehicle Inspection](#)
- => [Market Overview](#)
- => [Valuation Detail](#)

## Market Value

\$8,128



### The Valuation Process

The breadth and depth of the Audatex used vehicle database makes Autosource the most comprehensive market-driven valuation process available. Audatex has been determining locally sensitive, fair, and accurate market values for vehicles since 1985, with more than 30 million vehicles valued. The Autosource Market Value includes vehicles for sale at dealerships and private party sellers, starting right in the local market.

### Market Overview



#### What is my Vehicle Market Value based on?

**93245, Lemoore California**--Research for your vehicle was based on market analysis originating from your zip code.

Fair and accurate market valuations must balance geographic location with comparability of one vehicle to others. Having the largest and most current database of vehicles for sale provides a comprehensive view of your vehicle's market. In addition to the vehicle inventories received directly from dealerships, Autosource finds comparable vehicle information for vehicles in the same places most buyers look for them--local and national internet websites, vehicle guides, publications and partnerships representing more than 10,000 independent vehicle sources.

Interior	<i>Air Conditioning</i>	<i>Alarm System</i>	<i>Cruise Control</i>
	<i>Center Console</i>	<i>Bucket Seats</i>	<i>Intermittent Wipers</i>
	<i>Illuminated Visor Mirror</i>	<i>Lighted Entry System</i>	<i>Floor Mats</i>
	<i>Pwr Driver Lumbar Supp</i>	<i>Power Door Locks</i>	<i>Power Windows</i>
	<i>Split Folding Rear Seat</i>	<i>Velour/Cloth Seats</i>	<i>Tachometer</i>
	<i>Trip Computer</i>	<i>Tire Pressure Monitor</i>	<i>Tilt &amp; Telescopic Steer</i>
Exterior	<i>Rear Window Defroster</i>	<i>Heated W/S Wiper Washers</i>	<i>Keyless Entry System</i>
	<i>Power Mirrors</i>	Privacy Glass	<i>Roof/Luggage Rack</i>
	<i>Rear Step Bumper</i>	<i>Rear Window Wiper/Washer</i>	<i>Rear Spoiler</i>
	<i>Tinted Glass</i>	<i>Aluminum/Alloy Wheels</i>	
Mechanical	<i>Power Brakes</i>	<i>Power Steering</i>	<i>Stability Cntrl Suspensn</i>
	<i>Skid Plates</i>		
Safety	<i>Auto Headlamp Control</i>	<i>Dual Airbags</i>	<i>Anti-Lock Brakes</i>
	<i>Daytime Running Lights</i>	<i>Head Airbags</i>	<i>Halogen Headlights</i>
	<i>Side Airbags</i>	<i>Emergency S.O.S. System</i>	<i>Traction Control System</i>
	<i>Theft Deterrent System</i>		
Entertainment	<i>MP3 Decoder</i>	<i>OnStar System</i>	<i>AM/FM CD Player</i>
	<i>XM Satellite Radio</i>		
Packages	<i>LS Package</i>		
Trim Levels	*LS, 1LT, LTZ, 2LT		* Indicates your trim level

A detailed description of your vehicle was provided to Autosource by a trained appraiser. Through a partnership with Chevrolet, Audatex AudaVIN retrieves the individual vehicle specifications to identify the vehicle specifications including equipment, packages, engine and transmission. Contact Mercury Insurance if revisions are necessary. The bold/italic font indicates options reported by the manufacturer.

#### Vehicle Condition

<b>Seats</b>	Minor Wear. Slight Wear.
<b>Carpets</b>	Minor Wear. Slight Wear, Usually Under The Pedals.
<b>Int Trim</b>	Minor Damage
<b>Glass</b>	Good. No Obvious Damage.
<b>Headliner</b>	Good. No Damage.
<b>Body</b>	Minor Damage
<b>Paint</b>	Minor Wear
<b>Ext Trim</b>	Good
<b>Engine</b>	Minor Wear
<b>Transmission</b>	Minor Wear
<b>Front Tires</b>	Good
<b>Rear Tires</b>	Good

#### Administrative Data

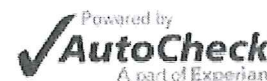
Henry Solis

Claimant



Event Date	Event Location	Odometer Reading	Event Detail
12/23/16	NORTH HIGHLANDS, CA		Title
12/16/16	PACIFIC SW REGION	106391	Reported At Auto Auction
06/09/16	NORTH HIGHLANDS, CA		Registration Event/Renewal
06/07/13	NORTH HIGHLANDS, CA		Title
06/06/13	NORTH HIGHLANDS, CA		Registration Event/Renewal
05/08/13	CA	56997	Odometer Reading From DMV
04/19/13	CA	56912	GM Approved Certified Pre-Owned Vehicle
04/19/13	ROSEVILLE, CA		Vehicle In Dealer Inventory
03/18/13	PACIFIC SW REGION	56908	Auction Announced As Fleet/Lease
03/08/13	PACIFIC SW REGION	56908	Reported At Auto Auction
06/22/11	CA		Title
06/13/11	CA	10	Odometer Reading From DMV
06/13/11	LOS ANGELES, CA		Registration Event/Renewal
06/13/11	LOS ANGELES, CA		Titled Or Registered As A Fleet/Rental Vehicle

Processed on 05/31/19 4:16 PM. Title History is powered by Experian AutoCheck. The Experian data contained in this report involves the conveyance of information provided to Experian by other sources. Accordingly, neither Experian nor Audatex can, or will, be an insurer or guarantor of the accuracy or reliability of the Experian data.



#### Vehicle Title History Detail

#### Experian Title Check



THIS VEHICLE CHECKS OUT! AutoCheck's results for this 2011 Chevrolet Equinox LS 2WD 4D Wagon (2CNALBEC8B6456991) show no significant Title Events. When found, events often indicate past automotive damage or warnings associated with the vehicle title.

Problems Checked	Results Found
Abandoned	No Abandoned Record Found
Damaged	No Damaged Record Found
Fire Damage Incident	No Fire Damage Incident Record Found
Grey Market	No Grey Market Record Found
Hail Damage	No Hail Damage Record Found
Insurance Loss	No Insurance Loss Record Found
Junk	No Junk Record Found
Rebuilt/Rebuildable	No Rebuilt/Rebuildable Record Found
Salvage	No Salvage Record Found

Problems Checked	Results Found
Driver Education	 No Driver Education Record Found
Duplicate Title	 No Duplicate Title Record Found
Emission/Safety Inspection	 Emission/Safety Inspection Record(s) Found
Fire Damage Incident	 No Fire Damage Incident Record Found
Fleet	 No Fleet Record Found
Fleet/Lease	 Fleet/Lease Record(s) Found
Fleet/Rental	 Fleet/Rental Record(s) Found
Lease	 Lease Record(s) Found
Lien	 Lien Record(s) Found
Livery Use	 No Livery Use Record Found
Government Use	 No Government Use Record Found
Police Use	 No Police Use Record Found
Rental	 No Rental Record Found
Repossessed	 No Repossessed Record Found
Taxi Use	 No Taxi Use Record Found
Theft	 No Theft Record Found

### Experian Full History

Title History events are listed in reverse chronological order. Bolded items represent unusual events.

Date	Location	Odometer	Data Source	Event Detail
11/07/17	LEMOORE, CA		Motor Vehicle Dept.	Title (Lien Reported) Registration Event/Renewal
08/23/17	CA	113,190	Motor Vehicle Dept.	Passed Emission Inspection
08/11/17	CA	113,095	Motor Vehicle Dept.	Odometer Reading From DMV
05/08/17	FRESNO, CA		Motor Vehicle Dept.	Title (Lien Reported) Registration Event/Renewal
03/17/17	CA	106,489	Motor Vehicle Dept.	Passed Emission Inspection
03/17/17	CA	106,455	Motor Vehicle Dept.	Odometer Reading From DMV
02/20/17	CA	106,391	Auto Auction	Reported At Auto Auction As Dealer Vehicle
01/20/17	PACIFIC SW REGION		Auto Auction	Reported At Auto Auction
12/23/16	NORTH HIGHLANDS, CA		Motor Vehicle Dept.	Title (Lien Reported)
12/16/16	PACIFIC SW REGION	106,391	Auto Auction	Reported At Auto Auction
06/09/16	NORTH HIGHLANDS, CA		Motor Vehicle Dept.	Registration Event/Renewal



**3 2011 Chevrolet Equinox LS 2WD 4D Wagon****2GNALBEC5B1268695****\$9,484**

Stock# 426. 105752 Miles. 4 Cylinder 2.4 Engine, 6-Speed Automatic, LS Package, Anti-Lock Brakes, Air Conditioning, Auto Headlamp Control, Alarm System, Aluminum/Alloy Wheels, Bucket Seats, Cruise Control, AM/FM CD Player, Center Console, Dual Airbags, Rear Window Defroster, Daytime Running Lights, Floor Mats, Head Airbags, Halogen Headlights, Heated W/S Wiper Washers, Intermittent Wipers, Illuminated Visor Mirror, Keyless Entry System, Lighted Entry System, Leather Steering Wheel, MP3 Decoder, OnStar System, Power Brakes, Pwr Driver Lumbar Supp, Power Door Locks, Power Mirrors, Power Steering, Power Windows, Roof/Luggage Rack, Rear Step Bumper, Rear Window Wiper/Washer, Side Airbags, Stability Cntrl Suspensn, Split Folding Rear Seat, Skid Plates, Emergency S.O.S. System, Rear Spoiler, Strg Wheel Radio Control, Tachometer, Trip Computer, Traction Control System, Theft Deterrent System, Tinted Glass, Tire Pressure Monitor, Tilt & Telescopic Steer, Velour/Cloth Seats, Wireless Phone Connect, XM Satellite Radio, Side Curtain Airbags. Comparable details verified through AudaVIN.

Offered for sale by Mike's Used Cars (408) 846-9717, 109 miles away in Gilroy, CA. Vehicle information by Vast on 05/06/19.

**4 2011 Chevrolet Equinox LS 2WD 4D Wagon****2GNALBEC4B1190443****\$9,999**

Stock# P7452A. 94726 Miles. 4 Cylinder 2.4 Engine, 6-Speed Automatic, LS Package, Anti-Lock Brakes, Air Conditioning, Auto Headlamp Control, Alarm System, Aluminum/Alloy Wheels, Bucket Seats, Cruise Control, AM/FM CD Player, Center Console, Dual Airbags, Rear Window Defroster, Daytime Running Lights, Floor Mats, Head Airbags, Halogen Headlights, Heated W/S Wiper Washers, Intermittent Wipers, Illuminated Visor Mirror, Keyless Entry System, Lighted Entry System, Leather Steering Wheel, MP3 Decoder, OnStar System, Power Brakes, Pwr Driver Lumbar Supp, Power Door Locks, Power Mirrors, Privacy Glass, Power Steering, Power Windows, Roof/Luggage Rack, Rear Step Bumper, Rear Window Wiper/Washer, Side Airbags, Stability Cntrl Suspensn, Split Folding Rear Seat, Skid Plates, Emergency S.O.S. System, Rear Spoiler, Strg Wheel Radio Control, Tachometer, Trip Computer, Traction Control System, Theft Deterrent System, Tinted Glass, Tire Pressure Monitor, Tilt & Telescopic Steer, Velour/Cloth Seats, XM Satellite Radio, Blue Tooth Communications, Side Curtain Airbags, Towing Package.

Offered for sale by Fremont Cadillac Buick GMC (510) 279-3374, 145 miles away in Fremont, CA. Vehicle information by Vast on 05/06/19.

## How did Autosource make adjustments for my vehicle?

The main factors that affect the retail selling price and marketability of a vehicle are **odometer, equipment and condition**. Therefore, Autosource valuations include adjustments that fairly consider the differences between your vehicle and the typical vehicle found in the market.

- o **Odometer**

- Adjustments are made to account for the odometer differences between the loss vehicle and comparable(s).
- The odometer adjustment is based on 3.00 cents per mile specific to the 2011 Chevrolet Equinox LS 2WD 4D Wagon in the state of California. Odometer adjustments are capped at 40% of the vehicle's starting value.

- o **Equipment**

- Adjustments are made to account for the differences in equipment between the loss vehicle and comparable(s).
- Equipment adjustments are based on the manufacturer's retail price, adjusted for depreciation

- o **Condition**

- Typical condition is based on hundreds of inspected vehicles
- Condition adjustments are based on a percentage of the vehicle's value

### Original Equipment Guide

Engine Options		Transmission Options	
* 4 Cylinder 2.4 Engine	STD	* 6-Speed Automatic	STD
Other Optional Equipment		Convenience Options	
* Anti-Lock Brakes	STD	* Air Conditioning	STD
* Center Console	STD	* Auto Headlamp Control	STD
* Dual Airbags	STD	* Cruise Control	STD
Engine Block Heater	\$100	* Rear Window Defroster	STD
* Head Airbags	STD	* Daytime Running Lights	STD
* Halogen Headlights	STD	* Floor Mats	STD

**NHTSA ID Number** 14V447000

Date Issued 07/23/14

Quantity Affected 414,333

**Defect** General Motors LLC (GM) is recalling certain model year 2011-2012 Buick LaCrosse, Regal and Chevrolet Camaro, as well as certain 2010-2012 Cadillac SRX, Chevrolet Equinox and GMC Terrain vehicles, equipped with power height adjustable driver and passenger seats. In the affected vehicles, the bolt that secures the driver's and passenger's power front seat height adjuster may fall out causing the seat to drop suddenly to the lowest vertical position.

If the driver's seat unexpectedly drops, the distraction and altered seat position may affect the drivers' control of the vehicle, increasing the risk of a crash.

**Remedy** GM will notify owners, and dealers will replace the height adjuster shoulder bolts, free of charge. The manufacturer distributed interim letters to owners on September 11, 2014. The recall began on December 26, 2014. Owners may contact GM customer service at 1-800-521-7300 (Buick), 1-800-458-8006 (Cadillac), 1-800-222-1020 (Chevrolet), or 1-800-462-8782 (GMC). GM's number for this recall is 14271.

**NHTSA ID Number** 16V502000

Date Issued 07/05/16

Quantity Affected 8,367

**Defect** General Motors LLC (GM) is recalling certain model year 2016-2017 Buick Verano and 2016 Chevrolet Malibu as the electronic park lock lever may allow the ignition key to be removed without the transmission being in PARK. Also, certain 2013 Buick Encore, 2011 Buick Regal, 2013-2014 Buick Verano, 2011-2016 Chevrolet Cruze, 2010-2013 Chevrolet Equinox 2013-2015 Chevrolet Malibu, and 2011-2013 GMC Terrain vehicles may have been serviced with similar defective replacement electronic park lock levers. As such, these vehicles fail to comply with the requirements of Federal Motor Vehicle Safety Standard (FMVSS) number 114, "Theft Protection and Rollaway Prevention."

If the key is removed without the transmission in PARK, the vehicle may rollaway as occupants are exiting, increasing the risk of injury.

**Remedy** GM will notify owners, and dealers will inspect and if necessary replace the key cylinder lock housing, free of charge. The recall began on October 14, 2016. Owners may contact Chevrolet customer service at 1-800-222-1020, Buick 1-800-521-7300, and GMC 1-800-462-8782. GM's number for this recall is 50490 and 50491.

#### Valuation Notes

- o **Loss vehicle description was provided by Mercury Insurance**

- o **Adjustments of Special Note**

- The requested Exception valuation has been processed using one or more Comparables in order to meet state regulatory requirements.
- A mileage adjustment of 3.00 cents per mile/kilometer has been applied. This adjustment is based on the vehicle year, vehicle category and market area. Mileage adjustments are capped at 40% of the vehicle's starting value.
- Typical miles for this 2011 Chevrolet Equinox in California is 109,354.
- No special adjustments were made for this vehicle.
- All values are in U.S. dollars.

