



CITY *of* CALABASAS

**CITY COUNCIL AGENDA
REGULAR MEETING – WEDNESDAY, SEPTEMBER 25, 2013
CITY HALL COUNCIL CHAMBERS
100 CIVIC CENTER WAY, CALABASAS
www.cityofcalabasas.com**

THE STARTING TIMES LISTED FOR EACH AGENDA ITEM SHOULD BE CONSIDERED A GUIDELINE ONLY. THE CITY COUNCIL RESERVES THE RIGHT TO ALTER THE ORDER OF DISCUSSION IN ORDER TO RUN AN EFFECTIVE MEETING. IF YOU WISH TO ASSURE YOURSELF OF HEARING A PARTICULAR DISCUSSION, PLEASE ATTEND THE ENTIRE MEETING. YOU MAY SPEAK ON A CLOSED SESSION ITEM PRIOR TO COUNCIL'S DISCUSSION. TO DO SO, PLEASE SUBMIT A SPEAKER CARD TO THE CITY CLERK AT LEAST 5 MINUTES PRIOR TO THE START OF CLOSED SESSION. THE CITY VALUES AND INVITES WRITTEN COMMENTS FROM RESIDENTS ON MATTERS SET FOR COUNCIL CONSIDERATION. IN ORDER TO PROVIDE COUNCILMEMBERS AMPLE TIME TO REVIEW ALL CORRESPONDENCE, PLEASE SUBMIT ANY LETTERS OR EMAILS TO THE CITY CLERK'S OFFICE BEFORE 5:00 P.M. ON THE MONDAY PRIOR TO THE MEETING.

OPENING MATTERS – 7:00 P.M.

Call to Order/Roll Call of Councilmembers
Pledge of Allegiance by Cub Scout Pack 333
Approval of Agenda

ANNOUNCEMENTS/INTRODUCTIONS – 7:10 P.M.

- Welcome to Mayor Tom Crosby of Roscommon County, Ireland
- Recognition of Human Resources Specialist, Lourdes Figueroa for her service to the City
- Recognition of Jennifer Bercy, Kyle Cooper, Marcey Verity, and Laura and Philippe Saisse for their work on Relay for Life
- Cyber Security Month Proclamation

ORAL COMMUNICATIONS - PUBLIC COMMENT – 7:40 P.M.

CONSENT ITEMS – 7:50 P.M.

1. [Approval of meeting minutes from September 11, 2013.](#)

2. Approval of an exception to the hiring freeze to authorize the hiring of a Human Resources Specialist position to fill a vacant position in the Administrative Services Department.
3. Authorization to provide assistance towards the tenth-year anniversary celebration of Ahmanson Ranch, including a contribution of an amount not to exceed \$1,500.
4. Recommendation to approve a professional services agreement to provide daily Calabasas Lake maintenance service and as-needed Lake equipment repair or replacement, for a period of two years, in an amount not to exceed \$163,000 per year.

NEW BUSINESS – 8:00 P.M.

5. Motion to waive further reading and introduction of Ordinance No. 2013-306, amending Calabasas Municipal Code, Chapter 5.18, Sections 5.18.110, -8.20.110 and 5.18.130 related to tobacco retailer registration.
6. Adoption of Resolution No. 2013-1387, approving a citywide records retention/destruction schedule and a records and information management program policy, rescinding Resolution No. 2008-1148.
7. Discussion on electric vehicle charging stations.

INFORMATIONAL REPORTS – 9:00 P.M.

8. Check Register for the period of September 5-11, 2013.

TASK FORCE REPORTS – 9:05 P.M.

CITY MANAGER'S REPORT – 9:10 P.M.

FUTURE AGENDA ITEMS – 9:15 P.M.

ADJOURN – 9:20 P.M.

The City Council will adjourn to their next regular meeting scheduled for Wednesday, October 9, 2013, at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS,
CALIFORNIA, HELD WEDNESDAY, SEPTEMBER 11, 2013**

Mayor Gaines called the meeting to order at 7:02 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, California. All members of the City Council were present.

Mayor Gaines requested a moment of silence in honor of September 11.

ROLL CALL Present: Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Martin and Maurer.
Absent: None.
Staff: Bartlett, Bingham, Brozyna, Cohen, Coroalles, Hernandez, Howard, Lysik, Mirzakhonian, Tamuri, and Yalda.

The Pledge of Allegiance was led by Deputy Robert DeSantis.

APPROVAL OF AGENDA

Councilmember Martin moved, seconded by Mayor pro Tem Shapiro to approve the agenda. **MOTION CARRIED 5/0.**

ANNOUNCEMENTS/INTRODUCTIONS

Mayor Gaines announced that the meeting would be adjourned in memory of Joe Sperling and Ted De Pass. He presented certificates of adjournment to The Sperling family and Michael Brockman, respectively.

- Proclamation in honor of Constitution Week

Mayor Gaines presented a proclamation to Cathey Sinai, Daughters of the American Revolution Chair.

- Proclamation in honor of "It can Wait; Drive 4 Pledges Day"

Mayor Gaines presented a proclamation to Dan Revetto, AT&T representative.

- Recognition of Kim Hamilton outgoing Lupin Hill Elementary PFC President

Mayor Gaines presented a certificate of appreciation to Kim Hamilton.

➤ Sheriff's crime report

Deputy DeSantis presented the Crimes Report.

Members of the Council made the following announcements:

Councilmember Bozajian:

- Encouraged support for the Malibu/Lost Hills Sheriff's Department Foundation Community Golf Classic on September 30 at the Calabasas Golf & Country Club.
- Extended an invitation to the Calabasas Pumpkin Festival on October 19 and 20.
- Reminded about intermittent construction of Malibu Canyon tunnel that will be occurring for the next several months.

Councilmember Maurer:

- Encouraged attendance to the last summer concert at the lake on September 15.

Councilmember Martin:

- Reminded that Ahmanson Ranch will be celebrating its 10 year anniversary on Sunday, November 17.

Mayor pro Tem Shapiro:

- Reported that the first annual Rock Life anti-bullying awareness campaign took place on September 7.

Mayor Gaines:

- Reminded of the Special Election on September 17 for the 45th Assembly District.
- The monthly Chamber breakfast is scheduled on September 12 at 7:15 a.m.
- The Chamber mixer kick-off for the Pumpkin Festival will take place on September 19, at Acura 101. At 5:30 p.m.
- Monday night football event is scheduled on September 23, at King's Fish House.
- Wished happy Jewish New Year to all.

ORAL COMMUNICATIONS - PUBLIC COMMENT

Bonnie Mulholland, Glenn Littman, Rebecca Golden, Stephanie David, Dahl Hill and Christopher Morrow spoke during public.

CONSENT ITEMS

1. Approval of meeting minutes from August 28, 2013.
2. Adoption of Ordinance No. 2013-305, adding Chapter 9.09 to Title 9 of the Calabasas Municipal Code regulating door-to-door solicitation in the City.
3. Approval of appointments to the Historic Preservation Commission Arlene Bernholtz (Calabasas Historical Society). Environmental Commission: Lisa Brackelmanns-Wilder (Bozajian). Parks, Recreation & Education: Lesli Kraut (Gaines). Planning Commission Alternate: David Litt. Agoura Hills/Calabasas Community Center JPA: Richard Sherman (Council.
4. Adoption of Resolution No. 2013-1381, Rescinding Resolution No. 2012-1342 and approve a salary schedule for permanent employees.
5. Adoption of Resolution No. 2013-1382, establishing employee flex credit amounts for 2014 and rescinding Resolution No. 2012-1343.
6. Authorization to approve budgeted funding and change order for Newbury Park Tree Service, Inc. in the amount of \$85,200 for authorized required extra work as part of Specification No. 10-11-03 public street tree maintenance in the City of Calabasas.
7. Authorization to approve contract change order for Venco Western, Inc. in the amount of \$139,855 to fund required work for the Zone 24 Park Sorrento median circles and parkway landscape installation.

Mayor pro Tem Shapiro pulled Item No. 2. Councilmember Bozajian pulled Item No. 3 and Item No. 7.

Councilmember Maurer moved, seconded by Mayor pro Tem Shapiro to approve Consent Items No. 1, 4, 5 and 6. MOTION CARRIED 5/0.

Mr. Howard provided clarification regarding inquiries on Item No. 2.

Mayor pro Tem Shapiro moved, seconded by Councilmember Maurer to approve Item No. 2. MOTION CARRIED 5/0.

In regard to Item No. 3, Councilmember Maurer requested the appointment of David Litt be voted upon separately.

Mayor pro Tem Shapiro moved, seconded by Councilmember Maurer to approve the appointments of Arlene Bernholtz to the Historic Preservation Commission; Lisa Brackelmanns-Wilder to the Environmental Commission; Lesli

Kraut to the Parks, Recreation & Education Commission; and Richard Sherman to the Agoura Hills/Calabasas Community Center JPA. MOTION CARRIED 5/0.

Mayor Gaines recognized all appointed Commissioners.

Councilmember Maurer stated she was not ready to support the appointment of David Litt at this time.

Mayor Gaines moved, seconded by Mayor pro Tem Shapiro to approve the appointment of David Litt as an alternate to the Planning Commission. MOTION CARRIED 3/2 with Councilmember Maurer voting in opposition and Councilmember Martin abstaining.

Extensive discussion took place regarding Item No. 7.

Mayor pro Tem Shapiro moved, seconded by Councilmember Maurer to approve Item No. 7. MOTION CARRIED 5/0.

The meeting recessed at 8:37 p.m.

The meeting reconvened at 8:44 p.m.

NEW BUSINESS

8. Adoption of Resolution 2013-1379 opposing the sale, purchase and use of anticoagulant rodenticides in the City of Calabasas.

Mr. Coroalles presented Item No. 8.

Joel Schulman, Sherry Ferber, Randi Feilich, Jeremy Wolf and a Kian Schulman spoke on Item No. 8.

Extensive discussion took place.

Councilmember Bozajian moved, seconded by Councilmember Martin to adopt Resolution 2013-1379 opposing the sale, purchase and use of anticoagulant rodenticides in the City of Calabasas. MOTION CARRIED 5/0.

PUBLIC HEARING

9. Adoption of the 2014-2021 Housing Element update consistent with the statutory requirements of State housing element law as an amendment to the City of Calabasas 2030 General Plan. And adoption of Resolution No. 2013-1388 approving file No. 130000963, adopting the 2014-2021 Housing Element Update.

Mayor Gaines opened the public hearing.

Charles Santos, John Mip and Jeff Cooper spoke on Item No. 9.

Mayor Gaines closed the public hearing.

Extensive discussion took place.

Mayor pro Tem Shapiro moved, seconded by Councilmember Maurer to adopt the 2014-2021 Housing Element update and Resolution No. 2013-1388 approving file No. 130000963, adopting the 2014-2021 Housing Element Update. MOTION CARRIED 4/1 with Councilmember Bozajian voting in opposition.

10. A request for a Development Plan to construct a pedestrian bridge, 5' wide by 40' long for a pedestrian path to provide access from Oak Park Calabasas HOA property within the Residential Multi-Family (RM) Zoning District over the existing creek to Calabasas Park HOA property within the Open Space- (OS-DR) Zoning District.

Mayor Gaines opened/closed the public hearing.

Councilmember Bozajian moved, seconded by Mayor pro Tem Shapiro to adopt Resolution No. 2013-1386 approving File 130000062; a request for a Development Plan to construct a pedestrian bridge across McCoy Creek connecting the Oak Park Calabasas neighborhood to the Open Space within Calabasas Park, within the Open Space (OS) zoning district at 4702 Park Granada. MOTION CARRIED 5/0.

11. Adoption of Resolution No. 2013-1383, approving the Operating and Capital Improvement budgets for July 1, 2013 through June 30, 2015, providing for the appropriations and expenditures for all sums set forth in said budget; and adoption of Resolution No 2013-1384, establishing the appropriations limits for Fiscal Year 2013-2014.

Mayor Gaines opened/closed the public hearing.

Councilmember Bozajian moved, seconded by Mayor pro Tem Shapiro to adopt Resolution No. 2013-1383 approving the Operating and Capital Improvement Budget from July 1, 2013 through June 30, 2015, providing for the appropriations and expenditures for all sums set forth in said budget and repealing all resolutions in conflict herewith; and adopt Resolution No. 2013-1384 establishing the appropriations limit for fiscal year 2013-14. MOTION CARRIED 5/0.

INFORMATIONAL REPORTS

9. Check Register for the period of August 15-28, 2013.

No action was taken on this item.

TASK FORCE REPORTS

None.

CITY MANAGER'S REPORT

None.

FUTURE AGENDA ITEMS

Councilmember Bozajian requested an item for contribution towards Ahmanson Ranch's 10th year anniversary celebration. He also requested the future agenda list be reviewed to ensure items are processed timely.

Councilmember Martin requested a resident workshop to obtain public input in regard to available properties in the City. She also requested staff reports and attachments for all Commissions be posted on the website.

Mayor Gaines requested the Traffic and Transportation Commission review the matter of crossing guards and report to the Council at future meeting. He also requested the matter of e-cigarettes be reviewed to possibly be added to the second hand City ordinance. He further requested an item on public noticing processes.

ADJOURN

Mayor pro Tem Shapiro moved, seconded by Councilmember Maurer to adjourn the meeting at 10:42 p.m. in memory of Joe Sperling and Ted De Pass to the next regular meeting scheduled on Wednesday, September 25, 2013, at 7:00 p.m. MOTION CARRIED 5/0.


Maricela Hernandez, MMC
City Clerk



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 16, 2013

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ANTHONY COROALLES, CITY MANAGER 

SUBJECT: APPROVAL OF AN EXCEPTION TO THE HIRING FREEZE TO HIRE A HUMAN RESOURCES SPECIALIST POSITION TO FILL A VACANT POSITION IN THE ADMINISTRATIVE SERVICES DEPARTMENT.

MEETING DATE: SEPTEMBER 25, 2013

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve an exception to the hiring freeze and the approval of the recruitment and hiring of a Human Resources Specialist in the Administrative Services Department to fill a recently vacated position.

BACKGROUND:

In 2011, the City Council authorized a hiring freeze for full-time positions that become vacant unless the position is deemed essential to the operation of the department or the City.

DISCUSSION/ANALYSIS:

The Human Resources Specialist position is deemed essential due to the wide variety of highly responsible and sensitive duties performed for both employees, and the public, (those seeking employment, outside agencies and various vendors). The HR Specialist coordinates the City's recruitment processes, maintains personnel records and processes all personnel transactions. This position resolves employee and retiree questions and problems regarding benefits and coordinates

the City's annual health insurance open enrollment. In addition, the HR Specialist performs a wide variety of confidential duties and responsibilities. The Administrative Services Department has limited staffing to perform the technical, research and clerical functions currently tasked to the HR Specialist.

FISCAL IMPACT/SOURCE OF FUNDING:

The fiscal impact of replacing the current Human Resources Specialist is not expected to negatively impact the approved City budget.

REQUESTED ACTION:

It is requested that the City Council approve an exception to the hiring freeze and approve the recruitment and hire of a Human Resource Specialist to fill a recently vacated position.




CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 17, 2013

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ANTHONY M. COROALLES, CITY MANAGER 

SUBJECT: AUTHORIZATION TO PROVIDE ASSISTANCE TOWARDS THE TENTH-YEAR ANNIVERSARY CELEBRATION OF AHMANSON RANCH, INCLUDING A CONTRIBUTION OF AN AMOUNT NOT TO EXCEED \$1,500.

MEETING DATE: SEPTEMBER 25, 2013

SUMMARY RECOMMENDATION:

That the City Council review and approve request for assistance towards the tenth-year anniversary celebration of Ahmanson Ranch, which includes a contribution of an amount not to exceed \$1,500.

BACKGROUND:

Ahmanson Ranch tenth-year anniversary celebration/commemoration will take place on November 17, 2013, at Ahmanson Ranch. The event is being hosted/sponsored by a number of public and private agencies, including many of those active in the battle to preserve the land.

The City of Calabasas is being asked to provide the following assistance:

1. \$1,500 (from the open space budget).

2. Use of City shuttles to transport members of the public along "A" street, from Mureau Road to the old ranch house.
3. Permit organizers to borrow any artifacts, exhibits, or other relics from the past pertaining to Ahmanson Ranch. Especially, select photographs and video footage in the City's possession.
4. Provide whatever pre-publicity and post-publicity the City can reasonably offer for the event. This would encompass a potentially wide range of things, all of which fall under the purview of our Media Operations Department.
5. A [short] list of individuals/dignitaries who should receive formal invitations to the event.

REQUESTED ACTION:

That the Council approve assistance request towards the tenth-year anniversary celebration of Ahmanson Ranch Anniversary, which includes a contribution of an amount not to exceed \$1,500.

ATTACHMENTS: None.



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 25, 2013

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: ~~RJ~~ ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR
~~AS~~ STEVE BALL, LANDSCAPE DISTRICTS MAINTENANCE MANAGER**

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT TO PROVIDE DAILY CALABASAS LAKE MAINTENANCE SERVICE AND AS-NEEDED LAKE EQUIPMENT REPAIR OR REPLACEMENT, FOR A PERIOD OF TWO YEARS, IN AN AMOUNT NOT TO EXCEED \$163,000 PER YEAR.

MEETING DATE: SEPTEMBER 25, 2013

SUMMARY RECOMMENDATION:

Authorization to approve a two-year professional service agreement for Arch Chemicals Inc. (also known as Marine Biochemists) and approve budgeted funding to cover the annual cost of Calabasas Lake maintenance and the repair or replacement of lake aeration equipment.

BACKGROUND:

Calabasas Lake is a man made structure. It is 20 acres, has a depth of approximately 4½ feet deep, and holds approximately 20 million gallons of water when filled to capacity.

Marine Biochemists of California, which was purchased by Arch Chemicals, Inc., has been the maintenance contractor for Calabasas Lake since 1993. During this time the only cost addition occurred during September 2005, when city staff requested the addition of weekend maintenance service. At that time the monthly maintenance cost was increased from \$9,000 per month to \$11,500 per month.

Marine Biochemists of California continues to demonstrate the resource

management skill, knowledge, expertise, and ability to manage Calabasas Lake in the manner required by the City. Because of this, the City has determined that Marine Biochemists of California is the sole-source provider, per City of Calabasas Municipal Code, Title 3, §3.40 Purchasing System, Subsection 3.40.090.

DISCUSSION/ANALYSIS

Marine Biochemists has submitted a proposal for lake maintenance for a period of two years, at their existing rate of \$11,500 per month, or \$138,000 per year for lake maintenance.

Costs to repair or replace lake aeration equipment are expected to remain approximately the same as prior year costs. Maintenance, repair and replacement of lake aeration equipment is billed as Time and Material (T & M). Based on past history this cost is not expected to exceed \$25,000 per year.

Because of the length of time of the prior professional services agreement the city attorney recommended implementation of a new professional services agreement with Arch Chemicals / Marine Biochemists utilizing the current lake maintenance contractor as a sole source provider.

FISCAL IMPACT/SOURCE OF FUNDING:

The cost for 7 days per week, 8 hours per day lake maintenance is \$11,500 per month or \$138,000 *per year*. These funds come from existing budgeted Fund 321-LMD #22 Ad Valorem/CBA monies.

Maintenance, repair and replacement of lake aeration equipment is billed as Time and Material (T & M). Based on past history this cost is not expected to exceed \$25,000 *per year*.

The total per-year cost is \$163,000 for a total contract cost of \$326,000. These funds come from existing budgeted Fund 321-LMD #22 Ad Valorem/CBA monies.

Staff requests the finance department to adjust the budget accordingly.

REQUESTED ACTION:

Authorization to approve a two-year professional service agreement for Arch Chemicals Inc. (also known as Marine Biochemists) and approve budgeted funding to cover the annual cost of Calabasas Lake maintenance and the repair or replacement of lake aeration equipment.

ATTACHMENTS:

- Attachment 1: Current Professional Services Agreement
- Attachment 2: Proposed Professional Services Agreement

**PROFESSIONAL SERVICES AGREEMENT
Providing for Payment of Prevailing Wages**

(City of Calabasas / Arch Chemicals, Inc., d/b/a Marine Biochemists of California)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of Calabasas, a California municipal corporation ("City"), and Arch Chemicals, Inc., d/b/a Marine Biochemists of California, a Virginia corporation ("Consultant").

2. RECITALS

2.1 City has determined that it requires the following professional services from a consultant:

Maintenance of Calabasas Lake, to include:

Seven (7) days per week service (8 hrs./day) at includes the following schedule:

- a. Aquatic Plant Control (algae, submerged, floating and emergent weeds), As Needed
- b. Insect control (midge or mosquitoes), As Needed
- c. Water Quality: Data collection and Reporting (monthly collection), Annual
- d. Debris Removal: Lake surface debris and beach area, Twice Daily
- e. Beach maintenance: Rake and Groom sand, Weekly
- f. Water Level: Monitor lake water level, Daily
- g. General Maintenance and Cleaning:
 - i. Aeration systems filters, Weekly
 - ii. Storage Area, Daily
 - iii. Aeration Motor Vaults, Monthly
- h. The above services include all labor, equipment and chemicals

The following services are not included in the monthly lake maintenance service costs:

Electrical and mechanical parts associated with equipment repairs and labor rates for repairing or replacing pumps, motors, or electrical systems.