- o **Autosource Valuation Process**

- Over 9,000,000 vehicles are entered weekly into the database used for researching this value. This database includes dealer inspected, dealer advertised, phone verified and advertised private party vehicles.
- The originating search area for this valuation was Lemoore, California.
- 
- 

- o **Other Adjustments or Comments**

- This valuation does not include condition adjustments as the loss vehicle was reported in typical condition

- o **Conditioning Notes**

- **INTERIOR**



Requester:  
Bill Code: HENRY  
Reference: CAPA-01159317  
Request: 2CNALBEC8B6456991

Order Date: 05/31/2019  
Order Time: 02:10PM  
As of Date:

Expiration: 06/14/2019  
License: 6SMA482  
Model Year: 2011  
Make: CHEV

VIN: 2CNALBEC8B6456991  
\* Year: 2017  
Sold: 11  
VLF: CS

Registered Owner: LIM LISA

LEMOORE CA

County: KINGS  
Zip Code: 93245

Legal Owner: LOBEL FNCL  
PO BX 3000  
ANAHEIM, CA 92803

Allocated County:

Last Registration Card Issue Date: 10/25/2018  
Last Ownership Certificate Issue Date: 11/07/2017

Body Type: UT	Veh: AUTO OLD	Cyl:
Fuel: G	Type: REGULAR AUTO	Engine:
Weight:	Body: PASSENGER VEHICLE AND MOTORCYCLE	Fee:
Axles:	Equip#:	Horsepower:
Prorate:	Hull: 0	
Purchased:	Year Sold: 2011	
Reg. Issued: 10/25/2018	Reg. Expires: 06/14/2019	
Title Issued: 11/07/2017	Last Issue:	

Record Status

11/08/17 SMOG DUE 06/14/19  
LIENHOLDER PAPERLESS TITLE ABZ171108  
NO MAILING ADDRESS  
08/11/2017-ODOMETER: 113,095 MILES ACTUAL MILEAGE

END OF REPORT FOR ,

(CONTROL NUMBER: 7F7K7V)

Transaction: Total Loss Settlement  
Processing Date: 5/31/2019  
Entry Type: Vehicle Report

Request: 2CNALBEC8B6456991  
Reference: 4735018  
Vehicle Class: CS

PRINT





711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6744 • Fax (559) 924-6708

## Staff Report

**Item No: 3-5**

**To: Lemoore City Council**  
**From: Janie Venegas, Deputy City Clerk**  
**Date: July 2, 2019 Meeting Date: July 16, 2019**  
**Subject: Records Retention Schedules and Email Policy Update – Resolution 2019-27**

**Strategic Initiative:**

- |  |  |
|--|--|
| <input type="checkbox"/> Safe & Vibrant Community            | <input type="checkbox"/> Growing & Dynamic Economy         |
| <input type="checkbox"/> Fiscally Sound Government           | <input checked="" type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable                    |

**Proposed Motion:**

Approve Resolution 2019-27 and the associated Records Retention Schedules and Email Policy Updates.

**Subject/Discussion:**

The City's records retention policies were updated in 2016, however, an update is recommended every two years. The adoption of the updated Records Retention Schedules will update policies for the destruction of old records in accordance with applicable law. The required amount of space for storage will be reduced and reorganized. The amount of time taken to retrieve a record will also be reduced due to more efficient storage.

Gladwell Governmental Services, Inc., an expert in local government records, has provided the update. Gladwell Government Services, Inc. ensures the most recent changes in law, as well as technological advancements, are incorporated into the update.

The updated retention periods are in compliance with all laws and are a standard business practice for California cities whereby record destruction is processed by staff with approval of the City Clerk. Also, with the consent of the City Clerk and City Manager, updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council of the City of Lemoore.

The updated retention schedules were written interactively with representatives from all departments. The updated policies provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Lemoore's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Lemoore will continue to realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

The Email policy was also updated to continue to provide city staff direction to preserve required electronic telecommunications.

**Financial Consideration(s):**

Lemoore will continue to realize minimal savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

**Alternatives or Pros/Cons:**

**Pros:**

- Records Retention Schedules will be in compliance with all laws and standard business practice for California cities.
- Email retention will also be in compliance.

**Cons:**

- None noted.

**Commission/Board Recommendation:**

Not Applicable.

**Staff Recommendation:**

Staff recommends approval of Resolution 2019-27 and the Records Retention Schedules and Email Policy Updates.

**Attachments:**

- ☒ Resolution: 2019-27  
☐ Ordinance:  
☐ Map  
☐ Contract  
☐ Other  
List:

**Review:**

- ☒ Asst. City Manager  
☒ City Attorney  
☒ City Clerk  
☒ City Manager

**Date:**

07/09/19  
07/10/19  
07/11/19  
07/10/19

**RESOLUTION NO. 2019-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMOORE  
ADOPTING A RECORDS RETENTION SCHEDULE AND EMAIL POLICY AND  
AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS,  
AND RESCINDING RESOLUTION NO. 2016-34**

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

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

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

**WHEREAS**, the City Council of the City of Lemoore previously adopted a Resolution 2016-03 adopting a records retention schedule in 2016;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LEMOORE DOES  
RESOLVE AS FOLLOWS:**

**Section 1.** Resolutions **2016-06** is hereby rescinded.

**Section 2.** The records of the City of Lemoore, as set forth in the Records Retention Schedule and Email Policy Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk, without further action by the City Council of the City of Lemoore.

**Section 3.** With the consent of the City Clerk and City Manager, updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council of the City of Lemoore.

**Section 4.** The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

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

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

**PASSED AND ADOPTED** at a Regular Meeting of the City Council of the City of Lemoore held on the 16<sup>th</sup> day of July 2019 by the following vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

ATTEST:

APPROVED:

---

Mary J. Venegas  
Deputy City Clerk

---

Edward Neal  
Mayor

ATTACHMENT

RECORDS RETENTION SCHEDULE AND EMAIL POLICY  
- EXHIBIT A -



# HOW TO USE RETENTION SCHEDULES

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Do not duplicate or distribute without prior written permission

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: 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>										
Human Resources	CW-001	Accident, Incident, Injury reports: <b>EMPLOYEES</b> , 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-002	Accounts Payable, Invoices, Petty Cash, <a href="#">Travel Reimbursement</a> , Warrant Requests, etc.  <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting / Proof of Publication	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; <del>CCP-§§337 et seq., 349.4</del> ; GC §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: <b>City Council / Redevelopment / Successor Agency / Oversight Board</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
City Clerk	CW-005	Agreements & Contracts <b>ALL</b> ( <i>Specifications / Scope of Work, etc.</i> )	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7

## 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>										
Lead Dept.	CW-006	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 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>										
Lead Dept.	CW-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding)</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	<b>Completion + 10 years or After Funding Agency Audit, if required, whichever is longer</b>	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; <a href="#">2 CFR 200.333</a> ; <del>7 CFR-3016.42</del> ; <del>21 CFR 1403.36 &amp; 1403.42(b)</del> ; 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), <del>28 CFR 66.42</del> ; 29 CFR 97.42; <del>40 CFR 31.42</del> ; <del>44 CFR 13.42</del> ; <del>45 CFR 92.42</del> ; OMB Circular A-110 & A-133; 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>										
Lead Dept.	CW-008	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Finance	CW-009	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts								
Lead Dept.	CW-011	Boards and Committees: <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	4 years		4 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Lead Dept.	CW-012	Boards, Commissions, & Committees: <b>City Council Subcommittees</b>  (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.



# 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>										
	CW-013	Boards, Commissions, & Committees: <b>External</b> Organizations  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>AGENDAS, AGENDA PACKETS.</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
	CW-016	Brochures: See Reference Manuals								
City Clerk	CW-017	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, 53901

## 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?	
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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. & Finance	CW-018	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Ppr			City preference (not all detail is sent to Finance); GC §34090
Lead Dept.	CW-019	City Attorney Opinions	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes	Mag, Mfr, OD, Ppr	S		Department Preference; GC §34090
City Clerk	CW-020	Claims	Copies - When No Longer Required <b>(Upon Settlement)</b>		Copies - When No Longer Required <b>(Upon Settlement)</b>	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead Dept.	CW-021	Committees <b>Internal - Attended by employees:</b> All Records  (e.g. Evaluation Committee, Records Management Committee, In-House Task Forces, 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
(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?	
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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>										
Lead (Responding) Dept.	CW-022	Complaints / Concerns from Citizens / Computer Tracking Software or Correspondence	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		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 §§ <del>945-6,</del> GC §34090
	CW-023	Contracts: See Agreements								
	CW-024	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-025	Correspondence - <b>ROUTINE</b> <a href="#">(Content relates in a substantive way to the conduct of the public's business)</a>  (e.g. Administrative, Chronological, General Files, Letters, Memorandums, 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
(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?	
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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>										
Dept. that Authors Document or Receives the City's Original Document	CW-026	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, 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 <del>NOT made or retained for the purpose of preserving the informational content for future reference,</del> invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, <u>text messages</u>, 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 filed and retained based upon their <b>CONTENT</b>. E-mails, electronic records, or social media postings that <u>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</u> are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; <u>64 Ops. Cal. Atty. Gen. 317 (1981)</u>; <u>City of San Jose v. Superior Court (Smith)</u>, <u>S218066. Supreme Court of California, 2017</u></p>

# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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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>										
City Clerk or Public Works / Engineering	CW-027	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-028	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-029	Facility Use Applications / Facility Use Permits	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-030	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.	CW-031	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090



## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-032	Grants / CDBG / Reimbursable Claims / FEMA Claims <b>(SUCCESSFUL)</b> 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  Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years	<u>3</u> <del>2</del> -years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		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; <u>2 CFR 200.333</u> ; <del>7-CFR-3016.42; 21-CFR-1403.36 &amp; 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, &amp; 570.502(a&amp;b), 28-CFR-66.42; 29 CFR 97.42; 40-CFR-31.42; 44-CFR-13.42; 45-CFR-92.42; OMB Circular A-110 &amp; A-133; GC §34090</del>

## 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>										
Human Resources	CW-033	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 Clerk	CW-034	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-035	Material Safety Data Sheet (MSDS) / Safety Data Sheet (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 QC & OD	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

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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>										
City Clerk	CW-036	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-037	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-038	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Lead Dept.	CW-039	Notices: See Affidavits of Publications								
City Clerk	CW-040	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
Lead Dept.	CW-041	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; <del>State law requires 2 years</del> ; 8 CCR §3203(b)(1), 29 CFR 1904.33, <a href="#">OMB 1220-0029</a> , 8 CCR 14300.33; GC §34090; LC §6429c

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Human Resources	CW-042	Personnel Files	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	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-043	Personnel Files ( <b>Supervisor's Notes</b> )	After Incorporation into Performance Evaluation		After Incorporation into Performance Evaluation	Before Annual Evaluation	Mag, Ppr			<a href="#">Preliminary Drafts</a> : Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-044	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-045	Real Estate Appraisal Reports: Property <b>NOT</b> 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-046	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - <b>Minimum 5 years</b>	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; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090; <a href="#">2 CFR 200.333</a> ;

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City Clerk	CW-047	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-048	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, <a href="#">Newsletters</a> , etc: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-049	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, <a href="#">Newsletters</a> , etc: Produced by <b>YOUR Department</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-050	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, <a href="#">Newsletters</a> , etc: Produced by <b>OTHER Departments</b>	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-051	Reference or Working Files: See Correspondence								
Lead Dept.	CW-052	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

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept.	CW-053	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-054	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
Lead Dept.	CW-055	Special Projects / Subject Files / Issue Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-056	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-057	Tapes / DVD Recordings: See Boards & Commissions								



## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Finance	CW-058	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Lead Dept.	CW-059	Training - ALL <b>COURSE</b> RECORDS  (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training & Tailgates, <a href="#">Sexual Harassment Prevention</a> )	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR <a href="#">1602.31</a> <del>1627-3(b)(ii)</del> , LC §6429(c); GC §§12946, 34090, 53235.2(b)

# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept.	CW-060	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	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
Lead Dept.	CW-061	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> 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

## RECORDS RETENTION SCHEDULE: BUILDING

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?	
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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>										
<b>BUILDING &amp; SAFETY</b>										
Building	BL-001	Building Permit <b>Database</b>	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BL-002	Building Permits / Address Files	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Statewide guidelines propose permanent; GC §34090, H&S §19850
Building	BL-003	Building Plans - <b>Expired or Withdrawn</b>	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Building	BL-004	Building Plans and Construction Documents - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	P		P	Yes	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'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

## RECORDS RETENTION SCHEDULE: BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Building	BL-005+A8A4:B1 1C11A10:B11 A3:B11	Building Plans and Construction Documents - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS</b>  (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&SS§19850, GC §34090
Building	BL-006	Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	BL-007	<b>Construction Notices / Inspection Notices</b> (correction notices, compliance orders, stop work notices, etc.)	<u>Until Cleared or Project Completion</u> <del>When No Longer Required</del>		<u>Until Cleared or Project Completion</u> <del>When No Longer Required</del>		Mag, Ppr			<u>The finalled permit is the final / official record; these are</u> Preliminary Drafts; GC §34090
Building	BL-008	<b>Reports:</b> 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 or City Clerk	BL-009	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Building	BL-010	Uniform Building Codes / California Building Codes	<u>Minimum While Ordinance is in Force</u> <del>P</del>		<u>Minimum While Ordinance is in Force</u> <del>P</del>		Mag, Ppr			GC §50022.6

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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>										
<b>CODE ENFORCEMENT</b>										
Code Enforce.	BL-011	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)  Send Liens to City Clerk	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

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?	
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City Clerk	CC-001	<del>Accident, Incident, Injury Reports That do NOT Result in a Claim (Potential Claims—Members of the Public)</del>	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	CC-002	Agendas / Agenda Packets / Staff Reports - <b>IMAGED</b> : City Council, Downtown Merchants Association, Redevelopment, Successor Agency, Oversight Board, Housing Authority	2 years	P	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090 et seq.
City Clerk	CC-003	Agreements / Contracts - <b>ALL</b> (Except Class Instructors for Parks & Recreation)  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	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 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-004	Board & Commission / Committee <b>Rosters</b> (Maddy Act)	2 years		2 years		Mag, Ppr			GC §34090



## RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-005	Board & Commission <b>Members:</b> Oath of Office, etc.	Term of Office + 2 years		Term of Office + 2 years		Mag, Ppr			Department preference; GC §34090
City Clerk	CC-006	Board & Commission <b>Recruitments:</b> Applications, correspondence, notices, etc.	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-007	Bonds: Subdivision Bonds, Letters of Credit	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit		Mag, Ppr			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
City Clerk	CC-008	Budgets - Adopted / Final	2 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901

## RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-009	Claims (Liability Claims)	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After 5 years	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PG §832.5(b)
City Clerk	CC-010	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL</b>	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(d)
City Clerk	CC-011	Ethics Training Certificates	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	<u>GC §53235.2(b)</u> <del>GC §§12946, 29 USC 1113</del>
City Clerk	CC-012	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; <u>GC §81009(e)</u> <del>FPPC Opinion; 2-CCR-18944(e)(3)(G)</del>
City Clerk	CC-013	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr			Should post on website for 4 years; GC §81009(e)
City Clerk	CC-014	FPPC Form 803 (Behested Payment Report)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e