- a. The following Time and Material (T&M) rates apply to equipment costs and labor rates:

- i. Annual Aeration System service – 10 rebuild kits including carbon vanes and filters - \$275.00 ea. Total \$2750.00 parts, tax - \$240.62, labor – \$1200.00
Total for annual aeration system service - \$4190.62
- ii. 1 HP Rotary Vane aeration compressor - \$1200.00 ea. Plus tax – labor – No Charge
- iii. Aeration diffuser line - \$1.75 per foot plus tax
- iv. Aeration diffuser head - \$50.00 each plus tax
- v. Complete aeration diffuser with weighted base and riser - \$150.00
- vi. Aeration cabinet fans - \$125.00 each plus tax
- vii. Aeration vault sump pumps - \$374.85 each plus tax
- viii. Mechanic: \$100/Hr.
- ix. Mechanic's Helper (if needed): \$50/Hr.
- x. All bids for equipment replacement will not be completed without written authorization from the Landscape Districts Maintenance Manager or the Calabasas Park HOA (CPHA) and shall include a schedule for repairs and associated parts, labor and tax costs.

2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

3. DEFINITIONS

- 3.1 "Scope of Services": Such professional services as are set forth in Consultant's August 23, 2011 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 "Approved Fee Schedule": Such compensation rates as are set forth in Consultant's August 23, 2011 fee schedule to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.3 "Commencement Date": November 1, 2011.
- 3.4 "Expiration Date": November 1, 2013.

4. **TERM**

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 ("Termination") below.

5. **CONSULTANT'S SERVICES**

5.1 City has determined that, because of the nature of expertise and experience required to do the work in the manner required by the City, the work will be provided by a sole-source provider, per City of Calabasas Municipal Code, Title 3, §3.40 Purchasing System, Subsection 3.40.090.

5.2 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of:

a. **Eleven Thousand Five Hundred Dollars (\$11,500) per month or One Hundred Thirty Eight Thousand Dollars (\$138,000) per fiscal year for lake maintenance service; utilizing Fund 321-LMD #22 Ad Valorem/CBA; and**

b. **Twenty Five Thousand Dollars (\$25,000) per fiscal year for parts repair and/or replacement, utilizing Fund 321-LMD #22 Ad Valorem/CBA;**

unless specifically approved in advance and in writing by City.

5.3 The Contract may be terminated with or without cause by the Agency at any time with no less than 30 days written notice of such termination. In the event of such termination, the Consultant shall be compensated for such services up to the date of termination. Such compensation for work in progress would be pro-rated as to the percentage of progress completed at the date of termination.

5.4 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).

5.5 During the term of this Agreement, Consultant shall not perform any work for

Initials: (City) JW (Contractor) Jmw

another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.

5.6 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Steve Ball, Landscape Districts Maintenance Manager** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without providing the City with prior written notice. The City's project administrator shall provide continuous quality assurance monitoring on a regularly scheduled basis in order to ensure the product received is timely and of good quality.

5.7 To the extent that the Scope of Services involves trenches deeper than 4', Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any:

(1) Material that the contractor believes may be material that is hazardous waste, as defined in § 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to bidders prior to the deadline for submitting bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in the contractor's cost of, or the time required for, performance of any part of the work, the City shall issue a change order under the procedures described in the contract.

6. COMPENSATION

6.1 City agrees to compensate Consultant for the services provided under this

Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.

- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.
- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services.
- 6.4 This Agreement is further subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to the contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with this Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.
- 6.5 To the extent applicable, at any time during the term of the Agreement, the Consultant, may at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code section 22300. At the request and expense of the consultant, securities equivalent to the amount withheld shall be deposited with the public agency, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to the Consultant. Upon satisfactory completion of the contract, the securities shall be returned to the Consultant.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City

without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

9. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement. Notwithstanding the foregoing, Consultant may disclose confidential information as required by and in any and all reports required by governmental or environmental agencies without prior written consent by City.

10. INDEMNIFICATION

- 10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.
- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors in

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Providing for Payment of Prevailing Wages
City of Calabasas / *Marine Biochemists of California*

the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice.

- 10.3 City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

Initials: (City) TW (Contractor) Jmw

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- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
- 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.1.3 Worker's Compensation insurance as required by the laws of the State of California, including but not limited to California Labor Code § 1860 and 1861 as follows:

Contractor shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of Contractor's employees employed at the site of improvement; and, if any work is sublet, Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by Contractor. Contractor and any of Contractor's subcontractors shall be required to provide City with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

- 11.1.4 Pollution Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.

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- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.
- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.

12. MUTUAL COOPERATION

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 In the event any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require.

13. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities with respect to this Agreement.

14. PERMITS AND APPROVALS

Except for the NPDES permit required for the services provided under this Agreement, which shall be the City's sole cost and expense, Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this Agreement. This includes, but shall not be limited to, encroachment permits and building and safety permits and inspections.

15. NOTICES

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

If to City:

City of Calabasas
100 Civic Center Way
Calabasas, CA 91302
Attn: Steve Ball, LMD Manager
Telephone: (818) 224-1600
Facsimile: (818) 225-7324

If to Consultant:

Marine Biochemists of California
2940 E. La Jolla St.
Anaheim CA 92806
ATTN: Bill Thomas, Regional Manager
Telephone: (714) 632-5253
Facsimile: (714) 632-3419

Initials: (City) TW (Contractor) Jmw

With courtesy copy to:

Michael G. Colantuono, City Attorney
Colantuono & Levin, PC
11364 Pleasant Valley Road
Pleasant Valley, CA 95946-9000
Telephone: (530) 432-7359
Facsimile: (530) 432-7356

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

17.1. City shall have the right to terminate this Agreement for any reason on thirty (30) calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on sixty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. GENERAL PROVISIONS

18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights

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City of Calabasas / *Marine Biochemists of California*

hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant. The City acknowledges and agrees that it consents to Consultants subcontracting of certain weekend services to Labor Ready.

- 18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

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City of Calabasas / *Marine Biochemists of California*

- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable and actual court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas / *Marine Biochemists of California*

- 18.10 This Agreement is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
- 18.11 This Agreement is further subject to the provisions of California Public Contracts Code § 6109 which prohibits the Consultant from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to §§ 1777.1 or 1777.7 of the Labor Code.

19 **PREVAILING WAGES**

- 19.1 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is subject to prevailing wage law, including, but not limited to, the following:
- 19.1.1 The Consultant shall pay the prevailing wage rates for all work performed under the Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Consultant shall pay the wage rate of the craft or classification most closely related to the omitted classification. The Consultant shall forfeit as a penalty to City \$50.00 or any greater penalty provided in the Labor Code for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the Agreement employed in the execution of the work by Consultant or by any subcontractor of Consultant in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Consultant.
- 19.1.2 Consultant shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that Consultant is responsible for compliance with Section 1777.5 by all of its subcontractors.

Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas / *Marine Biochemists of California*

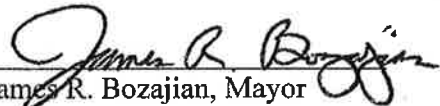
- 19.1.3 Pursuant to Labor Code § 1776, Consultant and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Consultant in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.
- 19.2 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:
- 19.2.1 Consultant shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Consultant's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Consultant shall forfeit as a penalty to City \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by Consultant or by any Subcontractor of Consultant, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the provisions of the Labor Code.

Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas / *Marine Biochemists of California*

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

"City"
City of Calabasas

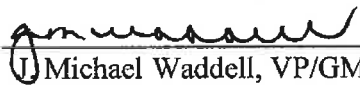
"Consultant"
Arch Chemicals, Inc. d/b/a Marine Biochemists of California

By: 
James R. Bozajian, Mayor

By: 
Bill Thomas, Regional Manager

Date: 1/7/12

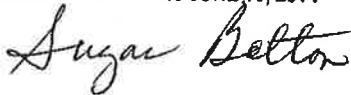
Date: 12/16/2011

By: 
Michael Waddell, VP/GM Water Treatment


Date: 12/15/2011

KCH

SUZAN BOLTON
NOTARY PUBLIC
COBB COUNTY, GEORGIA
MY COMMISSION EXPIRES JUNE 10, 2014

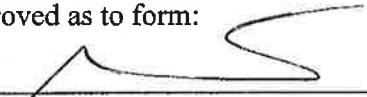


Attest:

By: 
Gwen Peirce, CMC, City Clerk

Date: 1/9/12

Approved as to form:

By: 
Michael G. Colantuono, City Attorney

Date: 1/3/12

NON-COLLUSION AFFIDAVIT

State of California
County of Orange) ss.

William Paul Thomas being first duly sworn, deposes and says that he or she is Regional mgr of Arch Chemicals Inc., the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid."

Paul Thomas

Signature of Bidder

Unit B

2940 E La Jolla St. Anaheim CA 92806

Business Address

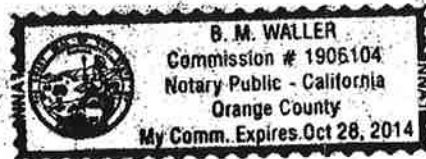
Orange County, CA

Place of Residence

Subscribed and sworn to before me this 16th day of December, 2011.

Notary Public in and for the County
of: Orange State of California.

My Commission Expires 10/28, 2014.



WORKERS' COMPENSATION INSURANCE
CERTIFICATE

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

DATE: DEC 27, 2011

(Contractor) MARINE Biochemists

By:

(Signature) [Signature]

(Title) Regional Manager

Attest: Curt Cross

By:

(Signature) [Signature]

(Title) Asst. MGR

EXHIBIT A
SCOPE OF WORK AND FEE SCHEDULE

mb Marine Biochemists, a business of Arch Chemicals, Inc.
2940 E. La Jolla St. Unit B, Anaheim, CA. 92806
714/632-5253 714/632-3419 Fax

December 27, 2011

Anita Davidoo
Civil Engineer
City of Calabasas
100 Civic Center Way
Calabasas, CA 91302

Scope of Work and Fee Schedule – Calabasas Lake Maintenance

Maintenance of Calabasas Lake is inclusive of the following services:

Seven (7) days per week service (8 hrs./day) and includes the following schedule:

- | | |
|--|------------------|
| a. Aquatic Plant Control (algae, submerged, floating and emergent weeds) – | As Needed |
| b. Insect control (midges or mosquitoes) - | As Needed |
| c. Water Quality: Data collection and reporting (monthly collection) – | Annual Reporting |
| d. Debris Removal: Lake surface debris and beach area - | Twice Daily |
| e. Beach maintenance: Rake and Groom sand - | Weekly |
| f. Water Level: Monitor lake water level - | Daily |
| g. General Maintenance and Cleaning: | |
| i. Aeration systems filters - | Weekly |
| ii. Storage Area - | Daily |
| iii. Aeration Motor Vaults - | Monthly |
| h. The above services include all labor, equipment and chemicals | |

The following services are not included in the monthly lake maintenance service costs:

Electrical and mechanical parts associated with equipment repairs and labor rates for repairing or replacing pumps, motors, or electrical systems.

The following Time and Material (T & M) rates apply to equipment costs and labor rates:

- i. Annual Aeration System service – 10 rebuilt kits including carbon vanes and filters - \$275.00ea. Total \$2750.00 parts, tax - \$240.62, labor - \$1200.00
Total for annual aeration system service - \$4190.62
- ii. 1 HP Rotary Vane aeration compressor - \$1200.00 ea. Plus Tax – No labor for install
- iii. Aeration diffuser line - \$1.75 per foot plus tax
- iv. Aeration diffuser head - \$50.00 each plus tax
- v. Complete aeration diffuser with weighted base and riser - \$150.00 each plus tax
- vi. Aeration cabinet fans - \$125.00 each plus tax
- vii. Aeration vault sump pumps - \$374.85 each plus tax
- viii. Mechanic: \$100.00/Hr.

mb Marine Biochemists, a business of Arch Chemicals, Inc.
2940 E. La Jolla St. Unit B, Anaheim, CA. 92806
714/632-5253 714/632-3419 Fax

- ix. Mechanic's Helper (if needed): \$50.00/Hr.
- x. All bids for equipment replacement will not be completed without written authorization from the Landscape Districts maintenance manager or the Calabasas Park HOA (CPHA) and shall include a schedule for repairs and associated parts, labor and tax costs.

Fee Schedule:

- a. Eleven Thousand Five Hundred Dollars (\$11,500.00) per month due within thirty days following completion of services listed in a-h above
- b. Time and Materials Equipment Repairs – Based on Time and Material rates listed in i.-viii. above and following customer agreement for repairs – Due within 30 days following completion of services.

Bill Thomas
Regional Manager
Marine Biochemists/a business of Arch Chemicals Inc.

EXHIBIT B
INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/29/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MARSH USA, INC.
1166 AVENUE OF THE AMERICAS
NEW YORK, NY 10036CONTACT NAME:
PHONE (A/C No. Ext):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #:
FAX (A/C No.):**RECEIVED**

MAY - 6 2011

09236-PRIM-11-12

INSURED
Marine Biochemist of CA
c/o Arch Chemicals, Inc.
2940 E. LaJolla St., Unit B
Anahelm, CA 92806**CITY OF CALABASAS
CITY CLERKS OFFICE**

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	ACE American Insurance Company	22667
INSURER B:	Indemnity Ins Co Of North America	43575
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: NYC-004686423-16 REVISION NUMBER: 9

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (RSD) WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X	HDC G2 5528888	05/01/2011	05/01/2012	EACH OCCURRENCE	\$ SEE BELOW
						DAMAGE TO RENTED PREMISES (Per occurrence)	\$
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 2,000,000
						GENERAL AGGREGATE	\$ 3,000,000
						PRODUCTS - COMP/DP AGG	\$ 7,000,000
							\$
							\$
							\$
							\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	ISA H0 8636175	05/01/2011	05/01/2012	COMBINED SINGLE LIMIT (Per accident)	\$ 2,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WLR C4 647966A (DEDUCTIBLE STATES) SCF C4 647966B WLR C4 647966C	05/01/2011 05/01/2011 05/01/2011	05/01/2012 05/01/2012 05/01/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTHER	\$ 2,000,000 \$ 2,000,000 \$ 7,000,000
A	EACH OCCURRENCE LIMIT		HDC G2 5528888	05/01/2011	05/01/2012	Other than products	\$ 2,000,000
						Products	\$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of Calabasas, its officers, agents and employees; Landscape Maintenance District No. 22 (LMD 22); and Landscape Lighting Act District No. 22 (LLAD 22) are additional insured/hold harmless where required by written contract.

CERTIFICATE HOLDER

City of Calabasas
Attn: Tina Wallace
100 Civic Center Way
Calabasas, CA 91302

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.
Harold Ellebracht *Harold A Ellebracht*

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/19/2011

Page 1 of 1

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of New York, Inc. 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME		
	PHONE (A/C NO. EXT): 877-945-7378	FAX (A/C NO.): 888-467-2378	
	E-MAIL ADDRESS: certificates@willis.com		
	INSURER(S) AFFORDING COVERAGE	NAIC#	
	INSURER A: Chartis Specialty Insurance Company, USA	26883-001	
INSURED Arch Chemicals, Inc. (MARINE BIOCHEMISTS) Attn: Joe Garni 501 Merritt 7 Norwalk, CT 06856	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		
	INSURER G:		

COVERAGES

CERTIFICATE NUMBER: 15985549

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		RECEIVED MAY 24 2011 City of Calabasas Public Works, Landscape Division			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N	N/A			WC STATUTORY LIMITS: \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Contractor's Pollution Liability		CPL1956448	4/30/2011	4/30/2013	\$1,000,000 Each Incident \$2,000,000 Aggregate \$25,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

City of Calabasas, its officials, agents, employees and volunteers; Landscape Maintenance District 22 (LMD 22) and Landscape Lighting act District 22 (LLAD 22) are scheduled as Additional Insureds.

CERTIFICATE HOLDER**CANCELLATION**

City of Calabasas Attn: Tina Wallace 100 Civic Center Way Calabasas, CA 91302	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**PROFESSIONAL SERVICES AGREEMENT
Providing for Payment of Prevailing Wages**

(City of Calabasas/ *Arch Chemicals, Inc. d/b/a Marine Biochemists*)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Calabasas, a California municipal corporation (“City”), and **Arch Chemicals, Inc., dba Marine Biochemists, a Virginia corporation** (“Consultant”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: Maintenance of Calabasas Lake
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

3. DEFINITIONS

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s **August 26, 2013** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s **August 26, 2013** fee schedule to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.3 “Commencement Date”: November 1, 2013.
- 3.4 “Expiration Date”: October 31, 2015.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 (“Termination”) below.

5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of **One Hundred Sixty Three Thousand Dollars (\$163,000) per year** unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Bill Thomas** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.5 To the extent that the Scope of Services involves trenches deeper than 4', Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any:

(1) Material that the contractor believes may be material that is hazardous waste, as defined in § 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

(2) Subsurface or latent physical conditions at the site differing from

those indicated by information about the site made available to bidders prior to the deadline for submitting bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in the contractor's cost of, or the time required for, performance of any part of the work, the City shall issue a change order under the procedures described in the contract.

6. COMPENSATION

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.
- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services.
- 6.4 This Agreement is further subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to the contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in

accordance with this Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

- 6.5 To the extent applicable, at any time during the term of the Agreement, the Consultant, may at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code section 22300. At the request and expense of the consultant, securities equivalent to the amount withheld shall be deposited with the public agency, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to the Consultant. Upon satisfactory completion of the contract, the securities shall be returned to the Consultant.

7. OWNERSHIP OF WRITTEN PRODUCTS

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

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

9. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

10. INDEMNIFICATION

- 10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.
- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice.
- 10.3 City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's

subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

- 10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

[The risk for each agreement should be evaluated and the insurance limits should correspond to such risk as determined by the City's Risk Manager.]

11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.

11.1.3 Worker's Compensation insurance as required by the laws of the State of California, including but not limited to California Labor Code § 1860 and 1861 as follows:

Contractor shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of Contractor's employees employed at the site of improvement; and, if any work is sublet, Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by Contractor.

Contractor and any of Contractor's subcontractors shall be required to provide City with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

- 11.1.4 Pollution Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The General Liability Policy of insurance required by this Agreement shall

contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. The General Liability Policy required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond or other security acceptable to the City guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. MUTUAL COOPERATION

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 In the event any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require.

13. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this

Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities with respect to this Agreement.

14. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this Agreement. This includes, but shall not be limited to, encroachment permits and building and safety permits and inspections.

15. NOTICES

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

If to City:
City of Calabasas
100 Civic Center Way
Calabasas, CA 91302
Attn: **Steve Ball, LMD Manager**
Telephone: (818) 224-1600
Facsimile: (818) 225-XXXX

If to Consultant:
Arch Chemicals Inc. d/b/a
Marine Biochemists
2940 E. La Jolla St, Unit B
Anaheim, CA 92806
Attn: **Bill Thomas,**
Regional Manager
Telephone: (714) 632-5253
Facsimile: (714) 632-3419

With courtesy copy to:

Scott H. Howard
Colantuono & Levin, PC
300 South Grand Avenue, Suite 2700
Los Angeles, CA 90071-3137
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

- 17.1. City shall have the right to terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on sixty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. GENERAL PROVISIONS

- 18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable and actual court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.
- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with

respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

18.10 This Agreement is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

18.11 This Agreement is further subject to the provisions of California Public Contracts Code § 6109 which prohibits the Consultant from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to §§ 1777.1 or 1777.7 of the Labor Code.

19 **PREVAILING WAGES**

19.1 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is subject to prevailing wage law, including, but not limited to, the following:

19.1.1 The Consultant shall pay the prevailing wage rates for all work performed under the Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Consultant shall pay the wage rate of the craft or classification most closely related to the omitted classification. The Consultant shall forfeit as a penalty to City \$50.00 or any greater penalty provided in the Labor Code for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the Agreement employed in the execution of the work by Consultant or by any subcontractor of Consultant in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Consultant.

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

- 19.1.3 Pursuant to Labor Code § 1776, Consultant and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Consultant in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

- 19.2 To the extent that the estimated amount of this Agreement exceeds \$1,000, this Agreement is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:
 - 19.2.1 Consultant shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Consultant's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Consultant shall forfeit as a penalty to City \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by Consultant or by any Subcontractor of Consultant, for each calendar day during which such worker is required or permitted to

Professional Services Agreement
Providing for Payment of Prevailing Wages
City of Calabasas//Arch Chemicals Inc. d/b/a Marine Biochemists

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

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

“City”
City of Calabasas

“Consultant”
Arch Chemicals Inc. d/b/a Marine Biochemists

By: _____
Fred Gaines, Mayor

By: _____
J. Michael Waddell,
VP/GM NA Water Treatment

Date: _____

Date: _____

By: _____
Rick Walden, SVP Global Water Treatment

Date: _____

Attest:

By: _____
Maricela Hernandez, MMC
City Clerk

Date: _____

Approved as to form:

By: _____
Scott H. Howard, Interim City Attorney

EXHIBIT A
SCOPE OF WORK

EXHIBIT B
APPROVED FEE SCHEDULE

NON-COLLUSION AFFIDAVIT

State of California)
) ss.
County of Los Angeles)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.”

Signature of Bidder

Business Address

Place of Residence

Subscribed and sworn to before me this ___ day of _____, 20__.

Notary Public in and for the County
of
State of California.

My Commission Expires _____, 20__.

WORKERS' COMPENSATION INSURANCE
CERTIFICATE

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

DATE: _____

(Contractor)

By:

(Signature)

(Title)

Attest:

By:

(Signature)

(Title)



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 16, 2013

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL KLEIN, PLANNER 

SUBJECT: MOTION TO WAIVE FURTHER READING AND INTRODUCTION OF ORDINANCE NO. 2013-306, AMENDING CALABASAS MUNICIPAL CODE CHAPTER 5.18, SECTIONS 5.18.110, -8.20.110 AND 5.18.130 RELATED TO TOBACCO RETAILER REGISTRATION.