## RECORDS RETENTION SCHEDULE: CITY CLERK

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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>										
City Clerk	CC-015	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-016	FPPC Form 805 (Agency Report of Consultants)	7 years		7 years		Mag, Ppr			GC §34090; GC §81009(e)
City Clerk	CC-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18705.5; GC §34090; GC §81009(e)

## RECORDS RETENTION SCHEDULE: CITY CLERK

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>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>										
<b>ELECTIONS - CONSOLIDATED</b>										
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (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(b)(g)
City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	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): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-022	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, <a href="#">Applications for vacancies on the Council</a> , Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

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>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	CC-023	Elections - <b>HISTORY</b> Files (Sample Ballot, Results, <a href="#">Certificate of Election, Oath of Office</a> )	P		P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090
City Clerk	CC-024	Elections - Petitions (Initiative, Recall or Referendum)	Results <u>+ 8 months</u> or Final Examination if No Election <u>+ 1 year</u> <del>8 mo.</del>		Results <u>+ 8 months</u> or Final Examination if No Election <u>+ 1 year</u> <del>8 mo.</del>		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
<b>(End of Elections Section)</b>										
<a href="#">City Clerk</a>	<a href="#">CC-039</a>	<a href="#">Enterprise System Catalogue (posted on line)</a>	<a href="#">Minimum 2 years</a>		<a href="#">Minimum 2 years</a>		<a href="#">Mag</a>			<a href="#">Department preference; GC §34090</a>
City Clerk	CC-025	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
City Clerk	CC-026	Insurance Policy Applications / Insurance Policies (City-owned Policies)	P		P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090



## RECORDS RETENTION SCHEDULE: CITY CLERK

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>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	CC-027	Lawsuits / Litigation	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After 5 years	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5(b)
City Clerk	CC-028	Litigation / Lawsuits: Final Settlements, Significantly Historical Documents	Final Resolution + 5 years	P	P	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-029	Minutes - City Council, Downtown Merchants Association, Redevelopment, Successor Agency, Oversight Board, Housing Authority	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-030	Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

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>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	CC-031	Ordinances (City Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk & Public Works / Engineering	CC-032	Recorded Documents / Real Property - Records that Affect the Title to Real Property (Deeds, Easements, Liens, Rights of Way, etc.)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-033	Recordings / Tapes of City Council Meetings - <b>Audio Recordings</b>	4 years		4 years		Mag, OD			Department Preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-034	Recordings / Tapes of City Council Meetings - <b>Video Recordings / DVD-R</b>	Minimum 2 years		Minimum 2 years		Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-035	Records Destruction Lists / Certificates of Records Destruction	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
City Clerk	CC-036	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	I		GC §34090 et. seq.
City Clerk	CC-037	Request for Public Records / Subpoenas	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

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>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	CC-038	Resolutions - City Council, Downtown Merchants Association, Redevelopment, Successor Agency, Oversight Board, Housing Authority	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.

## RECORDS RETENTION SCHEDULE: CITY MANAGER

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>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 Manager	CM-001	City Council Correspondence	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-003	Department Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-004	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §34090
City Manager	CM-005	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: FINANCE

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>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>										
<b>FINANCE / ADMINISTRATION</b>										
Finance / Admin.	FN-001	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (copies); GC §34090.7
Finance / Admin.	FN-002	Audit Work Papers	2 years	5 years	7 years	Yes: Until Paid	Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-003	Budgets - Adjustments	5 years		5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference (Approved by the City Council); GC §34090 et seq.
City Clerk	FN-004	Budgets - Adopted / Final	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Copies; GC §34090.7
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	Single Audits / Transportation Audits / PERS Audit, etc.	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.	FN-007	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

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(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>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>										
<b>ANIMAL &amp; BUSINESS LICENSE</b>										
Finance / Animal & Business License	FN-008	Animal License Applications & Deceased Animal Records	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Animal & Business License	FN-009	Animal License <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Animal & Business License	FN-010	Bankruptcies - <b>NOT</b> pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Animal & Business License	FN-011	Bankruptcies - <b>Where a claim is filed</b>	2 years	5 years	7 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Animal & Business License	FN-012	Business License Applications and Renewals	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Animal & Business License	FN-013	Business License <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Animal & Business License	FN-014	Collections / Collection Agency Statements	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.



## RECORDS RETENTION SCHEDULE: FINANCE

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(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?	
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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>										
<b>FINANCE / GENERAL ACCOUNTING</b>										
Finance / General Accounting	FN-015	1099's / 1096's / 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; <a href="#">29 USC 436</a>
Finance / General Accounting	FN-016	Accounts Payable / Invoices and Backup  (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	5 years	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Business License	FN-017	Accounts Receivable <a href="#">/ Revenue</a> - <b>Miscellaneous</b> - Transient Occupancy Tax (TOT) Applications & Returns, Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / General Accounting	FN-018	Actuarial Valuation Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

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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>										
Finance / General Accounting	FN-019	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	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-020	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a) et seq. 337.5(a); <a href="#">26 CFR 1.6001-1(e)</a> GC §43900 et seq.
Finance / General Accounting	FN-021	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-022	Checks / Warrants (Cashed - Issued by the City)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337

## 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>										
Finance / General Accounting	FN-023	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-024	Financial Services <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-025	Grant Folders (invoices, copies of checks, etc.)	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b> (per Grant Requirements)	After Funding Agency Audit, if required - <b>Minimum 5 years</b> (per Grant Requirements)		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; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Finance / General Accounting	FN-026	Investment Reports / Treasurer's Reports	7 years		7 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090

## 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>										
Finance / General Accounting	FN-027	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	7 years		7 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-028	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	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-029	Private Land Developer <b>Trust Accounts</b> / Deposits	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FN-030	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. <b>(MONTHLY OR PERIODIC)</b>	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

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>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>										
Finance / General Accounting	FN-031	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street 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
(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>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>										
<b>PAYROLL</b>										
Finance / Payroll	FN-032	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FN-033	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; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FN-034	Payroll Reports - <b>Annual Detail</b>	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FN-035	Payroll <a href="#">Files &amp; Changes / Payroll</a> Reports - <b>Periodic</b> (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-036	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		5 years		Mag, Ppr			Originals are signed by the employee, and not forwarded to Finance; IRS Reg §31.6001-1(e)(2), <a href="#">R&amp;T §19530</a> ; <a href="#">LC § 1174(d)</a> ; <a href="#">29 CFR 516.5 &amp; 516.6(c)</a> ; GC §34090



## RECORDS RETENTION SCHEDULE: FINANCE

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>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>										
Finance / Payroll	FN-037	W-2's	2 years	P	P		Mag, Ppr			Department Preference for PERs Buy-back purposes; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

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>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>										
<b>UTILITY BILLING</b>										
Finance / Utility Billing	FN-038	Bankruptcies - <b>NOT</b> pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Utility Billing	FN-039	Bankruptcies - <b>Where a claim is filed</b>	2 years	5 years	7 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Utility Billing	FN-040	Bill Stubs	1 year		1 year		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Finance / Utility Billing	FN-041	Checks from Customers / Bank Deposits (Scanned and Deposited to the Bank)	3 months		3 months		Mag, Ppr			Not City records (bank's records); we scan them for the bank to make a deposit. Comply with bank instructions
Finance / Utility Billing	FN-042	Collections / Collection Agency Statements	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Utility Billing	FN-043	Service Orders - Application for Service	1 year		1 year		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Finance / Utility Billing	FN-044	Utility Billing	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Utility Billing	FN-045	Utility Billing <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	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>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, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
<b>ADMINISTRATION</b>										
Fire / Admin.	FR-001	Fire Incident RMS Database (Fire House)	Indefinite		Indefinite	Yes	Mag, Ppr			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-002	ISO Insurance Ratings	15 years		15 years		Mag, Ppr			Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-003	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-004	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-005	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-006	Requests for Fire Incident Reports and Fire Investigation Reports	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-007	Subpoenas (all Fire Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	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>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, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
<b>FIRE MARSHAL / FIRE PREVENTION</b>										
Fire / Fire Marshal & Fire Prevention	FR-008	Fire Code Permits / Special Event Permits / Fire Works Permits / Explosives Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	When No Longer Required - <b>Minimum 2 5 years</b>		When No Longer Required - <b>Minimum 2 5 years</b>	Yes: Before Event	Mag, Ppr			<a href="#">Department preference: CFC §§ 104.6 — 104.6.4, GC §34090</a>
Fire / Fire Marshal & Fire Prevention	FR-009	Fire Inspections / Business Inspection Files / Occupancy Inspections / <del>Citations / Notice of Violations</del> (Approvals, Inspections, Fires, Modification / Alternative Methods or Materials)	<a href="#">Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer</a> <del>When No Longer Required — Minimum 5 years</del>		<a href="#">Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer</a> <del>When No Longer Required — Minimum 5 years</del>		Mag, Ppr			<a href="#">Department preference: California Fire Code requires 5 years or Life of the Structure or Activity, whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; Allows the removal and purging of these records in the event the address file is too large; CFC §§ 104.6 – 104.6.4; GC §34090</a>
<a href="#">Fire / Fire Marshal &amp; Fire Prevention</a>	<a href="#">FR-019</a>	<a href="#">Fire Inspections - Citations / Notice of Violations</a>	<a href="#">When No Longer Required - Minimum 2 years</a>		<a href="#">When No Longer Required - Minimum 2 years</a>		<a href="#">Mag. Ppr</a>			<a href="#">Department Preference: GC § 34090 et seq.</a>
Fire / Fire Marshal & Fire Prevention	FR-010	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	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.

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	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>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, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-011	Fire Investigations - <b>OTHER Than</b> Arson & Capital Crimes Only	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>		Mag, Ppr			Department preference; GC §34090 et seq.
Building	FR-012	Fire Sprinkler Plans / Fire Alarm Plans / Fire Protection Systems	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Building is OFR; GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-013	Incident Reports	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Event	Mag, Ppr			CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-014	Public Information / Education (when produced internally)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-015	Weed Abatement / Vegetation Abatement	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
<b>OPERATIONS / SUPPRESSION</b>										
Fire / Ops	FR-016	Apparatus & Equipment Records & Testing	Surplus + 2 years		Surplus + 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, GC §34090

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	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>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>										
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Fire / Ops	FR-017	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event	Mag, Ppr			Preliminary drafts; GC §34090 et seq.
Lead Dept.	FR-018	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090



## RECORDS RETENTION SCHEDULE: HOUSING

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>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>										
Housing	HOU-01	Housing Loan Applications <b>Rejected</b> (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Housing	HOU-02	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc.  <b>WITH a Recapture / Resale Restriction</b>  Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090
Housing	HOU-03	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc.  <b>WITHOUT a Recapture / Resale Restriction</b>  Deeds and Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090
Housing	HOU-04	Redevelopment Plans	5 years		5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: HOUSING

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>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>										
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Housing	HOU-05	Redevelopment Project Files & Project Plans	5 years		5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Housing	HOU-06	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

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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>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>										
<a href="#">Human Resources</a> <del>City Clerk</del>	<a href="#">HR-019</a> <del>CC-001</del>	Accident, Incident, Injury Reports That do NOT Result in a Claim (Potential Claims - Members of the Public)	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-002	CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, etc.)	6 years		6 years		Mag, Ppr			Department Preference; 6 years for retirement benefits; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-003	CalPERS Reports - Annual Employer Statements	5 years		5 years		Mag, Ppr			Department Preference; Retained to match other auditing periods; GC §34090
<a href="#">Human Resources</a> <del>City Clerk</del>	<a href="#">HR-020</a> <del>CC-009</del>	Claims (Liability Claims)	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After 5 years	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, <del>945.6</del> , 34090, 34090.6; PC §832.5(b)

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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>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>										
Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		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-005	Classification Specifications	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; 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), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; <del>29 USC 1113</del>
Human Resources	HR-006	Compensation Surveys & Studies	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		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-007	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"; <a href="#">2 CCR 11013(c)</a> ; <del>2 CCR 7287.0</del> ; GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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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-008	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-009	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.711
Human Resources	HR-010	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-011	I-9s	Separation + 3 years		Separation + 3 years		Mag, Ppr			<del>Non-citizens must re-certify periodically;</del> 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)(i); GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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(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?	
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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-012	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC §34090
<a href="#">Human Resources</a> <del>City Clerk</del>	<a href="#">HR-021</a> <del>GC-027</del>	Lawsuits / Litigation	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After 5 years	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, <del>945.6</del> , 34090, 34090.6; PC §832.5(b)
<a href="#">Human Resources</a> <del>City Clerk</del>	<a href="#">HR-022</a> <del>GC-028</del>	Litigation / Lawsuits: Final Settlements, Significantly Historical Documents	Final Resolution + 5 years	P	P	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: HUMAN RESOURCES

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(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?	
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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-013	Personnel Files - <b>Employee File</b>  Includes Application, Evaluations, Policies, Oaths of Office / <a href="#">Disaster Service Workers Oaths</a> , PAFs, <a href="#">Form 1095-C (Employer-Provided Health Insurance Offer and Coverage)</a> , etc.	Separation + 10 years	20 years	Separation + 30 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; <a href="#">29 CFR 1602.14</a> , 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113, <a href="#">LC §1198.5</a> , 6 <a href="#">CFR 31.6001-1(e)(2)</a> ; <a href="#">GC §3105</a>
Human Resources	HR-014	Personnel Files - <b>Medical</b> File (all employees)  Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 10 years	20 years, or <a href="#">Termination of Benefits, whichever is longer</a>	Separation + 30 years, or <a href="#">Termination of Benefits, whichever is longer</a>	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., <a href="#">8 CCR 5144</a> ; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Human Resources	HR-015	Recruitment and Testing File  (Includes Advertisements, Applications for Unsuccessful Candidates, <a href="#">Interview Notes</a> , Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	3 years		3 years		Mag, Ppr		Cupertino	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. <del>2 CCR 7287-0(c)(2)</del> ; <a href="#">2 CCR 11013(c)</a> ; GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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>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>										
Human Resources	HR-016	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Ppr			Department preference; GC §34090
Human Resources	HR-017	Workers Compensation Claim Runs	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources	HR-018	Workers Compensation Claims	Separation + 10 years	20 years, <u>or Termination of Benefits, whichever is longer</u>	Separation + 30 years, <u>or Termination of Benefits, whichever is longer</u>	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., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: PARKS &amp; RECREATION

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>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>										
Parks & Recreation	P&R-001	Activity / Special Programs / Special Event Files & Reports  Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference; GC §34090
Parks & Recreation	P&R-002	Contracts: Class Instructors  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
Parks & Recreation	P&R-003	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
Parks & Recreation	P&R-004	Facility Use Rental Contracts / Field Use Contracts	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Parks & Recreation	P&R-005	Recreation Commission  <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Parks & Recreation	P&R-006	Recreation Commission  <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	4 years		4 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Parks & Recreation	P&R-007	Recreation Commission  <b>MINUTES RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090

# RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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>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>										
Parks & Recreation	P&R-008	Recreation <b>Database</b> (Park Pro)	Indefinite		Indefinite		Mag			Department Preference; data is interrelated; GC §34090
Parks & Recreation	P&R-009	Registration Forms / Reservation Forms / Campgrounds & Classes / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years		Ppr			GC §34090
Parks & Recreation	P&R-010	Season Brochures / Recreation Brochures	2 years	P	P		Mag, Ppr			Department Preference; GC §34090
Parks & Recreation	P&R-011	Special Event Permits & Programs	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference; GC §34090
Parks & Recreation	P&R-012	Traffic Speed Surveys	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>		Mag, Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Parks & Recreation	P&R-013	Traffic Studies / Traffic Counts / Transportation Studies	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-014	Waivers of Liability	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