MEETING DATE: SEPTEMBER 25, 2013

SUMMARY RECOMMENDATION:

That the Council waive further reading and introduce Ordinance No. 2013-306, amending Calabasas Municipal Code Chapter 5.18, Sections 5.18.110, -8.20.110 and 5.18.130 related to tobacco retailer registration.

BACKGROUND:

On April 24, 2013, the City Council requested that staff prepare an ordinance to modify the City's tobacco retailer registration ordinance, Section 5.18 of the Calabasas Municipal Code (CMC).

DISCUSSION/ANALYSIS:

During the annual update of the tobacco retailer registration program for 2012, staff recommended modifications to the tobacco retailer registration ordinance to make the program more effective. Subsequent to the staff presentation, the City Council passed a motion directing staff and the City Attorney to make the following modifications to the ordinance:

1. Establish that the City Manager shall be the review authority for appeals of the decision of the Community Development Department to revoke a tobacco retailer registration.
2. Establish an appeal fee of \$250.
3. Grant the City Manager the authority to terminate or dismiss an appeal matter, confirm the decision of the Community Development Director, or modify such decision based on evidence adduced at the hearing.

The above modifications have been incorporated in Ordinance No. 2013-306 (Attachment A), a redline version of the ordinance is also provided as Attachment B to this staff report.

ENVIRONMENTAL REVIEW:

This project is Exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the California CEQA Guidelines, General Rule stating that CEQA applies only to projects which have a potential for causing a significant effect on the environment. The project will not have the potential for causing a significant effect on the environment because it will merely prohibit the sale of tobacco in certain areas of the City, all other existing regulations with regards to the sale of tobacco products will remain the same. A Notice of Exemption has been prepared and is attached as Exhibit C.

FISCAL IMPACT/SOURCE OF FUNDING:

There are no fiscal or budgetary impacts associated with this action.

REQUESTED ACTION:

That the Council waive further reading and introduce Ordinance No. 2013-306, amending Calabasas Municipal Code Chapter 5.18, Sections 5.18.110, -8.20.110 and 5.18.130 related to tobacco retailer registration.

ATTACHMENTS:

- Attachment A: Ordinance No. 2013-306
- Attachment B: Redline of Ordinance No. 2013-306
- Attachment C: Notice of Exemption, CEQA

ORDINANCE NO. 2013-306**AN ORDINANCE OF THE CITY OF CALABASAS
AMENDING CALABASAS MUNICIPAL CODE CHAPTER
5.18, SECTIONS 5.18.110, 8.20.110 AND 5.18.130 RELATED
TO TOBACCO RETAILER REGISTRATION**

WHEREAS, in June 2009 the Council adopted Chapter 5.18 of the Calabasas Municipal Code requiring tobacco retailers to obtain and maintain a valid tobacco retailer's registration and establishing an enforcement mechanism therefore; and

WHEREAS, the Council desires to amend certain provisions of chapter 5.18 to clarify and refine procedures for appeal and the imposition of civil penalties.

The City Council of the City of Calabasas, California, does hereby ordain as follows:

SECTION 1. Section 5.18.110 of the Calabasas Municipal Code is hereby amended to read as follows:

5.18.110 REVOCATION OF REGISTRATION.

(a) **REVOCATION OF REGISTRATION FOR VIOLATION.** In addition to any other penalty authorized by law, a Tobacco Retailer's registration shall be revoked if any court of competent jurisdiction determines, or the department finds based on a preponderance of the evidence, after the registered Tobacco Retailer is afforded notice and an opportunity to be heard, that the registered Tobacco Retailer, or any of the registered Tobacco Retailer's agents or employees, has violated any of the requirements, conditions, or prohibitions of this chapter or has pleaded guilty, "no contest" or its equivalent, or admitted to, a violation of any law designated in section 5.18.030 above.

(b) NEW REGISTRATION AFTER REVOCATION.

(1) After revocation for a first violation of this chapter at a location within any sixty-month (60) period, no new registration may issue for that location until three (3) months have passed from the date of revocation.

(2) After revocation for a second violation of this chapter at a location within any sixty-month (60) period, no new registration may issue for that location until six (6) months have passed from the date of revocation.

(3) After revocation for a third violation of this chapter at a location within any sixty-month (60) period, no new registration may issue for that location until one (1) year has passed from the date of revocation.

(4) After revocation for four or more violations of this chapter at a location within any sixty-month (60) period, no new registration may issue for the location until five (5) years have passed from the date of revocation.

(c) Appeal of Revocation. A decision of the department to revoke a registration is appealable to the city manager and must be filed with City Clerk within ten days of mailing of the department's decision. Any appeal shall be accompanied by an appeal fee in the amount of \$250. If such an appeal is made, it shall stay enforcement of the appealed action. The hearing by the city manager or his designee shall be conducted pursuant to section 8.20.110A of this Code. The decision by the city manager shall be the final decision of the city and not subject to further administrative appeal. The decision of the city manager shall be served on the appellant and shall be subject to judicial review in the manner specified in Code of Civil Procedure Section 1094.5. The timely filing and diligent prosecution of an appeal to the city manager is an administrative remedy which must be exhausted before judicial review may be sought. An appeal to the city manager is not available for a revocation made pursuant to subsection (d) below.

(d) Revocation of Registration Wrongly Issued. A Tobacco Retailer's registration shall be revoked if the department finds, after the registered Tobacco Retailer is afforded notice and an opportunity to be heard, that one or more of the bases for denial of a registration under section 5.18.060 existed at the time application was made or at any time before the registration issued. The decision by the department shall be the final decision of the city and not subject to administrative appeal. Such a revocation shall be without prejudice to the filing of a new registration application.

(e) NOTICE OF VIOLATION. Upon a final determination by the City to revoke a Tobacco Retailer's registration under this chapter, the Tobacco Retailer shall prominently display notice of the revocation in a form specified by the city manager at the previously registered location of tobacco sales for the length of time the Registration is revoked.

SECTION II. Section 8.20.110 of the Calabasas Municipal Code is hereby amended to read as follows:

8.20.110 Appeal Decision.

A. Upon conclusion of a hearing on an appeal filed under [Sections 8.20.100](#) or 5.18.120 of this chapter, the city manager shall do one of the following:

1. Terminate the proceeding and dismiss the matter;
2. Confirm the decision of the community development director; or
3. Modify such decision based upon evidence adduced at the hearing on the appeal.

B. Unless he or she dismisses the matter, the city manager shall declare such property to be a public nuisance and order the abatement of that nuisance within twenty (20) days by having such property, buildings or structures, rehabilitated, repaired or demolished in the manner and means specifically set forth in the city manager's order.

C. The decision of the city manager shall be served as required by [Section 8.20.120](#) of this

chapter and shall be subject to judicial review in the manner specified in Code of Civil Procedure Section 1094.5. The timely filing and diligent prosecution of a request for a hearing before the community development director and of an appeal to the city manager are administrative remedies which must be exhausted before judicial review may be sought.

SECTION III. Section 8.20.110 of the Calabasas Municipal Code is hereby amended to read as follows:

5.18.130 Enforcement.

(a) The remedies provided by this chapter are cumulative and in addition to any other remedies available by this code or otherwise at law or in equity.

(b) Whenever evidence of a violation of this chapter is obtained in any part through the participation of a Person under the age of eighteen (18) years old, such a Person shall not be required to appear or give testimony in any civil or administrative process brought to enforce this chapter and the alleged violation shall be adjudicated based upon the sufficiency and persuasiveness of the evidence presented.

(c) Violations of this chapter are subject to a civil penalty of one thousand dollars (\$1000) for each violation. The civil penalty shall be recoverable in an action brought in a court of competent jurisdiction by the city prosecutor or city attorney, or in the case of an action brought in small claims court, by the director of Community Development or their designee.

(d) Violations of this chapter may, in the discretion of the city prosecutor, be prosecuted as infractions or misdemeanors when the interests of justice so require.

(e) Causing, permitting, aiding, abetting, or concealing a violation of any provision of this chapter shall also constitute a violation of this chapter.

(f) Violations of this Chapter are hereby declared to be public nuisances.

(g) In addition to other remedies provided by this chapter, by another provision of this code, or by other law, any violation of this chapter may be remedied by a civil action brought by the city attorney, including, for example, administrative or judicial nuisance abatement proceedings, civil or criminal code enforcement proceedings, and suits for injunctive relief.

(h) The city manager shall annually report to the city council regarding the enforcement of this chapter in the prior year. The report shall include: (i) the number of tobacco retailers found to have violated this chapter; (ii) the number of enforcement actions taken with respect to each tobacco retailer under section 5.18.100, (iii) the cost to the City of enforcement of this chapter, and (iv) whether additional enforcement funds are needed and, if so, whether he or she recommends those funds be derived from the city's general fund, fees imposed for the issuance of Registrations under this chapter, or the proceeds of fines and penalties paid to the city under this chapter.

SECTION III. SEVERABILITY. If any section, subsection, subdivision, paragraph,

sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Calabasas hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.).

SECTION IV. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code section 36937.

SECTION V. CERTIFICATION. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED, this ____ day of _____ 2013

Fred Gaines, Mayor

ATTEST:

Maricella Hernandez
City Clerk

APPROVED AS TO FORM:

Scott H. Howard, Interim City Attorney

ORDINANCE NO. 2013-306**AN ORDINANCE OF THE CITY OF CALABASAS
AMENDING CALABASAS MUNICIPAL CODE CHAPTER
5.18, SECTIONS 5.18.110, -8.20.110 AND 5.18.130 RELATED
TO TOBACCO RETAILER REGISTRATION**

WHEREAS, in June 2009 the Council adopted Chapter 5.18 of the Calabasas Municipal Code requiring tobacco retailers to obtain and maintain a valid tobacco retailer's registration and establishing an enforcement mechanism therefore; and

WHEREAS, the Council desires to amend certain provisions of chapter 5.18 to clarify and refine procedures for appeal and the imposition of civil penalties.

The City Council of the City of Calabasas, California, does hereby ordain as follows:

SECTION 1. Section 5.18.110 of the Calabasas Municipal Code is hereby amended to read as follows:

5.18.110 REVOCATION OF REGISTRATION.

(a) **REVOCATION OF REGISTRATION FOR VIOLATION.** In addition to any other penalty authorized by law, a Tobacco Retailer's registration shall be revoked if any court of competent jurisdiction determines, or the department finds based on a preponderance of the evidence, after the registered Tobacco Retailer is afforded notice and an opportunity to be heard, that the registered Tobacco Retailer, or any of the registered Tobacco Retailer's agents or employees, has violated any of the requirements, conditions, or prohibitions of this chapter or has pleaded guilty, "no contest" or its equivalent, or admitted to, a violation of any law designated in section 5.18.030 above.