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>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>										
<b>CHIEF / ADMINISTRATION</b>										
Police / Chief / Admin.	PD-001	CCW (Carry Concealed Weapon) Permits - <b>Approved</b> <a href="#">Includes Backgrounds</a>	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Chief / Admin.	PD-002	CCW (Carry Concealed Weapon) Permits - <b>Denied</b> <a href="#">Includes Backgrounds</a>	2 years		2 years	Yes	Mag, Ppr			GC § 34090 et seq.
Police / Chief / Admin.	PD-003	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Chief / Admin.	PD-004	Personnel <b>Background Packet - POLICE EMPLOYEES or CADETS Successful</b> (hired)	Send to Human Resources Upon Separation		Send to Human Resources Upon Separation	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090
Police / Chief / Admin.	PD-005	Personnel <b>Background Packet - POLICE EMPLOYEES or CADETS Unsuccessful</b> (NOT hired)	5 years		5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: POLICE

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>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>										
Police / Chief / Admin.	PD-006	Personnel <b>Discipline</b> File - Internal Affairs Investigations / Complaints  (May include criminal acts, moral turpitude, complaints generated from a <a href="#">civilian</a> <a href="#">citizen</a> )	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			State requires for at least 5 years for <a href="#">Civilian's</a> <a href="#">Citizen's</a> 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 <a href="#">after the discovery of the offense for misconduct in office; PC 801.5, 803(c).</a> EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Police / Chief / Admin.	PD-007	Reports and Studies regarding Police operations (not historical - staffing, overtime, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Chief / Admin.	PD-008	Volunteer <b>Background Packet</b>	Inactive / Separation + 3 years		Inactive / Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090
Police / Chief / Admin.	PD-009	Volunteer <b>Personnel Files</b> (CERT, Etc.)	Inactive / Separation + 3 years		Inactive / Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090
Police / Chief / Admin.	PD-010	Weapons / Department Weapons (Department-issued Weapons)	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090



## RECORDS RETENTION SCHEDULE: POLICE

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?	
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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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<b>DISPATCH</b>										
Police / Dispatch	PD-011	Audio Recordings or Tapes - <b>(CAD/RMS)</b> Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	365 days		365 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
<b>INVESTIGATIONS</b>										
Police / Investigat.	PD-012	Detectives Investigation Files and Arrest Files	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-013	Informant Files	5 years		5 years		Mag, Ppr			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

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>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>										
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Police / Investigat.	PD-014	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years		No Longer than 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

## RECORDS RETENTION SCHEDULE: POLICE

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?	
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<b>PATROL</b>										
Police / Patrol	PD-015	Canine (Police Dogs) Program Files / Training Files: <b>Animal Files</b>	Separation + 3 years		Separation + 3 years		Mag, Ppr			3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-016	Canine (Police Dogs) <b>Program Files</b> : Action Reports, Monthly Reports	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-017	PAS Device Calibration Logs	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-018	Patrol Ride-A-Long Waiver Form	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-019	Pursuit Critiques	2 years		2 years		Mag, Ppr			GC § 34090 et seq.
Police / Patrol	PD-020	Special Events / Ops Plan	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-021	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.
Police / Patrol	PD-022	Use of Force Review (Involving Employees)	Incident + 5 years		Incident + 5 years		Mag, Ppr			Department preference; GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: POLICE

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?	
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<b>PROPERTY &amp; EVIDENCE</b>										
Police / Property & Evidence	PD-023	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-024	Forfeiture Notification	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-025	Gun and Narcotics Destruction Log (Documents related to)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-026	Latent Print File	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-027	Lost & Found Property (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

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(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>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>										
<b>RECORDS</b>										
Police / Records	PD-028	Citations - Moving Violations, Marijuana	2 years		2 years		Mag, Ppr			GC §34090
<a href="#">Police / Records</a>	<a href="#">PD-056</a>	<a href="#">Background Responses to Others / No Criminal Contact</a>	<a href="#">2 years</a>		<a href="#">2 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">GC §34090</a>
<a href="#">Police / Records</a>	<a href="#">PD-057</a>	<a href="#">CHP 180 Forms (Vehicle Tows)</a>	<a href="#">2 years</a>		<a href="#">2 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">GC §34090</a>
Police / Records	PD-029	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Police / Records	PD-030	Field Investigation Cards (FI's) - <b>After Entry into to RMS</b>	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
Police / Records	PD-031	LiveScan Application Forms	1 year		1 year		Mag, Ppr			Per DOJ
Police / Records	PD-032	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
<a href="#">Police / Records</a>	<a href="#">PD-058</a>	<a href="#">Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data</a>	<a href="#">P</a>		<a href="#">P</a>		<a href="#">Mag</a>			<a href="#">PC§ 832.18(b)(5)(E); GC §34090.6 et seq.</a>
Police / Records	<a href="#">PD-059</a>	<a href="#">Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Relevant Complaints / Use of Force</a>	<a href="#">Follows Retention for Evidence, Minimum 2 years</a>		<a href="#">Follows the Retention of the Evidence, Minimum 2 years</a>		<a href="#">Mag</a>			<a href="#">Retained in the same manner as is required by law for other evidence that may be relevant to a criminal prosecution; PC§ 832.18(b)(5)(B)&amp;(C); GC §34090.6 et seq.</a>

## RECORDS RETENTION SCHEDULE: POLICE

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?	
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Police / Records	PD-033	Officer Recordings: Body-Worn Cameras that are <b>not</b> evidence	<u>Minimum 60 days</u> <del>90 days</del>		<u>Minimum 60 days</u> <del>90 days</del>		Mag			Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6 et seq.
Police / Records	PD-034	Pawn Slips	2 years		2 years		Mag, Ppr			Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Records	PD-035	Pitchess Motion Files	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Department preference; GC §34090
Police / Records	PD-036	POLICE REPORTS / INCIDENT REPORTS:  <b>Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms</b>	Firearm Found or Recovered		Firearm Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	PC§ 11108(b); GC§ 34090

## RECORDS RETENTION SCHEDULE: POLICE

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?	
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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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Police / Records	PD-037	POLICE REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - Adult Marijuana / Cannabis</b> - H&S §11357(b)(c)(d)( <del>e</del> ) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms, <u>serious felonies, or synthetic cannabis</u>	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-038	POLICE REPORTS / INCIDENT REPORTS:  <b>ALL, Except Those Specifically Mentioned in the Schedule</b>  e.g., 5150, Detention Reports, etc.	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	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 <del>and H&amp;S §11850</del> ; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.



## RECORDS RETENTION SCHEDULE: POLICE

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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>										
Police / Records	PD-039	POLICE REPORTS / INCIDENT REPORTS:  <b>Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Child Abuse / Felony DNA</b> (Crimes Subject to the Death Penalty), Sex Crimes, Substantiated Child Abuse or Severe Neglect (Adults Only) (PC §288, 290, WIC 707(b)), PC 803(h)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-040	POLICE REPORTS / INCIDENT REPORTS:  <b>Factually Innocent Petition Accepted Records</b> 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 & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-041	POLICE REPORTS / INCIDENT REPORTS:  <b>Juvenile and Ward Cases - Except</b> Child Abuse or Severe Neglect, (Substantiated),, those with 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 & OD	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)

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-042	POLICE REPORTS / INCIDENT REPORTS:  <b>Juvenile Child Abuse or Severe Neglect</b>	Date of Incident + 10 years, If No Subsequent Reports		Date of Incident + 10 years, If No Subsequent Reports	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(i); 11170(a); GC §34090
Police / Records	PD-043	POLICE REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - Juvenile Marijuana / Cannabis</b> - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms, <a href="#">serious felonies, or synthetic cannabis</a>	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 & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-044	POLICE REPORTS / INCIDENT REPORTS:  Misdemeanor or Infraction Marijuana <a href="#">/ Cannabis</a> §11357(de) - <b>Juvenile on School Grounds during School Hours</b> (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)
Police / Records	PD-045	POLICE REPORTS / INCIDENT REPORTS:  <b>Missing Persons (Returned)</b>	Until CLETS Entry No Longer Exists - <b>Minimum 2 years</b>		Until CLETS Entry No Longer Exists - <b>Minimum 2 years</b>	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090

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Police / Records	PD-046	POLICE REPORTS / INCIDENT REPORTS:  <b>Non-Criminal Reports (other than Child Abuse)</b>	2 years		2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090
Police / Records	PD-047	Public Information Requests	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-048	Registrants: Arson - <b>Adults</b>	5 years	P	P		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 / Records	PD-049	Registrants: Arson - <b>Juveniles</b> 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 & OD	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
Police / Records	PD-050	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 / Records	PD-051	Registrants: Sex Offenders - <b>Adults</b>	P <a href="#">or Death of Registrant</a>		P <a href="#">or Death of Registrant</a>		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; <a href="#">After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses;</a> Pursuant to PC §290 et seq.; W&I 781

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-052	Registrants: Sex Offenders - <b>Juveniles</b>	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	Yes: After QC & OD	Pursuant to PC §290 et seq.; <a href="#">After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses.</a> W&I §781;
Police / Records	PD-053	<b>RMS Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-054	Subpoenas (Police Civil Personal Appearance)	2 years		2 years		Mag, Ppr			GC §34090
<b>TEMPORARY HOLDING FACILITY</b>										
Police / Temp. Holding Facility	PD-055	Logs / Checks	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.

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<b>ENGINEERING</b>										
PW / Engineering	PW-001	Assessment Districts / Community Facilities Districts / Public Facilities Maintenance District (PFMD), etc. - <b>Notices, Engineer's Reports, Assessor Rolls</b>	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: Audit + 1 Prior Year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
PW / Engineering	PW-002	Benchmarks	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-003	Capital Improvement Projects (CIP): <u>Administration File</u>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, 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

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PW / Engineering	PW-004	Capital Improvement Projects (CIP): <b>Permanent File</b>  Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, 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-005	Correspondence - <b>Regulatory Agencies</b>	Minimum 2 years		Minimum 2 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
PW / Engineering OR City Clerk	PW-006	Deeds, Easements, Liens  (City Clerk is the Office of Record for all Recorded Documents)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
PW / Engineering	PW-007	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-008	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

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Public Works / Land Develop.	PW-009	Encroachment Permits: <b>Temporary</b> (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
PW / Engineering	PW-010	Encroachments - <b>Permanent</b> (Permanent structures in the City's Right of Way)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-011	Engineering Studies / Surveys - Preliminary Studies / Project Assessments ( <b>Not Acquired or Developed</b> )	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-012	Engineering Studies / Surveys ( <b>City Built Projects</b> )	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-013	Geotechnical and Soils Reports; Hydrology Reports (Authored by the City or their contractors)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-014	Grading Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-015	NPDES Monitoring, Inspections, Violations - Stormwater	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
PW / Engineering	PW-016	NPDES Permits - Stormwater	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>	Yes: Until Expiration	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.



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Building	PW-017	Plan Checks for Building Permits	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090 et seq.
PW / Engineering	PW-018	Private Land Development Projects / Job Files: <b><u>Administration File</u></b>  Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports  <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
PW / Engineering	PW-019	Private Land Development Projects / Job Files: <b><u>Permanent Files</u></b>  Drainage, Driveway, Encroachments, Grading Plans, Rights of Way, Stormwater, etc.  Dedications, Easements, Abandonments (City Clerk is OFR)  <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
PW / Engineering	PW-020	Prop 218 Proceedings (fee increases): Proceedings, Protest Letters, etc.	2 years		2 years		Mag, Ppr			GC §53753(e)(2)

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PW / Engineering	PW-021	Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
State of California	PW-022	SWITRS - Statewide Integrated Traffic Records System	When No Longer Required		When No Longer Required		Mag Ppr			Non-Records (Sheriff)
PW / Engineering	PW-023	Traffic Complaints	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
PW / Engineering	PW-024	Traffic Signal Locations	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
PW / Engineering	PW-025	Traffic Signal Timing	Replaced + 5 years		Replaced + 5 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
PW / Engineering	PW-026	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
Lead Dept.	PW-027	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090
<b>FLEET</b>										
PW / Fleet	PW-028	AQMD Permits	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
PW / Fleet	PW-029	Fleet Management Database / Expenses per Vehicle	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
PW / Fleet	PW-030	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)

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PW / Fleet	PW-031	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.
PW / Fleet	PW-032	Vehicle & Equipment History Files Maintenance, 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
<b>MAINTENANCE</b>										
Lead Dept.	PW-033	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
<b>REFUSE &amp; MAINTENANCE DISTRICTS</b>										
Refuse / Maintenance Districts	PW-034	Assessment District / Community Facilities Districts / Maintenance District / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts <b>ASSESSMENTS, FINANCIAL RECORDS</b>	5 years		5 years		Mag, Ppr			Meets auditing records (placed on Tax Assessor's roll); GC §34090
Refuse / Maintenance Districts	PW-035	Assessment District / Community Facilities Districts / Maintenance District / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts <b>(FORMATION, BOUNDARIES, ENGINEERS REPORTS, MAPS)</b>	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

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Refuse / Maintenance Districts	PW-036	Solid Waste Management: Tonnage Reports, Recycling, AB 939 Reports, etc.	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
<b>SEWER &amp; STORM DRAIN</b>										
Sewer & Storm Drain	PW-037	CCTV / Sewer Lines	When No Longer Required		When No Longer Required		Mag			Department preference; GC §34090
Sewer & Storm Drain	PW-068	Confined Space Entries	2 years		2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Sewer & Storm Drain	PW-038	Maintenance Tracking (Lift Stations, etc.)	Minimum 5 years		Minimum 5 years		Mag, Ppr			Department preference; GC §34090
Sewer & Storm Drain	PW-039	Permits: Pressure Vessels, Boilers, etc.	When Superseded		When Superseded		Mag, Ppr			Department preference; GC §34090
Sewer & Storm Drain	PW-040	Sanitary Sewer Overflows (SSOs)	5 years		5 years		Mag, Ppr			Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Sewer & Storm Drain	PW-041	Sanitary Spills and Overflows (SSOs)	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)
Sewer & Storm Drain	PW-042	Sewage Sludge Removal	5 years		5 years		Mag, Ppr			5 years for sewage sludge and removal; 3 years for NPDES; 40 CFR 122.41(j)(2); 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)
Sewer & Storm Drain	PW-043	Sewer System Management Plans (SSMP) and Audits	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090

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Sewer & Storm Drain	PW-044	State Reports (SWQRM, etc.)	5 years		5 years		Mag, Ppr			Department preference; GC §34090
Sewer & Storm Drain	PW-045	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(d) & 4216.3(d), 34090
<b>WATER</b>										
Water	PW-046	Conservation <b>Programs</b>	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference - meets auditing standards; GC §34090
Water	PW-047	Fire Hydrant Flow / Pressure Tests (Development or Maintenance)	Minimum 10 years		Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Water	PW-048	Generator Operation Logs (for <b>fixed / stationary</b> generators) / Inspections	3 years		3 years		Mag, Ppr			Department Preference (2 years is required by AQMD); GC §34090
Water	PW-069	Generator Operation Logs (for <b>Portable / Emergency Generators</b> ) / Inspections	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Water	PW-049	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (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
Water	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.
Water	PW-051	Operations Reports	5 years		5 years		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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>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>										
Water	PW-052	Regulatory Agency Compliance - Correspondence, Supporting Documentation (EPA, etc.)	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Water	PW-053	Sanitary Surveys of Water System	When No Longer Required - <b>Minimum 5 years</b>				Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; <a href="#">22 CCR §64470</a> <del>40-CFR-141.33(e)</del>
Water	PW-054	SCADA Database / Historian	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Lead Dept.	PW-055	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090
Water	PW-056	Variances / Exemptions	Expiration + 5 years		Expiration + 5 years		Mag Ppr			Department Preference; 40 CFR 141.33(b)(3)
Water	PW-057	Violations & Corrections	Correction + 3 years		Correction + 3 years		Mag Ppr			Department Preference; 40 CFR 141.33(b)(3)
Water	PW-058	Water Main Break Reports	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Water	PW-059	Water Pressure Readings / Hydrant Flushes	5 years		5 years		Mag Ppr			Meets Health Department Regulations; GC §34090
Water	PW-060	Water Production Reports	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Water	PW-061	Water Quality - Lab Reports & Chains of Custody: <b>Bacteriological and Organics</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) <a href="#">and (b)(1)</a> ; <a href="#">22 CCR §64470</a>

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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>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>										
Water	PW-062	Water Quality - Lab Reports & Chains of Custody: <b>Chemical</b> (Includes Chlorine Residuals)	10 years		10 years		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)
Water	PW-063	Water Quality - Lab Reports & Chains of Custody: <b>Lead &amp; Copper</b>	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; <a href="#">22 CCR 64400.25</a> ; <a href="#">22 CCR §64470.40</a> ; <a href="#">40 CFR 141.33(a)</a> ; 40 CFR 141.91
Water	PW-064	Water Quality Reports / Consumer Confidence Reports	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Water	PW-065	Water Rates (Drafts, Copies)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; GC §34090 et. seq.
Water & City Clerk	PW-066	Water Rights (Send final contracts and agreements to City Clerk)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090 et seq.
PW / Water	PW-067	Wells: History & Operations (Includes Destroyed Wells)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090 et seq.