(b) NEW REGISTRATION AFTER REVOCATION.

(1) After revocation for a first violation of this chapter at a location within any sixty-month (60) period, no new registration may issue for that location until three (3) months have passed from the date of revocation.

(2) After revocation for a second violation of this chapter at a location within any sixty-month (60) period, no new registration may issue for that location until six (6) months have passed from the date of revocation.

(3) After revocation for a third violation of this chapter at a location within any sixty-month (60) period, no new registration may issue for that location until one (1) year has passed from the date of revocation.

(4) After revocation for four or more violations of this chapter at a location within any sixty-month (60) period, no new registration may issue for the location until five (5) years have passed from the date of revocation.

(c) Appeal of Revocation. A decision of the department to revoke a registration is appealable to the ~~director~~ city manager and must be filed with City Clerk within ten days of mailing of the department's decision. Any appeal shall be accompanied by an appeal fee in the amount of \$250. If such an appeal is made, it shall stay enforcement of the appealed action. The hearing by the city manager or his designatēee shall be conducted pursuant to section 8.20.110A of this Code. The decision by the city manager shall be the final decision of the city and not subject to further administrative appeal. The decision of the city manager shall be served on the appellant -and shall be subject to judicial review in the manner specified in Code of Civil Procedure Section 1094.5. The timely filing and diligent prosecution of an appeal to the city manager is an administrative remedy which must be exhausted before judicial review may be sought. An appeal to the ~~director~~ city manager is not available for a revocation made pursuant to subsection (d) below.

(d) Revocation of Registration Wrongly Issued. A Tobacco Retailer's registration shall be revoked if the department finds, after the registered Tobacco Retailer is afforded notice and an opportunity to be heard, that one or more of the bases for denial of a registration under section 5.18.060 existed at the time application was made or at any time before the registration issued. The decision by the department shall be the final decision of the city and not subject to administrative appeal. Such a revocation shall be without prejudice to the filing of a new registration application.

(e) NOTICE OF VIOLATION. Upon a final determination by the City to revoke a Tobacco Retailer's registration under this chapter, the Tobacco Retailer shall prominently display notice of the revocation in a form specified by the city manager at the previously registered location of tobacco sales for the length of time the Registration is revoked.

SECTION II. Section 8.20.110 of the Calabasas Municipal Code is hereby amended to read as follows:

8.20.110 Appeal Decision.

A. Upon conclusion of a hearing on an appeal filed under Sections 8.20.100 or 5.18.120 of this chapter, the city manager shall do one of the following:

1. Terminate the proceeding and dismiss the matter;
2. Confirm the decision of the community development director; or
3. Modify such decision based upon evidence adduced at the hearing on the appeal.

B. Unless he or she dismisses the matter, the city manager shall declare such property to be a public nuisance and order the abatement of that nuisance within twenty (20) days by having such property, buildings or structures, rehabilitated, repaired or demolished in the manner and means specifically set forth in the city manager's order.

C. The decision of the city manager shall be served as required by Section 8.20.120 of this chapter and shall be subject to judicial review in the manner specified in Code of Civil Procedure Section 1094.5. The timely filing and diligent prosecution of a request for a hearing before the community development director and of an appeal to the city manager are administrative remedies which must be exhausted before judicial review may be sought.

SECTION III. Section 8.20.110 of the Calabasas Municipal Code is hereby amended to read as follows:

5.18.130 Enforcement.

(a) The remedies provided by this chapter are cumulative and in addition to any other remedies available by this code or otherwise at law or in equity.

(b) Whenever evidence of a violation of this chapter is obtained in any part through the participation of a Person under the age of eighteen (18) years old, such a Person shall not be required to appear or give testimony in any civil or administrative process brought to enforce this chapter and the alleged violation shall be adjudicated based upon the sufficiency and persuasiveness of the evidence presented.

(c) Violations of this chapter are subject to a civil penalty of one thousand dollars (\$1000) for each violation. The civil penalty shall be recoverable in an action brought in a court of competent jurisdiction by the city prosecutor or city attorney, or in the case of an action brought in small claims court, by the director of Community Development or their designee. ~~Violations of this chapter are subject to a civil action brought by the city prosecutor or the city attorney, punishable by a civil fine of one thousand dollars (\$1000) per violation~~

(d) Violations of this chapter may, in the discretion of the city prosecutor, be prosecuted as infractions or misdemeanors when the interests of justice so require.

(e) Causing, permitting, aiding, abetting, or concealing a violation of any provision of this chapter shall also constitute a violation of this chapter.

(f) Violations of this Chapter are hereby declared to be public nuisances.

(g) In addition to other remedies provided by this chapter, by another provision of this code, or by other law, any violation of this chapter may be remedied by a civil action brought by the city attorney, including, for example, administrative or judicial nuisance abatement proceedings, civil or criminal code enforcement proceedings, and suits for injunctive relief.

(h) The city manager shall annually report to the city council regarding the enforcement of this chapter in the prior year. The report shall include: (i) the number of tobacco retailers found to have violated this chapter; (ii) the number of enforcement actions taken with respect to each tobacco retailer under section 5.18.100, (iii) the cost to the City of enforcement of this chapter, and (iv) whether additional enforcement funds are needed and, if so, whether he or she recommends those funds be derived from the city's general fund, fees imposed for the

issuance of Registrations under this chapter, or the proceeds of fines and penalties paid to the city under this chapter.

SECTION III. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Calabasas hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.).

SECTION IV. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code section 36937.

SECTION V. CERTIFICATION. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED, this ____ day of _____ 2013

Fred Gaines, Mayor

ATTEST:

Maricella Hernandez
City Clerk

APPROVED AS TO FORM:

-Scott H. Howard, Interim City Attorney



CITY of CALABASAS

Community Development Department
 Planning Division
 100 Civic Center Way
 Calabasas, CA 91302
 T: 818.224.1600

www.cityofcalabasas.com

Notice of Exemption

To: _____ County Clerk, County of Los Angeles
 12400 East Imperial Highway, Room 2001
 Norwalk, CA 90650

_____ Office of Planning and Research
 1400 Tenth Street, Room 121
 Sacramento, California 95814

SUBJECT: FILING OF NOTICE OF EXEMPTION IN COMPLIANCE WITH SECTION 15062 OF THE PUBLIC RESOURCES CODE

Project Title/File No.: 130001192

Project Location: Citywide, in the City of Calabasas, County of Los Angeles.

Project Description: Amendments to Titles 5 and 8 of the Calabasas Municipal, Sections 5.18.110, 5.18.130 and 8.20.110 related to tobacco retailer registration.

Name of approving public agency: City of Calabasas City Council

Project Sponsor: City of Calabasas Community Development Department, 100 Civic Center Way, Calabasas, CA 91302

Exempt Status: _____ Ministerial (Sec. 21080(b)(1); 15268)
 _____ Declared Emergency (Sec. 21080(b)(3); 15269(a))
 _____ Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
 _____ Categorical Exemption—Section (Insert Section #), (Class (Insert Class #), (Insert Type))
 Other. Section 15061(b)(3)

Reason(s) why Project is exempt: The project will not have the potential for causing a significant effect on the environment because it will merely prohibit the sale of tobacco in certain areas of the City, all other existing regulations with regards to the sale of tobacco products will remain the same.

Lead Agency/Contact Person: Michael Klein, Associate Planner, City of Calabasas Planning Division, 100 Civic Center Way, Calabasas, CA 91302.

Date: September 25,
 2013

Signature: _____
 Michael Klein

Title: Planner

Phone: 818-224-1710

Date received for filing and posting: _____



Approved by City Manager:

CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: AUGUST 26, 2013

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MARICELA HERNANDEZ, MMC, CITY CLERK *Marc*

SUBJECT: ADOPTION OF RESOLUTION NO. 2013-1387, APPROVING A CITY WIDE RECORDS RETENTION/DESTRUCTION SCHEDULE AND A RECORDS AND INFORMATION MANAGEMENT PROGRAM POLICY, RESCINDING RESOLUTION NO. 2008-1148.

MEETING

DATE: SEPTEMBER 25, 2011

SUMMARY RECOMMENDATION:

Adopt Resolution No. 2013-1387, approving a City-wide records retention/destruction schedule, and rescinding Resolution No. 2008-1148.

BACKGROUND:

In June 1996, the City Council adopted Resolution No. 96-378 which approved the first citywide records retention/destruction schedule. This created a coordinated and orderly means of storing and/or destroying City records. It also provided City staff with an easy method for identifying, locating, and retrieving historically significant documents.

The City Council has since revised the retention schedule three times by adopting Resolution Nos. 99-573, 2005-918 and 2008-1148. The revisions were a reflection of departmental changes to records management practices and the identification of the types of documents that departments maintain.

DISCUSSION AND ANALYSIS:

Each record series is reviewed and evaluated on an annual basis in order to maintain a functional records management program. Following discussions over the past several months between City Departments; Cal Jackson (CRM), Records Management Consultant and the Records Retention Taskforce (Taskforce), composed of Councilmembers James Bozajian and Mary Sue Maurer, it has been determined that a revision is now necessary to address various changes. The attached schedules have been revised to reflect the updated administrative, functional, historical, and legal needs of the City. Mr. Jackson uses the State Government Code as the minimum guideline for recommended retention, however, certain items have longer retention periods based on the needs of the City.

There are new records which have been created to be incorporated as part of the revision to the Records Retention Schedule. Department of Public Safety and Emergency Preparedness was created in 2009. Records for this department were previously handled by the Finance Department. Records for Civic Center Operations & Maintenance have been created and added to Administrative Services. In addition, Community Development Block Grants (CDBG) records previously listed under City Clerk, Community Development and Finance have been transferred to Administrative Services. Additionally, language on some of the record series has been modified to provide more clarity. A quick reference summary of the proposed changes has been prepared and is attached.

Consistent with the recommendations of the Taskforce, records with a previous ten year or more retention period will now become permanent. These records will be digitized and kept in perpetuity once they reach their tenth year. Also, the attached Records and Information Management Program Policy has been created and added as part of the Retention Schedule.

Each schedule has been reviewed and approved by the appropriate Department Head as well as the City Attorney.

Attached are Resolution No. 2013-1387, the revised retention schedules and the newly created Policy. A "redlined" version is attached to easily identify new record series, contents, retention periods, and scope. Strikeouts reflect deletions; underlined sections denote additions.

REQUESTED ACTION:

Adopt Resolution No. 2013-1387, approving a citywide records retention/destruction schedule, rescinding Resolution No. 2008-1148; and adopt the Records and Information Management Program Policy.

- ATTACHMENTS:**
1. Resolution No. 2013-1387
 2. Revised Retention Schedule
 3. Records and Information Management Program Policy
 4. "Redlined" Retention Schedule
 5. Summary of changes

RESOLUTION NO. 2013-1387

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A CITY WIDE RECORDS RETENTION/DESTRUCTION SCHEDULE AND A RECORDS AND INFORMATION MANAGEMENT PROGRAM POLICY; RESCINDING RESOLUTION NO. 2011-1148.

WHEREAS, the retention of numerous records is not necessary after a certain amount of time; and

WHEREAS, a system for retention and schedule for the destruction of records that are no longer needed for administrative, legal, fiscal, and historical purposes is deemed appropriate and essential for the effective operation of the City's governmental process; 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 (with specific exceptions noted below); and

WHEREAS, the City Attorney has reviewed and approved the proposed Records Retention Schedule and Records and Information Management Program Policy; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALABASAS AS FOLLOWS:

SECTION 1. The records of the City of Calabasas are set forth in groups on Exhibit "A", which schedule is attached hereto and incorporated herein by reference, are hereby authorized to be destroyed as provided by Section 34090 of the Government Code of the State of California and in accordance with the provisions of said schedule. The records may only be destroyed, without further action by the City Council, upon the request of the department head and with the consent in writing of the City Attorney and City Clerk.

SECTION 2. The provisions of Section 1 above do not authorize the destruction of:

- a. Records affecting the title to real property or liens thereon
- b. Court records
- c. Records required to be kept by statute
- d. Records less than two (2) years old except [duplicate] records as allowed by law

- e. The minutes, ordinances or resolutions of the City Council of the City of Calabasas or of any City commission, committee or board
- f. Digital records that are converted after reaching their tenth year retention period.

SECTION 3. Resolution No. 2011-1148 is hereby rescinded.

SECTION 4. That the City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 25th day of September 2013.

Fred Gaines, Mayor

ATTEST:

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

Scott H. Howard
Interim City Attorney

**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

ITEM 6 ATTACHMENT 2

DEPARTMENT: All City Departments					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Ad-Hoc Committees & Task Forces - Agenda Packets Includes agenda packets (staff reports and supporting data) from meetings of City ad hoc committees, advisory committees, and task forces such as the following examples: Calabasas Park Centre Master Plan Task Force General Plan Advisory Committee Health and Wellness Committee Mobile Home Rent Ordinance Task Force Tennis and Swim Center Advisory Committee	3	-	3	-	Citation: California Government Code, § 34090
2.	City Ad-Hoc Committees and Task Force - Minutes and Agendas Includes minutes and agendas from meetings of City ad hoc committees, advisory committees, and task forces such as the following examples: Calabasas Park Centre Master Plan Task Force General Plan Advisory Committee Health and Wellness Committee Mobile Home Rent Ordinance Task Force Tennis and Swim Center Advisory Committee	T	P	P	H	Citation: California Government Code, § 34090
3.	City Commissions - Agenda Packets Agenda packets from meetings of City commissions includes: Agendas (copies) Reports Supporting documentation	3	-	3	-	Citation: California Government Code, § 34090
4.	City Commissions - Minutes, Agendas and Resolutions	P	-	P	H	

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 This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: All City Departments					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	<p>Departments are responsible for retention of records for their particular Commissions. Currently, this includes:</p> <p>Communications and Technology Commission (Media Operations);</p> <p>Environmental Commission (Public Works);</p> <p>Historic Preservation Commission (Community Development);</p> <p>Library Commission (City Clerk);</p> <p>Parks, Recreation and Education Commission (Community Services);</p> <p>Planning Commission (Community Development);</p> <p>Public Safety Commission (Public Safety and Emergency Preparedness);</p> <p>Traffic and Transportation Commission (Public Works).</p>					
5.	<p>City Commissions - Notices</p> <p>Notices of hearings</p> <p>Proof of publication (or) Declaration of posting</p>	C + 5	-	C + 5	-	<p>Note: C (closed/completed) represents final administrative decision.</p> <p>Citation: California Government Code, § 34090</p>
6.	<p>Correspondence Files</p> <p>General incoming/outgoing correspondence;</p> <p>City memos (incoming/outgoing).</p>	2	-	2	-	<p>Scope note: This record series refers to general correspondence not specifically addressed in a department's retention schedule. Correspondence pertaining to a specific departmental record series falls</p>

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DEPARTMENT: All City Departments					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						under the retention requirements for that record series. Citation: California Government Code, § 34090
7.	Department Budget Files Files include: Source materials; Worksheets and analyses; Correspondence and backup data; Final budget submission (department copy; original is in Finance Dept.)	2	-	2	-	Finance Department maintains original budget submissions from all City departments. City Clerk maintains the final City budget document. Citation: California Government Code, § 34090
8.	Personnel Files (Department Copies)	T	-	T	C	Duplicate Series. Official is in Administrative Services Department - Human Resources division. This record series describes personnel files held by management, consisting of copies of materials found in the official Personnel Files held by the Human Resources division.. These files are maintained by the departments for quick access and reference. Citation: California Government Code, § 34090.7
9.	Policies and Procedures (Originating from other City Departments)	S	-	S	-	Duplicate Series. Official is in originating department. This record series describes policies and procedures held by this department which originate from other City departments. Citation: California Government Code, § 34090.7

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DEPARTMENT: All City Departments					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
10.	Policies and Procedures (Originating from this Department)	S + 1	P	P	H,V	This record series describes all policies and procedures originating from this department. At the end of the office retention period, records will be digitized for permanent retention.
11.	Publications from Outside Sources	AR	-	AR	-	Scope note: This record series includes books, magazines, journals, brochures, reports, reference publications, etc. obtained from outside sources. These are defined as "nonrecords" and can be evaluated for informational value and retained or disposed as appropriate.
12.	Purchasing Files (Department Copies) Purchase orders (department copies) Vendor/supplier information; Correspondence and backup data	2	-	2	-	Official purchasing records are held by the Finance Department. Citation: California Government Code, § 34090
13.	Subject/Reference Files	AR	-	AR	-	Scope note: Subject/Reference Files are collections of materials about a particular topic/subject compiled for reference and informational purposes. They do not record city business transactions or policy decisions. Subject/Reference Files are defined as "nonrecords", and can be evaluated annually for informational value and retained or disposed as appropriate.
15.	Time Sheets (Department Copies)	1	-	1	-	Duplicate Series. Official is in Finance Dept. Citation: California Government Code, § 34090.7

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Administrative Services				DATE: September 25, 2013		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>Community Development Block Grant (CDBG) Files</p> <p>Applications and supporting data; Agreements, contracts and amendments (file copies); originals are held in City Clerk division; Reports to granting agency ; Cost summaries and financial documentation; Consultant reports and documentation; Correspondence and supporting data; Audits, approvals and releases (grant completion documentation); Rules, regulations and procedures; Procedures and administrative materials; Public notices (proofs of publication are held in the City Clerk division).</p>	C + 1	3	C + 4	-	<p>CDBG = Community Development Block Grant. For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</p> <p>The Finance Department maintains related grant reimbursement records for all City grants.</p> <p>Citation: 7 CFR 3016.42</p>
2.	<p>Community Development Block Grant (CDBG) Loan Files</p> <p>Includes documentation of CDBG deferred housing loans administered by the City. Files are organized by borrower name, and include: Promissory notes (City copies); Deeds (City copies); Correspondence and supporting documentation.</p>	C	P	P	V,C	

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DEPARTMENT: Administrative Services					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
3.	City Hall Security Administration Files Daily security reports; Correspondence and supporting documentation.	1	1	2	-	Citation: California Government Code, § 34090
4.	Engineering, Operations and Maintenance - Elevator Permits Includes permits, inspection reports and supporting documentation.	5	-	5	-	Citation: California Government Code, § 34090
5.	Engineering, Operations and Maintenance - Equipment and Systems Records Maintenance and service records; Maintenance logs; Service vendor reports and correspondence; Schematics, drawings, manuals and specifications.	T	2	T + 2	-	T (Termination) represents life of the equipment or system. Citation: California Government Code, § 34090
6.	Engineering, Operations and Maintenance - Safety Equipment and Systems Inspections Records Includes fire, life, safety inspection reports and logs for sprinkler systems, smoke detectors, alarms, and fire extinguishers.	5	-	5	-	Citation: California Government Code, § 34090
7.	Engineering, Operations and Maintenance – South Coast Air Quality Management District (SCAQMD) Permits Includes permits, inspection reports and supporting documentation.	5	-	5	-	Note: The SCAQMD inspects certain Civic Center equipment annually for air-related emissions standards. Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	AB939 (Solid Waste Disposal) Files: Agreements; Permits; Reports & studies; Rules & procedures; Correspondence & backup data	C	5	C + 5	-	For this record series, C (Closed/Completed) represents completion of all program requirements set forth by the State. Citation: California Government Code, § 34090
2.	Agreements, Contracts & Leases: Executed documents, amendments & exhibits; Correspondence & backup data	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the agreement or contract. At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 337.15
3.	Bids/Proposals Files (Successful Bidders): Requests for bids/proposals; Specifications & backup data; Agreements/contracts; Bids/proposals received; Correspondence & backup data	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. At the end of the office retention period, records will be

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						digitized for permanent retention. Citation: California Code of Civil Procedures, § 337.15
4.	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	-	2	-	Citation: California Government Code, § 34090
5.	CEQA Legal Notices: Notices of exemption; Notices of completion; Notices of preparation; Notices of determination	P	-	P	-	Citation: California Government Code, § 34090
6	City Census Data & Demographics	P	-	P	H	Citation: California Government Code, § 34090
7.	City Clerk Correspondence Files: Incoming correspondence; Outgoing correspondence	2	-	2	-	Note: City Clerk correspondence relating to a specific issue is filed in the appropriate department file. Citation: California Government Code, § 34090
8.	City Clerk Memos	2	-	2	-	Note: City Clerk memos relating to a specific issue are filed in the appropriate department file. Citation: California Government Code, § 34090

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
9.	City Commissions & Committees - Applications (Unsuccessful): Applications; Correspondence	2	-	2	-	Citation: California Government Code, § 34090
10.	City Commissions & Committees - Maddy Act Reports	5	-	5	-	Citation: California Government Code, § 34090
11.	City Commissions - Members Records: Applications; Certificates; Oaths; Letters of appointment; Letters of resignation; Correspondence	T + 2	-	T + 2	-	For this record series, T (Termination) represents termination of member participation in a commission or committee. Citation: California Government Code, § 34090
12.	City Commissions - Vacancy Notices: Vacancy notices; Proof of publication	2	-	2	-	Citation: California Government Code, § 34090
13.	City Council Conferences Records: Registration materials; Correspondence; Backup data	2	-	2	-	Citation: California Government Code, § 34090
14.	City Council Correspondence Files Incoming Correspondence (individual) Outgoing Correspondence (individual) General Correspondence	2	-	2	-	Note: City Council correspondence relating to a specific issue is filed in the appropriate department file. Citation: California Government Code, § 34090