## 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 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)

GC§34090 is a base minimum retention; the “Total Retention” column is what has been adopted by the City Council.



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## Staff Report

**Item No: 3-6**

**To: Lemoore City Council**

**From: Mike Kendall, Commander**

**Date: July 9, 2019 Meeting Date: July 16, 2019**

**Subject: Allow Lemoore Police Department Access to Summary Criminal History Information for Employment, Licensing, or Certification Purposes – Resolution 2019-28**

**Strategic Initiative:**

- |  |  |
|--|--|
| <input type="checkbox"/> Safe & Vibrant Community            | <input type="checkbox"/> Growing & Dynamic Economy         |
| <input type="checkbox"/> Fiscally Sound Government           | <input checked="" type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable                    |

**Proposed Motion:**

Approve Resolution 2019-28 Allowing Lemoore Police Department Access to Summary Criminal History Information for Employment, Licensing, or Certification Purposes.

**Subject/Discussion:**

The Lemoore Police Department is required to fingerprint City of Lemoore employees and volunteers, taxicab drivers, massage therapists, card dealers, concealed weapons applicants, gun dealers, bail bondsman, fortunetellers and a variety of other applicants. In June of 2017, Resolution 2017-16 was approved by City Council to allow the Lemoore Police Department to receive subsequent arrest information from the Federal Government, as well as the State, for the aforementioned applicants.

On July 2, 2019, the City Council passed Ordinance No 2019-03 which amended Title 4, Chapter 8 of the Lemoore Municipal Code relating to cannabis.

In anticipation of applications and permits for Commercial Cannabis Operations within the City, the applicants will be required to submit to fingerprinting. The Police

Department does not have authority to fingerprint such an applicant, as it is not listed on Resolution 2017-16. As a result, Resolution 2019-28 is required to add Commercial Cannabis/Establishment Permit in order for the Police Department to fingerprint and receive subsequent arrest information. Resolution 2019-28 replaces the prior resolution.

**Financial Consideration(s):**

None.

**Alternatives or Pros/Cons:**

**Pros:**

- Allows Lemoore Police Department to fingerprint required applicants.

**Cons:**

- None.

**Commission/Board Recommendation:**

Not Applicable.

**Staff Recommendation:**

Staff recommends approval of the resolution allowing Lemoore Police Department access to summary criminal history information for employment, licensing, or certification purposes.

**Attachments:**

- ☒ Resolution: 2019-28
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

**Review:**

- ☒ Assistant City Manager
- ☒ City Attorney
- ☒ City Manager
- ☒ City Clerk

**Date:**

- 07/09/19
- 07/10/19
- 07/10/19
- 07/11/19

**RESOLUTION NO. 2019-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMOORE  
AUTHORIZING THE LEMOORE POLICE DEPARTMENT ACCESS TO SUMMARY  
CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT, LICENSING, OR  
CERTIFICATION PURPOSES**

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

**WHEREAS**, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

**WHEREAS**, the Police Department does not have authority to fingerprint such an applicant, as it is not listed in Resolution 2017-16, this Resolution is required to add Commercial Cannabis/Establishment Permit in order for the Police Department to fingerprint and receive subsequent arrest information and this Resolution replaces the prior resolution.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Lemoore Police Department are hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees), licensing of concealed weapons permits, massage parlor/establishment permits, peddler license permits, gun dealer permits, fortune tellers, taxicab driver permits, commercial cannabis operation/establishment permit, or certification for bail bondsman purposes and may not disseminate the information to a private entity; and

**BE IT FURTHER RESOLVED** that the City of Lemoore Police Department shall not consider a person who has been convicted of a violent or serious felony or misdemeanor eligible for employment (including volunteers and contract employees), or licensing; except where such

conviction is not related to the employment, volunteer or license in question and then the City of Lemoore will follow any legal requirements in considering this information.

**BE IT FURTHER RESOLVED** that the this resolution approved herein shall be effective immediately upon adoption and shall supersede and replace Resolution No. 2017-16;.

**PASSED AND ADOPTED** by the City Council of the City of Lemoore at a Regular Meeting held on 16<sup>th</sup> day of July 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

---

Mary J. Venegas  
Deputy City Clerk

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Edward Neal  
Mayor



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## Staff Report

**Item No: 3-7**

**To: Lemoore City Council**  
**From: Michelle Speer, Assistant City Manager/Admin. Services Director**  
**Date: July 9, 2019 Meeting Date: July 16, 2019**  
**Subject: City Council Vacancies by Appointment – Resolution 2019-29**

**Strategic Initiative:**

- |  |  |
|--|--|
| <input type="checkbox"/> Safe & Vibrant Community            | <input type="checkbox"/> Growing & Dynamic Economy         |
| <input type="checkbox"/> Fiscally Sound Government           | <input checked="" type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable                    |

**Proposed Motion:**

Approve Resolution 2019-29 declaring the City Council's intent to endeavor to fill City Counsel vacancies by appointment.

**Subject/Discussion:**

The Lemoore City Council is comprised of five (5) members, elected by District, to serve four (4) year terms. On occasion, council members are unable to fulfill their entire term, causing a vacancy on the City Council. Resolution 2019-29 establishes the City Council's intent to endeavor to fill any vacancy that arises on the City Council by appointment of a candidate within the district that would be assigned to that seat.

**Financial Consideration(s):**

Appointment of candidates to a vacancy reduces costs to the City, as it eliminates the need for an immediate special election.

**Alternatives or Pros/Cons:**

City Council may choose to discuss and decide how to proceed on a vacancy after it has occurred and may treat each vacancy individually.

**Commission/Board Recommendation:**

Not Applicable.

**Staff Recommendation:**

Staff recommends approval of Resolution 2019-29.

**Attachments:**

- ☒ Resolution: 2019-29
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

**Review:**

- ☒ Asst. City Manager
- ☒ City Attorney
- ☒ City Clerk
- ☒ City Manager

**Date:**

07/09/19  
07/11/19  
07/11/19  
07/10/19



**RESOLUTION NO. 2019-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMOORE  
ESTABLISHING THAT ALL VACANCIES TO CITY COUNCIL SHALL BE FILLED BY  
APPOINTMENT TO A CANDIDATE FROM THE ELIGIBLE DISTRICT**

**WHEREAS**, the City Council of the City of Lemoore is comprised of five (5) city councilmembers;

**WHEREAS**, vacancies on the City Council can occur;

**WHEREAS**, on July 2, 2019, the City Council approved Resolution 2019-26 which established procedures and protocols for appointment;

**WHEREAS**, if a vacancy occurs, depending on the timing of the vacancy, the City Council may choose to fill that vacancy either by appointment or special election;

**WHEREAS**, the City Council previously adopted, Title 1, Chapter 5, Article A, which establishes and governs the election of Council seats by Districts;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby declares that, as allowed by law, the City Council will endeavor to fill all vacancies which occur for the Lemoore City Council by appointment and by the district which would be assigned to the Council seat;

**BE IT FURTHER RESOLVED**, that should a vacancy occur, staff is directed to begin the process for receiving applications as outlined in Resolution 2019-26, within 5 days of a vacancy occurring.

**PASSED AND ADOPTED** by the City Council of the City of Lemoore at a Regular Meeting held on 16<sup>th</sup> day of July 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

---

Mary J. Venegas  
Deputy City Clerk

---

Edward Neal  
Mayor



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## Staff Report

**Item No: 3-8**

**To: Lemoore City Council**

**From: Michelle Speer, Assistant City Manager/Admin. Services Dir.**

**Date: July 8, 2019 Meeting Date: July 16, 2019**

**Subject: Approve Revisions to the Fiscal Year 2019-2020 Schedule 2 and Schedule 3 in the Adopted Budget**

**Strategic Initiative:**

- |   |  |
|---|--|
| <input type="checkbox"/> Safe & Vibrant Community             | <input type="checkbox"/> Growing & Dynamic Economy         |
| <input checked="" type="checkbox"/> Fiscally Sound Government | <input checked="" type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability  | <input type="checkbox"/> Not Applicable                    |

**Proposed Motion:**

Approved the revised Schedule 2 and Schedule 3 for the Fiscal Year 2019/2020 budget.

**Subject/Discussion:**

When creating the budget for Fiscal Year 2019-2020, expenditures related to the Redevelopment Agency (Fund150) and the Housing Authority (Fund 155) were omitted from the Schedule 2 and Schedule 3 documents in error.

Each year, the Redevelopment Agency must pay the principal and interest for the 2014 Series Bond, and those payments must be included in the budget. The expenditures for the RDA were inadvertently omitted from the approved Fiscal Year 2019-2020 budget. The revised Schedule 2 and Schedule 3 now reflect the expenditures for the Redevelopment Agency.

Similarly, the Housing Authority has a contract with Self-Help Enterprises to manage the home loans provided in years past. The expenditures for this service, as well as for administration expense and legal expense were inadvertently omitted from the approved FY2020 budget. The revised Schedule 2 and Schedule 3 now reflect the expenditures for the Housing Authority.

*"In God We Trust"*

**Financial Consideration(s):**

Once approved, staff will make the adjustments in the financial system to account for the appropriate expenditures for each account. None of the reported expenditures affect the General Fund.

**Alternatives or Pros/Cons:**

None Noted.

**Commission/Board Recommendation:**

Not Applicable.

**Staff Recommendation:**

Staff recommends approval of the amended Schedules 2 and 3 for the Fiscal Year 2019-2020 budget.

**Attachments:**

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☒ Other
  - List: Schedule 2 Revised
  - Schedule 3 Revised

**Review:**

- ☒ Asst. City Manager
- ☒ City Attorney
- ☒ City Clerk
- ☒ City Manager

**Date:**

- 07/09/19
- 07/10/19
- 07/11/19
- 07/10/19

**SCHEDULE 2**

**SUMMARY OF NET OPERATING EXPENDITURES**

		2016-2017 Actual	2017-2018 Actual	2018-2019 Amended	2018-2019 Projected	2019-2020 Proposed
<u>GENERAL FUND</u>						
001	4211 CITY COUNCIL	159,201	127,310	61,050	89,888	151,210
001	4212 CITY ATTORNEY	217,829	91,771	134,000	383,810	-
001	4213 CITY MANAGER	750,934	593,792	600,260	632,184	531,300
001	4214 CITY CLERK	22,423	189,348	250,710	201,317	83,063
001	4215 FINANCE	431,146	587,725	574,870	588,815	699,990
001	4216 COMMUNITY DEVELOPMENT	312,620	321,288	327,310	325,317	390,722
001	4220 MAINTENANCE	925,057	764,690	725,560	741,798	846,511
001	4221 POLICE	5,761,657	6,125,083	6,703,500	6,849,332	7,368,749
001	4222 FIRE	490,331	541,707	559,342	515,325	559,877
001	4224 BUILDING INSPECTION	372,210	273,297	437,200	314,275	361,057
001	4230 PUBLIC WORKS ADMINISTRATION	433,719	492,348	452,414	458,571	617,568
001	4231 STREETS	326,166	267,264	700,790	541,715	583,976
001	4241 PARKS	193,459	398,563	397,620	421,041	681,705
001	4242 RECREATION	774,968	768,556	777,960	793,498	790,170
001	4296 INFORMATION TECHNOLOGY	142,162	105,822	195,000	131,314	197,621
001	4297 HUMAN RESOURCES	145,668	191,083	161,470	178,644	423,991
TOTAL GENERAL FUND		11,459,550	11,839,649	13,059,056	13,166,844	14,287,510
<u>SPECIAL FUNDS</u>						
045	4245 GOLF COURSE	1,205,972	1,243,812	1,252,700	1,064,210	1,247,568
050	4250 WATER	4,018,026	4,709,864	4,650,464	4,043,748	6,055,543
050	4251 UTILITY BILLING	335,646	201,369	235,740	252,990	384,682
056	4256 REFUSE	2,868,471	3,140,581	2,986,731	2,505,551	4,494,452
060	4260 WASTEWATER	2,145,407	3,140,631	3,615,214	2,754,540	3,702,364
040	4265 FLEET MAINTENANCE	826,693	892,811	896,380	912,697	1,056,482
085	4270 PARKING & BUSINESS IMPROVEMENT AREA (PBIA)	8,124	5,725	10,000	4,500	7,800
150	4951 REDEVELOPMENT DEBT SERVICE FUND	2,271,119	1,518,892	-	1,360,351	1,284,322
155	4953 HOUSING AUTHORITY	92,347	39,864	-	33,209	51,109
201	4851 LLMD Zone 1	90,778	91,023	81,700	68,250	81,420
203	4853 LLMD Zone 3	12,678	16,963	16,700	11,850	14,510
205	4855 LLMD Zone 5	4,922	4,333	2,100	1,810	1,910
206	4856 LLMD Zone 6	3,365	6,398	2,100	1,750	2,030
207	4857 LLMD Zone 7	9,274	10,286	1,700	3,620	4,280
208	4858 LLMD Zone 8	11,809	59,057	21,900	-	-
208A	4858A LLMD Zone 8A	-	-	-	10,895	8,240
208B	4858B LLMD Zone 8B	-	-	-	10,895	18,040
209	4859 LLMD Zone 9	3,556	6,439	6,710	11,060	6,520
210	4860 LLMD Zone 10	23,512	22,429	20,000	18,040	19,930
211	4861 LLMD Zone 11	1,809	3,110	2,200	2,010	2,020
212	4862 LLMD Zone 12	55,853	61,563	81,500	43,870	58,520
213	4863 LLMD Zone 13	6,429	5,844	7,310	5,770	7,340
251	4871 PFMD Zone 1	20,984	13,317	73,420	15,830	89,023
252	4872 PFMD Zone 2	30,916	45,422	184,750	53,400	167,784
253	4873 PFMD Zone 3	13,399	16,434	56,590	43,840	63,261
254	4874 PFMD Zone 4	6,007	14,995	39,120	11,910	56,672
255	4875 PFMD Zone 5	29,054	27,302	84,520	42,340	61,806
256	4876 PFMD Zone 6	8,391	11,195	56,970	34,430	72,741
257	4877 PFMD Zone 7	-	-	5,410	430	1,000
258	4878 PFMD Zone 8	-	-	14,040	1,000	1,500
259	4879 PFMD Zone 9	-	-	-	-	1,200
TOTAL SPECIAL FUNDS:		14,104,541	15,309,660	14,405,969	13,324,796	19,024,069
GRAND TOTAL:		25,564,091	27,149,308	27,465,025	26,491,640	33,311,579

## SCHEDULE 3

## SUMMARY OF FUND TRANSACTIONS

		FUNDS AVAILABLE			APPROPRIATIONS						PROJECTED FUND BALANCE 6/30/2020
		ESTIMATED FUND BALANCE 7/1/2019	RECEIPTS/ TRANSFERS	AVAILABLE BALANCE	PERSONNEL EXPENSE	OPERATING EXPENSE	ASSET REPLACEMENT	CAPITAL PROJECTS	DEBT SERVICE	TOTAL EXPENDITURES	
001	GENERAL FUND - ANNUAL OPERATING	-	11,336,606	11,336,606	9,152,200	4,648,007	487,303	447,055	-	14,734,565	(3,397,959)
001	GENERAL FUND RESERVE	7,363,218	-	7,363,218	-	-	-	-	-	3,397,959	3,965,259
020	TRAFFIC SAFETY FUND	457,472	14,500	471,972	-	-	-	-	-	-	471,972
027	TE/STP(RTPA)	1,033,904	164,000	1,197,904	-	-	-	1,065,197	-	1,065,197	132,707
028	GRANTS - FEDERAL	1,082,580	120,000	1,202,580	-	-	-	939,000	-	939,000	263,580
030	GRANTS - OTHER	-	-	-	-	-	-	-	-	-	-
033	TRANSPORTATION	3,057,605	421,159	3,478,764	-	-	-	117,500	-	117,500	3,361,264
034	GAS TAX	2,539,910	1,087,193	3,627,103	-	-	-	3,071,909	-	3,071,909	555,194
035	CDBG/HOME	7,500	-	7,500	-	-	-	-	-	-	7,500
040	FLEET MAINTENANCE	(1,168,661)	1,056,482	(112,179)	195,730	831,752	29,000	-	-	1,056,482	(1,168,661)
042	RISK MANAGEMENT	-	-	-	-	-	-	-	-	-	-
045	GOLF COURSE FUND	(622,942)	1,118,000	495,058	-	1,247,568	-	-	191,128	1,438,696	(943,638)
049	ENTERPRISE GRANT	(237,375)	-	(237,375)	-	-	-	-	-	-	(237,375)
049A	REFUSE GRANT	145,209	-	145,209	-	-	-	-	-	-	145,209
049B	SEWER GRANT	560,473	-	560,473	-	-	-	-	-	-	560,473
050	WATER FUND	5,831,820	9,401,900	15,233,720	1,304,620	5,072,605	63,000	2,478,000	-	8,918,225	6,315,495
051	WATER RATE STABILIZATION FUND	525,000	-	525,000	-	-	-	-	-	-	525,000
056	REFUSE FUND	1,836,164	3,004,500	4,840,664	1,146,170	3,012,899	335,383	-	-	4,494,452	346,212
060	WASTEWATER/STORM DRAIN FUND	9,350,063	3,398,000	12,748,063	988,160	2,658,204	56,000	2,555,000	-	6,257,364	6,490,699
065	DIF - STREETS EAST	2,589,717	92,000	2,681,717	-	-	-	2,362,500	-	2,362,500	319,217
065A	DIF - STREETS WEST	82,774	500	83,274	-	-	-	-	-	-	83,274
066	DIF - LAW ENFORCEMENT	595,859	22,000	617,859	-	-	-	606,320	-	606,320	11,539
067	DIF - FIRE PROTECTION EAST	287,622	13,000	300,622	-	-	-	282,625	-	282,625	17,997
067A	DIF - FIRE PROTECTION WEST	6,450	45	6,495	-	-	-	-	-	-	6,495
068	DIF - GENERAL FACILITIES	452,793	47,100	499,893	-	-	-	350,000	-	350,000	149,893
069	DIF - STORM DRAIN CAP	1,260,168	45,000	1,305,168	-	-	-	1,210,000	-	1,210,000	95,168
070	DIF - WATER CAP	1,174,790	15,000	1,189,790	-	-	-	-	-	-	1,189,790
070A	DIF - WATER DISTRIBUTION	324,069	1,800	325,869	-	-	-	50,000	-	50,000	275,869
070B	DIF - WATER	210,268	65,400	275,668	-	-	-	200,000	-	200,000	75,668
071	WASTE WATER DISPOSAL	-	-	-	-	-	-	-	-	-	-
071A	WASTE WATER COLLECTION	459,176	2,000	461,176	-	-	-	450,000	-	450,000	11,176
071B	DIF - WASTEWATER	270,527	80,200	350,727	-	-	-	350,000	-	350,000	727
072	STREETS CAP	123,372	300	123,672	-	-	-	-	-	-	123,672
074	DIF - PARKS AND RECREATION	1,080,273	6,500	1,086,773	-	-	-	-	-	-	1,086,773
074A	DIF - PARKS LAND ACQUISITION	636,579	52,200	688,779	-	-	-	-	-	-	688,779
074B	PARKS IMPROVEMENT	551,032	2,000	553,032	-	-	-	-	-	-	553,032
074C	COMMUNITY RECREATION FACILITIES	156,627	15,500	172,127	-	-	-	-	-	-	172,127
074D	DIF - PARKS	252,710	100,800	353,510	-	-	-	-	-	-	353,510
075	INFRASTRUCTURE	448,985	2,000	450,985	-	-	-	325,000	-	325,000	125,985
076	DIF - REFUSE	356,828	19,500	376,328	-	-	-	-	-	-	376,328
085	PBIA	17,737	9,075	26,812	-	7,800	-	-	-	7,800	19,012
150	REDEVELOPMENT	3,979,724	901,460	4,881,184	-	131,000	-	-	1,153,322	1,284,322	3,596,862
155	HOUSING AUTHORITY	10,038,460	90,000	10,128,460	-	51,109	-	-	-	51,109	10,077,351
158	2011 TAX ALLOCATION BOND	-	-	-	-	-	-	655,000	-	655,000	(655,000)
160	BOND PROCEEDS	-	29,424,742	29,424,742	-	-	-	29,422,000	-	29,422,000	2,742
201	LLMD ZONE 1	(250,780)	81,420	(169,360)	28,000	53,420	-	-	-	81,420	(250,780)
203	LLMD ZONE 3	11,580	14,510	26,090	5,000	9,510	-	5,000	-	19,510	6,580
205	LLMD ZONE 5	(27,590)	1,910	(25,680)	500	1,410	-	-	-	1,910	(27,590)
206	LLMD ZONE 6	(18,105)	2,040	(16,065)	400	1,630	-	-	-	2,030	(18,095)
207	LLMD ZONE 7	(56,021)	4,290	(51,731)	2,700	1,580	-	-	-	4,280	(56,011)
208A	LLMD ZONE 8A	10,000	8,240	18,240	2,500	5,740	-	4,000	-	12,240	6,000
208B	LLMD ZONE 8B	10,300	18,040	28,340	8,800	9,240	-	4,000	-	22,040	6,300
209	LLMD ZONE 9	2,300	6,520	8,820	2,500	4,020	-	-	-	6,520	2,300
210	LLMD ZONE 10	(68,980)	19,930	(49,050)	9,850	10,080	-	-	-	19,930	(68,980)
211	LLMD ZONE 11	(31,530)	2,020	(29,510)	500	1,520	-	-	-	2,020	(31,530)
212	LLMD ZONE 12	264,860	43,960	308,820	40,000	18,520	-	100,000	-	158,520	150,300
213	LLMD ZONE 13	(31,605)	7,340	(24,265)	3,750	3,590	-	-	-	7,340	(31,605)
251	PFMD ZONE 1	498,860	75,930	574,790	-	89,023	-	200,000	-	289,023	285,767
252	PFMD ZONE 2	1,584,220	192,660	1,776,880	-	167,784	-	500,000	-	667,784	1,109,096
253	PFMD ZONE 3	469,670	59,100	528,770	-	63,261	-	150,000	-	213,261	315,509
254	PFMD ZONE 4	47,820	39,420	87,240	-	56,672	-	-	-	56,672	30,568
255	PFMD ZONE 5	385,060	86,120	471,180	-	61,806	-	200,000	-	261,806	209,374
256	PFMD ZONE 6	144,440	57,730	202,170	-	72,741	-	20,000	-	92,741	109,429
257	PFMD ZONE 7	4,500	5,410	9,910	-	1,000	-	-	-	1,000	8,910
258	PFMD ZONE 8	10,100	14,050	24,150	-	1,500	-	15,000	-	16,500	7,650
259	PFMD ZONE 9	-	5,000	5,000	-	1,200	-	-	-	1,200	3,800
<b>Totals:</b>		<b>60,077,581</b>	<b>62,876,102</b>	<b>122,953,683</b>	<b>12,891,380</b>	<b>18,296,191</b>	<b>970,686</b>	<b>48,135,106</b>	<b>1,344,450</b>	<b>85,035,772</b>	<b>37,917,911</b>



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## Staff Report

**To:** Lemoore City Council  
**From:** Janie Venegas, Deputy City Clerk  
**Date:** July 10, 2019 **Meeting Date:** July 16, 2019  
**Subject:** Activity Update

<b>Strategic Initiative:</b>	<input type="checkbox"/> Safe & Vibrant Community	<input type="checkbox"/> Growing & Dynamic Economy
	<input type="checkbox"/> Fiscally Sound Government	<input type="checkbox"/> Operational Excellence
	<input type="checkbox"/> Community & Neighborhood Livability	<input checked="" type="checkbox"/> Not Applicable

### Reports

➤ Warrant Register – FY 19/20

July 5, 2019

# FY 19/20 Warrant Register 7-5-19

PEI  
DATE: 07/05/2019  
TIME: 11:58:49

CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 1  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4211 - CITY COUNCIL

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4320									
1 /20	07/05/19	21		62814	3022 FIRST BANKCARD		209.94	.00	COUNCIL&TRIBAL LUNCH
1 /20	07/05/19	21		62814	3022 FIRST BANKCARD		9.99	.00	COUNCIL&TRIBAL LUNCH
TOTAL						.00	219.93	.00	
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		8.80	.00	COPIER/PRINTER
TOTAL						.00	8.80	.00	
TOTAL						.00	228.73	.00	



PEI  
DATE: 07/05/2019  
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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 2  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4213 - CITY MANAGER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4320									
					MEETINGS & DUES				
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		10.00	.00	ICSC CONVENTION-VEGAS
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		-150.01	.00	CREDIT PO #C581
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		-78.01	.00	CREDIT PO #C581
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		66.28	.00	ICSC CONVENTION-VEGAS
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		61.40	.00	ICSC CONVENTION-VEGAS
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		67.30	.00	ICSC CONVENTION-VEGAS
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		673.48	.00	ICSC CONVENTION-VEGAS
TOTAL					MEETINGS & DUES	.00	650.44	.00	
4360									
					TRAINING				
1 /20	07/05/19	21		62814	3022 FIRST BANKCARD		17.66	.00	ICSC CONFERENCE VEGAS
1 /20	07/05/19	21		62814	3022 FIRST BANKCARD		20.13	.00	ICSC CONFERENCE VEGAS
TOTAL					TRAINING	.00	37.79	.00	
4380									
					RENTALS & LEASES				
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		707.38	.00	COPIER/PRINTER
TOTAL					RENTALS & LEASES	.00	707.38	.00	
TOTAL					CITY MANAGER	.00	1,395.61	.00	

PEI  
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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 3  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4214 - CITY CLERK'S OFFICE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4330									
1 /20	07/05/19	21		62836	6080 LEE CENTRAL CALI		1,322.48	.00	NOTICES
TOTAL						.00	1,322.48	.00	
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		12.89	.00	COPIER/PRINTER
TOTAL						.00	12.89	.00	
TOTAL					CITY CLERK'S OFFICE	.00	1,335.37	.00	

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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 4  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4215 - FINANCE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		236.52	.00	COPIER/PRINTER
TOTAL						.00	236.52	.00	
TOTAL						.00	236.52	.00	

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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 5  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4216 - PLANNING

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		63.06	.00	COPIER/PRINTER
TOTAL						.00	63.06	.00	
TOTAL						.00	63.06	.00	

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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 6  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4220 - MAINTENANCE DIVISION

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220								OPERATING SUPPLIES
1 /20 07/05/19 21			62811	3022 FIRST BANKCARD		106.28	.00	COMBO WINDOW WASHER
1 /20 07/05/19 21			62843	5941 OMEGA INDUSTRIAL		143.55	.00	LARGE INDEX-TEND
1 /20 07/05/19 21			62811	3022 FIRST BANKCARD		13.93	.00	CANCELLED
1 /20 07/05/19 21			62811	3022 FIRST BANKCARD		33.42	.00	SUPPLIES
1 /20 07/05/19 21			62811	3022 FIRST BANKCARD		-13.93	.00	CREDIT FOR CANCELLED
1 /20 07/05/19 21			62811	3022 FIRST BANKCARD		226.74	.00	SUPPLIES
1 /20 07/05/19 21			62866	1547 VERITIV OPERATIN		418.32	.00	GLEANER 1 GALLON/TOWE
TOTAL					.00	928.31	.00	
4310								PROFESSIONAL CONTRACT SVC
1 /20 07/05/19 21			62800	7068 CRISTINA HERNAND		480.00	.00	JANITORIAL WORK
1 /20 07/05/19 21			62847	5287 RES COM PEST CON		38.00	.00	PEST CONTROL-411 W D
TOTAL					.00	518.00	.00	
4340								UTILITIES
1 /20 07/05/19 21			62851	0423 SOCALGAS		.99	.00	05/17/19-06/18/19
1 /20 07/05/19 21			62851	0423 SOCALGAS		29.72	.00	05/17/19-06/18/19
1 /20 07/05/19 21			62851	0423 SOCALGAS		63.67	.00	05/21/19-06/20/19
1 /20 07/05/19 21			62851	0423 SOCALGAS		67.61	.00	05/17/19-06/18/19
1 /20 07/05/19 21			62851	0423 SOCALGAS		77.57	.00	05/17/19-06/18/19
1 /20 07/05/19 21			62851	0423 SOCALGAS		195.19	.00	05/17/19-06/18/19
1 /20 07/05/19 21			62851	0423 SOCALGAS		26.77	.00	05/21/19-06/20/19
TOTAL					.00	461.52	.00	
4350								REPAIR/MAINT SERVICES
1 /20 07/05/19 21			62790	6597 AIRWORX		525.00	.00	DEEP CLEAN (2) UNITS
1 /20 07/05/19 21			62790	6597 AIRWORX		625.00	.00	RECREATION OFFICE
1 /20 07/05/19 21			62790	6597 AIRWORX		625.00	.00	REPLACEMENT OF BLOWER
TOTAL					.00	1,775.00	.00	
TOTAL					.00	3,682.83	.00	MAINTENANCE DIVISION

PEI  
DATE: 07/05/2019  
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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 7  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4221 - POLICE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		927.55	.00	CAMERAS AND SAN DISKS
1 /20	07/05/19	21		62837	0300 LEM CITY-PETTY C		24.95	.00	COSTCO-WATERS FOR DEP
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		269.29	.00	OFFICE SUPPLIES
1 /20	07/05/19	21		62813	3022 FIRST BANKCARD		187.63	.00	CASES OF COPY PAPER
1 /20	07/05/19	21		62813	3022 FIRST BANKCARD		192.77	.00	CASES OF GLOVES
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		484.22	.00	CHALLENGE COINS
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		293.13	.00	CUSTOM PODIUM SHIELD
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		67.83	.00	MEMORY CARDS AND CARD
1 /20	07/05/19	21		62837	0300 LEM CITY-PETTY C		18.85	.00	7ELEVEN-PHONE CHARGER
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		12.76	.00	WATERS FOR GRADUATION
1 /20	07/05/19	21		62837	0300 LEM CITY-PETTY C		38.55	.00	MATTHEW SMITH-REIMBUR
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		47.17	.00	BATTERIES
TOTAL					OPERATING SUPPLIES	.00	2,564.70	.00	
4220U					OPERAT SUPPLIES- UNIFORMS				
1 /20	07/05/19	21		62816	3022 FIRST BANKCARD		51.20	.00	SINGLE STRAP LEG SHRO
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		26.97	.00	EXPLORER BELT
1 /20	07/05/19	21		62838	6170 LPS TACTICAL & P		4,072.82	.00	F. PEREZ/K. ESCOBAR/R
TOTAL					OPERAT SUPPLIES- UNIFORMS	.00	4,150.99	.00	
4310					PROFESSIONAL CONTRACT SVC				
1 /20	07/05/19	21		62793	6945 AVENAL GUN CLUB		1,600.00	.00	ANNUAL RANGE FEES
1 /20	07/05/19	21		62829	3088 JONES TOWING, IN		460.00	.00	TOWING
1 /20	07/05/19	21		62813	3022 FIRST BANKCARD		50.00	.00	DETECTIVE
TOTAL					PROFESSIONAL CONTRACT SVC	.00	2,110.00	.00	
4320					MEETINGS & DUES				
1 /20	07/05/19	21		62837	0300 LEM CITY-PETTY C		45.40	.00	SAVEMART-PROMOTIONAL
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		8.64	.00	LUNCH FOR CPL TESTING
1 /20	07/05/19	21		62837	0300 LEM CITY-PETTY C		37.52	.00	PANCHITOS-BURRITOS FO
1 /20	07/05/19	21		62818	3022 FIRST BANKCARD		35.00	.00	TUITION-ASSET FORFEIT
1 /20	07/05/19	21		62837	0300 LEM CITY-PETTY C		14.09	.00	SAVEMART-SWEARING IN
1 /20	07/05/19	21		62837	0300 LEM CITY-PETTY C		30.00	.00	LISA ROCHA-CLEARs MEE
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		64.72	.00	LUNCH FOR CPL TESTING
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		95.00	.00	TUITION-CAR SEAT SAFE
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		95.00	.00	TUITION-CAR SEAT SAFE
1 /20	07/05/19	21		62818	3022 FIRST BANKCARD		250.00	.00	TUITION-ARMORER'S COU
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		250.00	.00	TUITION-ARMORER'S COU
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		23.04	.00	BREAKFAST SUPPLIES
TOTAL					MEETINGS & DUES	.00	948.41	.00	
4335					POSTAGE & MAILING				
1 /20	07/05/19	21		62815	3022 FIRST BANKCARD		8.30	.00	POSTAGE-RETURNED RADA
TOTAL					POSTAGE & MAILING	.00	8.30	.00	
4340					UTILITIES				

RUN DATE 07/05/2019 TIME 11:58:49

PEI - FUND ACCOUNTING

PEI  
DATE: 07/05/2019  
TIME: 11:58:49

CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 8  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4221 - POLICE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4340					UTILITIES				
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		35.44	.00	WATER FILTRATION SYST
1 /20	07/05/19	21		62792	5516 AT&T		22.58	.00	939-103-4003
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		88.50	.00	PD CABLE
1 /20	07/05/19	21		62867	0116 VERIZON WIRELESS		1,723.73	.00	05/17/19-06/16/19
1 /20	07/05/19	21		62792	5516 AT&T		239.93	.00	939-103-6912
TOTAL					UTILITIES	.00	2,110.18	.00	
4360					TRAINING				
1 /20	07/05/19	21		62818	3022 FIRST BANKCARD		210.00	.00	TUITION-PERISHABLE SK
1 /20	07/05/19	21		62818	3022 FIRST BANKCARD		325.00	.00	TUITION-PERISHABLE SK
1 /20	07/05/19	21		62819	0719 FRESNO CITY COLL		272.00	.00	REGISTRATION JP HENDE
1 /20	07/05/19	21		62816	3022 FIRST BANKCARD		1,029.36	.00	LODGING-SWAT TRAINING
1 /20	07/05/19	21		62816	3022 FIRST BANKCARD		564.68	.00	LODGING-SWAT TRAINING
1 /20	07/05/19	21		62816	3022 FIRST BANKCARD		75.00	.00	TUITION-SWAT TRAINING
TOTAL					TRAINING	.00	2,476.04	.00	
4825					MACHINERY & EQUIPMENT				
1 /20	07/05/19	21		62809	3022 FIRST BANKCARD		192.99	.00	(6) CHAIRS FOR COMMAN
TOTAL					MACHINERY & EQUIPMENT	.00	192.99	.00	
TOTAL					POLICE	.00	14,561.61	.00	



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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4222 - FIRE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220									
1 /20	07/05/19	21		62826	6484 HOTCHKISS CONSTR		1,159.00	.00	PRE-HUNG DOOR TRIM
TOTAL						.00	1,159.00	.00	
4230									
1 /20	07/05/19	21		62863	6123 VALLEY ELECTRIC		486.74	.00	MATERIAL FOR CITY HAL
TOTAL						.00	486.74	.00	
4330									
1 /20	07/05/19	21		62812	3022 FIRST BANKCARD		281.71	.00	FIRE SAFETY PROMOTION
1 /20	07/05/19	21		62812	3022 FIRST BANKCARD		349.65	.00	FIRE SAFETY PROMOTION
1 /20	07/05/19	21		62812	3022 FIRST BANKCARD		110.80	.00	FIRE SAFETY PROMOTION
TOTAL						.00	742.16	.00	
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		88.88	.00	COPIER/PRINTER
TOTAL						.00	88.88	.00	
4825									
1 /20	07/05/19	21		62801	7089 DEPARTMENT OF MO		20,735.00	.00	REGISTRATION FEES FIR
TOTAL						.00	20,735.00	.00	
TOTAL					FIRE	.00	23,211.78	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4224 - BUILDING INSPECTION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220									
1 /20	07/05/19	21		62807	3022 FIRST BANKCARD		2,354.46	.00	PO #C605
1 /20	07/05/19	21		62810	3022 FIRST BANKCARD		130.48	.00	OFFICE SUPPLIES
TOTAL						.00	2,484.94	.00	
4230									
1 /20	07/05/19	21		62810	3022 FIRST BANKCARD		30.48	.00	SUPPLIES
1 /20	07/05/19	21		62810	3022 FIRST BANKCARD		139.41	.00	OFFICE SUPPLIES
TOTAL						.00	169.89	.00	
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		136.87	.00	COPIER/PRINTER
TOTAL						.00	136.87	.00	
TOTAL						.00	2,791.70	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4230 - PUBLIC WORKS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
1 /20	07/05/19	21		62846	0876 QUAD KNOPF, INC.		494.55	.00	2019 ENGINEERING SVC
TOTAL						.00	494.55	.00	
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		400.72	.00	COPIER/PRINTER
TOTAL						.00	400.72	.00	
TOTAL						.00	895.27	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4231 - STREETS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220									
1 /20	07/05/19	21		62807	3022 FIRST BANKCARD		156.46	.00	SUPPLIES
1 /20	07/05/19	21		62804	5866 FASTENAL COMPANY		128.23	.00	GLOVES
TOTAL						.00	284.69	.00	
4310									
1 /20	07/05/19	21		62805	5758 MARK FERNANDES		500.00	.00	MAINTENANCE OF LANDSC
1 /20	07/05/19	21		62805	5758 MARK FERNANDES		215.00	.00	MAINTENANCE OF LANDSC
TOTAL						.00	715.00	.00	
TOTAL						.00	999.69	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4241 - PARKS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220									
					OPERATING SUPPLIES				
1 /20	07/05/19	21		62811	3022 FIRST BANKCARD		443.88	.00	ROLACHEM ROLLER/ORP
1 /20	07/05/19	21		62811	3022 FIRST BANKCARD		26.06	.00	VALVE-ROLACHEM PVC
1 /20	07/05/19	21		62811	3022 FIRST BANKCARD		67.28	.00	ROLACHEM ROLLER TRI-
1 /20	07/05/19	21		62811	3022 FIRST BANKCARD		36.98	.00	SQUEEZE TUBE
TOTAL					OPERATING SUPPLIES	.00	574.20	.00	
TOTAL					PARKS	.00	574.20	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4242 - RECREATION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		37.52	.00	DAY CAMP SUPPLIES
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		36.13	.00	DRAMA CLUB PARTY
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		11.48	.00	DAY CAMP
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		12.71	.00	SUMMER DAY CAMP SUPPL
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		31.96	.00	SR. HEALTH & FITNESS
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		34.30	.00	SPORT PROGRAMS SUPPLI
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		19.45	.00	SUMMER DAY CAMP
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		19.79	.00	DAY CAMP SUPPLIES
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		13.51	.00	SR. ADVISORY MTG
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		17.15	.00	SPORT PROGRAMS SUPPLI
1	/20	07/05/19	21	62796	2045 BUDDY'S TROPHIES		107.25	.00	EAGLE LARGE DIAMAOND
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		115.87	.00	SUMMER DAY CAMP SUPPL
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		114.92	.00	SUMMER DAY CAMP SUPPL
1	/20	07/05/19	21	62853	T2243 MICHELLE STEVENS		153.00	.00	CANVAS ART CLASS W/DA
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		135.02	.00	DAY CAMP
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		83.98	.00	SOCCER BALLS
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		75.08	.00	DAY CAMP
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		77.09	.00	YOUTH DANCE CONCESSIO
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		70.87	.00	YOUTH DANCE
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		72.43	.00	BATON
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		74.97	.00	RESISTANCE BANDS SENI
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		64.76	.00	REC VENDING MACHINE
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		69.90	.00	SUMMER DAY CAMP SUPPL
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		24.00	.00	FACEBOOK ADVERTISING
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		25.00	.00	GIFT CARD FOR RAFFLE
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		336.29	.00	YOUTH DANCE
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		326.27	.00	REC VENDING MACHINE
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		224.23	.00	SUMMER DAY CAMP SUPPL
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		188.80	.00	SUMMER DAY CAMP
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		163.41	.00	DAY CAMP SUPPLIES
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		170.84	.00	SR. HEALTH & FITNESS
1	/20	07/05/19	21	62808	3022 FIRST BANKCARD		230.00	.00	SNOW CONES FOR LIL SL
TOTAL					OPERATING SUPPLIES	.00	3,137.98	.00	
4310					PROFESSIONAL CONTRACT SVC				
1	/20	07/05/19	21	62865	6371 MANUEL VELARDE		192.50	.00	KARATE- JUNE 2019
1	/20	07/05/19	21	62798	7090 CLARISA GOMEZ		287.00	.00	CHEERLEADING-JUNE2019
1	/20	07/05/19	21	62822	5962 JASON GLASPIE		418.00	.00	BOXING-JUNE 2019
1	/20	07/05/19	21	62799	6731 FLORENCE COLBY		360.50	.00	ZUMBA-JUNE 2019
1	/20	07/05/19	21	62857	T1508 MAUREEN TOMPKINS		423.50	.00	DOG OBEDIENCE-JUNE19
1	/20	07/05/19	21	62794	0040 LARRY AVILA		492.00	.00	YOUTH INDOOR SOCCER
1	/20	07/05/19	21	62861	7060 JUAN URBIETA		966.00	.00	BUILDING ATTENDANT
1	/20	07/05/19	21	62803	T1335 CHARLIE ENNES		66.50	.00	GUITAR-JUNE 2019
1	/20	07/05/19	21	62825	7011 KERRI MICHELLE H		133.00	.00	PEEWEE MUSIC-FITNESS
1	/20	07/05/19	21	62852	5235 STATE DISBURSEME		86.00	.00	JASON GLASPIE
TOTAL					PROFESSIONAL CONTRACT SVC	.00	3,425.00	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4242 - RECREATION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310					PROFESSIONAL CONTRACT SVC (cont'd)				
4380					RENTALS & LEASES				
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		1,211.06	.00	COPIER/PRINTER
TOTAL					RENTALS & LEASES	.00	1,211.06	.00	
TOTAL					RECREATION	.00	7,774.04	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4296 - INFORMATION TECHNOLOGY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		498.40	.00	MICROSOFT OFFICE
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		56.00	.00	MICROSOFT EXCHANGE
TOTAL						.00	554.40	.00	
TOTAL						.00	554.40	.00	



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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 4297 - HUMAN RESOURCES

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		116.80	.00	COPIER/PRINTER
TOTAL						.00	116.80	.00	
TOTAL						.00	116.80	.00	
TOTAL						.00	58,421.61	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 040 - FLEET MAINTENANCE  
BUDGET UNIT - 4265 - FLEET MAINTENANCE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
1 /20	07/05/19	21		62795	1908 BATTERY SYSTEMS,		123.42	.00	BATTERY
1 /20	07/05/19	21		62795	1908 BATTERY SYSTEMS,		104.31	.00	BATTERY
1 /20	07/05/19	21		62795	1908 BATTERY SYSTEMS,		133.29	.00	BATTERY
1 /20	07/05/19	21		62840	7091 A.P. TOOLS		52.38	.00	DR. TORX T50
TOTAL					OPERATING SUPPLIES	.00	413.40	.00	
4220F					OPERATING SUPPLIES FUEL				
1 /20	07/05/19	21		62816	3022 FIRST BANKCARD		44.06	.00	FUEL-UNIT 16-SWAT TRA
1 /20	07/05/19	21		62818	3022 FIRST BANKCARD		30.00	.00	FUEL-UNIT 59-KURTZ FI
1 /20	07/05/19	21		62818	3022 FIRST BANKCARD		51.00	.00	FUEL-UNIT 19-MCPHERSO
1 /20	07/05/19	21		62821	6445 GARY V. BURROWS,		10,308.94	.00	CARDLOCK STATEMENT
TOTAL					OPERATING SUPPLIES FUEL	.00	10,434.00	.00	
4230					REPAIR/MAINT SUPPLIES				
1 /20	07/05/19	21		62842	6120 O'REILLY AUTO PA		27.04	.00	MICRO-V BELT
1 /20	07/05/19	21		62810	3022 FIRST BANKCARD		1,255.82	.00	PO #C603
1 /20	07/05/19	21		62859	5379 TURF STAR		424.95	.00	BALL JOINT ASM
1 /20	07/05/19	21		62810	3022 FIRST BANKCARD		338.31	.00	SW, TURN, TOGGLE
1 /20	07/05/19	21		62859	5379 TURF STAR		279.19	.00	REPAIR KIT
1 /20	07/05/19	21		62842	6120 O'REILLY AUTO PA		306.91	.00	MOTORCRAFT- POWER 5
1 /20	07/05/19	21		62859	5379 TURF STAR		248.16	.00	END-ROD TIE/REPAIR KI
1 /20	07/05/19	21		62827	6715 INTERSTATE BILLI		159.25	.00	SENSOR-COOLANT LEVEL
1 /20	07/05/19	21		62842	6120 O'REILLY AUTO PA		92.28	.00	NEW WTR PUMP
1 /20	07/05/19	21		62842	6120 O'REILLY AUTO PA		-64.35	.00	CORE RETURN
TOTAL					REPAIR/MAINT SUPPLIES	.00	3,067.56	.00	
4350					REPAIR/MAINT SERVICES				
1 /20	07/05/19	21		62829	3088 JONES TOWING, IN		160.00	.00	TOWING
1 /20	07/05/19	21		62864	0458 KELLER FORD LINC		78.00	.00	GEAR ASSY- STEERING
1 /20	07/05/19	21		62858	6978 TULARE SAG, INC.		2,793.56	.00	STEERING
1 /20	07/05/19	21		62828	2956 JONES COLLISION		4,146.19	.00	REPAIR TO UNIT 51
TOTAL					REPAIR/MAINT SERVICES	.00	7,177.75	.00	
4380					RENTALS & LEASES				
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		84.76	.00	COPIER/PRINTER
TOTAL					RENTALS & LEASES	.00	84.76	.00	
TOTAL					FLEET MAINTENANCE	.00	21,177.47	.00	
TOTAL					FLEET MAINTENANCE	.00	21,177.47	.00	

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SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 045 - GOLF COURSE - CITY  
BUDGET UNIT - 4245 - GOLF COURSE-CITY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4000K									
									COST OF REVENUE-KITCHEN
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		-37.41	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		32.45	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		34.10	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		34.22	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		30.16	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		19.09	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		9.20	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		36.52	.00	FOODSTUFF
1 /20	07/05/19	21		62848	T1885 TOM RINGER		2,339.20	.00	BUENO BEVERAGE
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		597.54	.00	FOODSTUFF
1 /20	07/05/19	21		62848	T1885 TOM RINGER		629.41	.00	VALLEY WIDE BEVERAGE
1 /20	07/05/19	21		62844	6438 PEPSI BEVERAGES		528.77	.00	SODA CASES
1 /20	07/05/19	21		62848	T1885 TOM RINGER		540.70	.00	DONAGHY SALES
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		267.74	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		418.27	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		379.77	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		386.84	.00	FOODSTUFF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		434.55	.00	FOODSTUFF
TOTAL						.00	6,681.12	.00	
4000P									
									COST OF REVENUE-PRO SHOP
1 /20	07/05/19	21		62862	6508 US KIDS GOLF, LL		514.71	.00	JUNIONR GOLF CLUBS
TOTAL						.00	514.71	.00	
4220K									
									OPERATING SUPPLIES-KITCH
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		27.98	.00	KITCHEN SUPPLIES
TOTAL						.00	27.98	.00	
4220M									
									OPERATING SUPPLIES MAINT.
1 /20	07/05/19	21		62804	5866 FASTENAL COMPANY		20.09	.00	PPH SMS /CONICAL
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		29.99	.00	TEE MARKERS FOR COURS
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		43.52	.00	SIGN FOR COURSE
1 /20	07/05/19	21		62804	5866 FASTENAL COMPANY		45.79	.00	ROLLTWT/PINEACTION
1 /20	07/05/19	21		62804	5866 FASTENAL COMPANY		53.82	.00	LANSCAPERAKE
1 /20	07/05/19	21		62804	5866 FASTENAL COMPANY		93.93	.00	GOLVES
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		107.24	.00	COURSE SUPPLIES
1 /20	07/05/19	21		62841	5663 NUTRIEN AG SOLUT		1,940.80	.00	GOLF COURSE FERTILIZE
1 /20	07/05/19	21		62833	6475 KERN TURF SUPPLY		1,341.48	.00	IRRIGATION SUPPLIES
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		508.96	.00	MOBILE PUMP FOR SAND
1 /20	07/05/19	21		62804	5866 FASTENAL COMPANY		184.41	.00	LGSELGRAIN/PART RESP
TOTAL						.00	4,370.03	.00	
4220P									
									OPERATING SUPPLIES-PRO SH
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		62.07	.00	OFFICE SUPPLIES
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		53.61	.00	BATTERY-TO BE RETURNE
TOTAL						.00	115.68	.00	

RUN DATE 07/05/2019 TIME 11:58:50

PEI - FUND ACCOUNTING

PEI  
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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 20  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 045 - GOLF COURSE - CITY  
BUDGET UNIT - 4245 - GOLF COURSE-CITY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220P					OPERATING SUPPLIES-PRO SH (cont'd)				
4291					MISCELLANEOUS EXPENSES				
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		27.87	.00	STAFF MEETING FOOD
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		29.64	.00	POSTAGE RETURN PRODUC
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		12.96	.00	POSTAGE RETURN PRODUC
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		64.24	.00	LUNCH FOR JUNIOR GOLF
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		266.91	.00	TROPHIES FOR JUNIOR T
1 /20	07/05/19	21		62848	T1885 TOM RINGER		330.00	.00	KINGS COUNT PERMIT
TOTAL					MISCELLANEOUS EXPENSES	.00	731.62	.00	
4309					STAFFING/TOM RINGER				
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		10.00	.00	EMPLOYE SEARCH
TOTAL					STAFFING/TOM RINGER	.00	10.00	.00	
4310					PROFESSIONAL CONTRACT SVC				
1 /20	07/05/19	21		62834	6844 KNIGHT GUARD SEC		55.00	.00	ALARM MONITORING GOLF
1 /20	07/05/19	21		62834	6844 KNIGHT GUARD SEC		55.00	.00	ALARM MONITORING GOLF
1 /20	07/05/19	21		00046988	6844 KNIGHT GUARD SEC		55.00	.00	ALARM MONITORING GOLF
TOTAL					PROFESSIONAL CONTRACT SVC	.00	165.00	.00	
4320					MEETINGS & DUES				
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		135.00	.00	ENTRY FOR MENS CLUB
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		135.00	.00	ENTRY FOR MENS CLUB
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		270.00	.00	ENTRY FOR MENS CLUB
TOTAL					MEETINGS & DUES	.00	540.00	.00	
4340					UTILITIES				
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		133.21	.00	CLUBHOUSE TELEVISION
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		161.83	.00	PHONE EXPENSE
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		89.95	.00	PHONE SERVICE-TOM
1 /20	07/05/19	21		62817	3022 FIRST BANKCARD		40.00	.00	INTERNET EXPENSE
TOTAL					UTILITIES	.00	424.99	.00	
TOTAL					GOLF COURSE-CITY	.00	13,581.13	.00	
TOTAL					GOLF COURSE - CITY	.00	13,581.13	.00	

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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 21  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 050 - WATER  
BUDGET UNIT - 4250 - WATER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		6.00	.00	SCADA APP ACCT
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		6.99	.00	WATER APP
1 /20	07/05/19	21		62807	3022 FIRST BANKCARD		92.21	.00	BANKER BOXES
1 /20	07/05/19	21		62823	0521 GRAINGER		203.88	.00	MAGNETIC TOOL PICKUP
1 /20	07/05/19	21		62806	3022 FIRST BANKCARD		156.00	.00	WEBSITE-ECONOMIC DEVE
1 /20	07/05/19	21		62860	6058 UNIVAR		1,640.93	.00	CHLORINE
1 /20	07/05/19	21		62860	6058 UNIVAR		1,676.15	.00	CHLORINE
TOTAL					OPERATING SUPPLIES	.00	3,782.16	.00	
4230					REPAIR/MAINT SUPPLIES				
1 /20	07/05/19	21		62835	0286 LAWRENCE TRACTOR		147.69	.00	IGNITION MODULE
1 /20	07/05/19	21		62810	3022 FIRST BANKCARD		131.70	.00	MARINE DOCK 15" PILIN
TOTAL					REPAIR/MAINT SUPPLIES	.00	279.39	.00	
4310					PROFESSIONAL CONTRACT SVC				
1 /20	07/05/19	21		62832	5784 KINGS COUNTY ENV		883.74	.00	41 CINN OVERSIGHT
1 /20	07/05/19	21		62846	0876 QUAD KNOPF, INC.		268.65	.00	2019 ENGINEERING SVC
TOTAL					PROFESSIONAL CONTRACT SVC	.00	1,152.39	.00	
4340					UTILITIES				
1 /20	07/05/19	21		62791	6639 AT&T		155.27	.00	INTERNET
1 /20	07/05/19	21		62851	0423 SOCALGAS		50.52	.00	05/21/19-06/20/19
TOTAL					UTILITIES	.00	205.79	.00	
4380					RENTALS & LEASES				
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		115.66	.00	COPIER/PRINTER
1 /20	07/05/19	21		62789	2914 AAA QUALITY SERV		105.79	.00	POTTY RENTAL
TOTAL					RENTALS & LEASES	.00	221.45	.00	
TOTAL					WATER	.00	5,641.18	.00	

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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 22  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 050 - WATER  
BUDGET UNIT - 4251 - UTILITY OFFICE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4380									
	1 /20	07/05/19	21	62824	5977 GREATAMERICA FIN		174.55	.00	COPIER/PRINTER
TOTAL						.00	174.55	.00	
TOTAL						.00	174.55	.00	
TOTAL						.00	5,815.73	.00	

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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 23  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 056 - REFUSE  
BUDGET UNIT - 4256 - REFUSE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220									
1 /20	07/05/19	21		62820	6751 FURTADO WELDING		163.72	.00	BI MIX 75/25 LARGE K
1 /20	07/05/19	21		62850	6518 SCHAEFER SYSTEMS		21,367.00	.00	200 BLUE, 100 GREEN,1
1 /20	07/05/19	21		62845	0370 PHIL'S LOCKSMITH		18.23	.00	KEY DUP
TOTAL						.00	21,548.95	.00	
4310									
1 /20	07/05/19	21		62802	6869 WELLS FARGO BANK		560.64	.00	TEMP LABOR
TOTAL						.00	560.64	.00	
4380									
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		2.31	.00	COPIER/PRINTER
TOTAL						.00	2.31	.00	
TOTAL						.00	22,111.90	.00	
TOTAL						.00	22,111.90	.00	

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CITY OF LEMOORE  
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 24  
AUDIT11

SELECTION CRITERIA: transact.yr='20' and transact.fund between '001' and '300' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 060 - SEWER& STORM WTR DRAINAGE  
BUDGET UNIT - 4260 - SEWER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
1 /20	07/05/19	21		62856	2072 THATCHER COMPANY		-2,000.00	.00	DEPOSIT REFUND
1 /20	07/05/19	21		62856	2072 THATCHER COMPANY		-2,000.00	.00	DEPOSIT REFUND
1 /20	07/05/19	21		62856	2072 THATCHER COMPANY		-2,000.00	.00	DEPOSIT REFUND
1 /20	07/05/19	21		62856	2072 THATCHER COMPANY		-2,000.00	.00	DEPOSIT REFUND
1 /20	07/05/19	21		62856	2072 THATCHER COMPANY		4,207.67	.00	CHLORINE/DEPOSIT
1 /20	07/05/19	21		62856	2072 THATCHER COMPANY		4,209.67	.00	CHLORINE/DEPOSIT
1 /20	07/05/19	21		62856	2072 THATCHER COMPANY		4,209.67	.00	CHLORINE/DEPOSIT
1 /20	07/05/19	21		62856	2072 THATCHER COMPANY		4,536.67	.00	CHLORINE/DEPOSIT
1 /20	07/05/19	21		62810	3022 FIRST BANKCARD		186.19	.00	SHIPPING A BOX
1 /20	07/05/19	21		62807	3022 FIRST BANKCARD		433.82	.00	SUPPLIES
TOTAL					OPERATING SUPPLIES	.00	9,783.69	.00	
4230					REPAIR/MAINT SUPPLIES				
1 /20	07/05/19	21		62807	3022 FIRST BANKCARD		28.58	.00	BATTERY
TOTAL					REPAIR/MAINT SUPPLIES	.00	28.58	.00	
4310					PROFESSIONAL CONTRACT SVC				
1 /20	07/05/19	21		62832	5784 KINGS COUNTY ENV		455.26	.00	41 CINN OVERSIGHT
TOTAL					PROFESSIONAL CONTRACT SVC	.00	455.26	.00	
4320					MEETINGS & DUES				
1 /20	07/05/19	21		62810	3022 FIRST BANKCARD		250.74	.00	TRAINING
TOTAL					MEETINGS & DUES	.00	250.74	.00	
4380					RENTALS & LEASES				
1 /20	07/05/19	21		62824	5977 GREATAMERICA FIN		47.71	.00	COPIER/PRINTER
TOTAL					RENTALS & LEASES	.00	47.71	.00	
TOTAL					SEWER	.00	10,565.98	.00	
TOTAL					SEWER& STORM WTR DRAINAGE	.00	10,565.98	.00	
TOTAL					REPORT	.00	131,673.82	.00	



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CITY OF LEMOORE  
GENERAL LEDGER TRANSACTION ANALYSIS

PAGE NUMBER: 1  
AUDIT311

SELECTION CRITERIA: account.acct between '2000' and '2999'AND transact.yr='20' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 090 - TRUST & AGENCY

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION
2020			ACCOUNTS PAYABLE				
1 /20	07/05/19	21	62854	T2746 TARA BORBA		50.00	REFUND-VETS HALL
1 /20	07/05/19	21	62831	T2743 KASUNDRA SCHULTE		200.00	REFUND- CIVIC RENTAL
1 /20	07/05/19	21	62797	T2739 CHRIST CHURCH A.C.W		250.00	REFUND-VET HALL
1 /20	07/05/19	21	62830	T2741 JOSE RUELAS		250.00	RENTAL DATE 6/22/19
1 /20	07/05/19	21	62839	T2744 MARIA CORDOVA		250.00	REFUND-VET HALL
TOTAL			ACCOUNTS PAYABLE		.00	1,000.00	
2300			CUSTOMER DEPOSITS				
1 /20	07/05/19	21	62854	T2746 TARA BORBA	50.00		REFUND-VETS HALL
1 /20	07/05/19	21	62831	T2743 KASUNDRA SCHULTE	200.00		REFUND- CIVIC RENTAL
1 /20	07/05/19	21	62797	T2739 CHRIST CHURCH A.C.W	250.00		REFUND-VET HALL
1 /20	07/05/19	21	62830	T2741 JOSE RUELAS	250.00		RENTAL DATE 6/22/19
1 /20	07/05/19	21	62839	T2744 MARIA CORDOVA	250.00		REFUND-VET HALL
TOTAL			CUSTOMER DEPOSITS		1,000.00	.00	
TOTAL			TRUST & AGENCY		1,000.00	1,000.00	
TOTAL REPORT					1,000.00	1,000.00	

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CITY OF LEMOORE  
REVENUE TRANSACTION ANALYSIS

PAGE NUMBER: 1  
AUDIT31

SELECTION CRITERIA: transact.yr='20' and transact.account between '3000' and '3999' and transact.batch='VM070519'  
ACCOUNTING PERIOD: 1/20

FUND - 001 - GENERAL FUND  
BUDGET UNIT - 001 - GENERAL FUND

ACCOUNT	DATE	T/C	RECEIVE REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS	RECEIVABLES DESCRIPTION
3625							
1 /20	07/05/19	210	62830	T2741 JOSE RUELAS		-80.00	REFUND 2 HOURS
TOTAL					.00	-80.00	.00
3681							
1 /20	07/05/19	210	62855	T2742 TERI LAWRENCE		-25.00	REFUND- YOGA CLASS
1 /20	07/05/19	210	62849	T2745 SALVADOR LIMON		-70.00	REFUND-INDOOR SOCCER
TOTAL					.00	-95.00	.00
TOTAL	GENERAL FUND				.00	-175.00	.00
TOTAL	GENERAL FUND				.00	-175.00	.00
TOTAL REPORT					.00	-175.00	.00