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
15.	City Council Meetings - Agenda Packets (Electronic) Agendas; Staff reports; Supporting documentation.	P	-	P	H	Scope note: All City Council meeting agenda packets are archived in electronic form for permanent retention. The paper version of these reports will be retained for 5 years as a separate record series. Citation: California Government Code, § 34090
16.	City Council Meetings - Agenda Packets (Hard copy) Agendas; Staff reports; Supporting documentation.	1	4	5	-	Citation: California Government Code, § 34090
17.	City Council Meetings - Agendas (Sworn Originals)	5	-	5	-	Scope note: This record series is for sworn original agendas in paper copy. All City Council meetings agendas are archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, § 34090
18.	City Council Meetings - Notices: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Notices of continuation; Declarations of posting	5	-	5	-	Citation: California Government Code, § 34090
19.	City Council Meetings - Requests to Address City Council (Speaker Cards)	3mos.	-	3mos.	-	Note: Speaker cards are used to record information and to

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<p>schedule speakers at City Council meetings. Information from the cards is used to prepare (and transferred to) the City Council meetings minutes.</p> <p>Citation: California Government Code, § 34090.7</p>
20.	City Council Minutes, Ordinances & Resolutions	P	-	P	V,H	Citation: California Government Code, § 34090
21.	City Council Ordinances & Resolutions Indexes	P	-	P	H	Citation: California Government Code, § 34090
22.	City Departments Files (Projects, Programs, Events, Issues & Activities): Reports & studies; Publications; Correspondence & backup data; Resolutions (file copies)	5	-	5	-	<p>Scope note: This record series is for records held by the City Clerk of City departments' projects, programs, events, issues and activities. Files consist of duplicate materials from the departments, with some original notes and correspondence. At the end of the 5 year retention period, files will be reviewed by the City Manager and City Clerk for historical value. Those selected for permanent, historical retention will be archived onto the City's optical imaging system.</p> <p>Citation: California Government Code, § 34090</p>

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
23.	City History Files: Selected historical records, examples including: Maps & drawings; Photographs; Reports & studies; Articles & news clippings; City publications; City newsletters; Press releases	AR	P	P	H	Scope note: This record series describes records selected by the City Clerk and/or the City Manager for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas.
24.	City Incorporation Documents	P	-	P	H	Citation: California Government Code, § 34090
25.	City Manager Correspondence Files: Incoming correspondence; Outgoing correspondence	P	-	P	H	Citation: California Government Code, § 34090
26.	City Manager Memos	P	-	P	H	Citation: California Government Code, § 34090
27.	Election Records - Ballots, Absent Voter Ballots & Absentee Applications	C	6mos	C + 6mo	-	Citation: California Election Code, § 17302 and § 17505
28.	Election Records - Campaign Statements (FPPC Forms 410 - 490 and 501/502): Candidates (not elected) statements; Candidates (not elected) committees' statements	5	-	5	-	Citation: California Government Code, § 81009
29.	Election Records - Campaign Statements (FPPC Forms 410 - 490 and 501/502): Officeholders' statements; Officeholders' committees' statements;	5	P	P	H	Citation: California Government Code, § 81009

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
30.	Election Records - Campaign Statements (FPPC Forms 410 - 490): Political Action Committees' (PAC) statements	7	-	7	-	Citation: California Government Code, § 81009
31.	Election Records - Candidates Records: Candidate statements (general statements for publication); Nomination papers & petitions	T + 2	2	T + 4	-	For this record series, T (Termination) represents the term of the office elected. Citation: California Election Code, § 17100
32.	Election Records - Election Administration Files: Rules & procedures; Communications with FPPC; Communications with election consultants; Correspondence & backup data	3	-	3	-	Citation: California Government Code, § 34090
33.	Election Records - Election History Files: Selected historical records, examples including: Sample ballots; Certificates of destruction for election materials; Declaration of results (copies; official in City Council Resolutions); Other resolutions re: election (copies; official in City Council Resolutions)	10	P	P	H	Scope note: This record series describes records selected by the City Clerk and/or the City Manager for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas. Citation: California Government Code, § 34090
34.	Election Records - Petitions: Initiatives petitions; Referendum petitions; Recall petitions	C	8mos	C + 8mo	-	Note: For this record series, C (Closed/Completed) represents certification of election results, or, (when no election occurs) the Clerk's final examination of the petition.

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Election Code, § 17200
35.	Election Records - Rosters & Indexes	C	5	C + 5	-	For this record series, C (Closed/Completed) represents certification of election results. Citation: California Election Code, § 17300
36.	Equipment Files: Owners manuals; Service/maintenance information; Purchase information; Correspondence & backup data	T + 1	-	T + 1	-	For this record series, T (Termination) represents termination of ownership of the equipment. Citation: California Government Code, § 34090
37.	Franchise Files: Agreements; Bonds/Certificates of insurance; Statements & reports; FCC forms; Correspondence & backup data	C	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement. Citation: California Government Code, § 34090
38.	General Plan	S	P	P	V,H	Citation: California Government Code, § 34090
39.	Land Planning/Use Files: Correspondence & memos; Maps & drawings; Environmental documentation; Public hearing documentation; Reports & studies;	C	P	P	H	For this record series, C (Closed/Completed) represents completion of the land planning/use project. Official project files are held by Planning/Building Services. City

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Ordinances & resolutions (file copies); Original agreements; Litigation files (copies; original is in City Attorney)					Clerk files contain final documents presented to City Council. Citation: California Government Code, § 34090
40.	Litigation Files	C + 5	-	C + 5	-	Duplicate series. Official is in City Attorney. Citation: California Government Code, § 34090.7
41.	Municipal Code	P	-	P	V	Citation: California Government Code, § 34090
42.	Organizations Files - Civic Organizations: Correspondence & memos; Reports & studies; Publications; Backup data	5	-	5	-	Scope note: Examples include Chamber of Commerce, Rotary Club, Homeowners' Association. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Citation: California Government Code, § 34090
43.	Organizations Files - Government Agencies: Correspondence & memos; Reports & studies;	5	-	5	-	Scope note: Examples include FPPC, County of Los Angeles, LAFCO, and other cities. This

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Publications; Backup data					record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Citation: California Government Code, § 34090
44.	Organizations Files - Professional Organizations: Correspondence & memos; Reports & studies; Publications; Backup data	5	-	5	-	Scope note: Examples include SCAG, CCAC, and IIMC. This record series is for general Correspondence and communications with professional organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Citation: California Government Code, § 34090
45.	Petitions to City - Informal	2	-	2	-	Citation: California Government Code, § 34090
46.	Public Hearings Notices:	5	-	5	-	Citation: California Government

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Notices; Proof of publication; Mailing lists; Certified mail receipts; Correspondence					Code, § 34090
47.	Public Records Requests	2	-	2		Citation: California Government Code, section 34090
48.	Real Property - Annexations Files: Certificates of completion; Resolutions (file copies); Correspondence & backup data	P	-	P	V,H	Citation: California Government Code, § 34090
49.	Real Property - Certificates of Compliance (Lot Line Adjustments): Certificates & supporting data	P	-	P	V,H	Citation: California Government Code, § 34090
50.	Real Property - Dedications Files: Offers of dedication & exhibits; Resolutions (file copies); Correspondence & supporting data	P	-	P	V,H	Citation: California Government Code, § 34090
51.	Real Property - Detachments/Withdrawals Files: Maps & drawings; Studies & reports; Agreements; Correspondence & supporting data	P	-	P	V,H	Citation: California Government Code, § 34090
52.	Real Property - Real Property Files: Deeds & supporting data; Quitclaims & supporting data; Easements & supporting data	P	-	P	V,H	Citation: California Government Code, § 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
53.	Records Management - City Retention Schedules	S	P	P	-	Citation: California Government Code, § 34090
54.	Records Management - Destroyed Records Lists & Approvals	P	-	P	-	Citation: California Government Code, § 34090
55.	Records Management - Stored Records Lists	S	-	S	-	
56.	Requests for Service	2	-	2	-	Citation: California Government Code, § 34090
57.	Risk Management - Claims (Against the City) Files (Public documents copies)	2	-	2	-	Duplicate series. Official is held by claims adjustor and City Clerk's department. Citation: California Government Code, § 34090.7
58.	Risk Management - Claims (Against City) Files: Claim letters; Claim forms; Correspondence & memos; Court transcripts/documents; Backup data	C	2	C + 2	C	Citation: California Government Code, § 34090
59.	Risk Management - Claims Loss Runs/Reports	5	-	5	-	Citation: California Government Code, § 34090
60.	Sheriff's Reports/Fire Department Reports (Monthly)	5	-	5	-	Citation: California Government Code, § 34090
61.	Special Assessment Districts Files:	P	-	P	H	Citation: California Government

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VHC CODES: V = Vital H = Historical C = Confidential

This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: Administrative Services/City Clerk Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Annual Engineering reports to the City; Public hearings documentation; Correspondence & supporting data; Resolutions (file copies)					Code, § 34090
62.	Statements of Economic Interest - FPPC Forms 700 Officeholders' statements; Appointees' statements; Candidates' statements; Designated City employees' statements.	7	-	7	-	Citation: California Government Code, § 81009
63.	Subject Files: Reports & studies; Publications; Correspondence & backup data	5	-	5	-	Scope note: This record series is for materials held by the City Clerk on subjects or topics which the City receives or gathers for study or informational purposes. Examples are proposed programs (e.g., Sister City), proposed legislation, information on projects or programs established by other cities, etc. These files do not contain documentation of City business, transactions or policy decisions. (If a subject file results in an active program or project, the materials become subject to the retention for that specific record series category). Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Administrative Services/Human Resources Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Employee Benefits Administration Records: Plan documents; Enrollment forms; Correspondence and backup data	T	P	P	V, H	Note: T (Termination) represents the selection by the City of a new benefits provider and cancellation of contract/agreement with previous provider. Citation: 29 USC 1113
2.	Personnel Files: Resumes; Applications; Personnel action forms; Performance evaluations; Correspondence and memos; Direct deposit authorizations; Pre-employment physicals; I-9 documentation; Employee fingerprint reports.	T+3	3	T+6	C	Citation: 29 USC 1113
3.	OSHA Logs/Reports	5	-	5	-	Citation: California Administrative Code, section 14307
4.	Personnel Policies and Procedures Employee handbook; Human Resources (HR) policies (rules and regulations); Compensation resolutions.	S	P	P	V,H	Citation: California Government Code, § 34090
5.	Recruitment Files: Job position announcements; Applicant responses and resumes;	C	2	C+2	-	Citation: 29 CFR 1627.3

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DEPARTMENT: Administrative Services/Human Resources Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Correspondence and backup data.					
6.	Salary Surveys: Surveys of salaries paid by other cities and organizations, used for comparison and salary change recommendations.	2	-	2	-	Citation: California Government Code, § 34090
7.	Special Projects Files: Studies and reports; Source materials; Correspondence and backup data.	2	3	5	-	Includes records of special projects performed by this department such as classification studies, staffing studies and benefits analyses. Citation: California Government Code, § 34090
8.	Training Files: Files contain records of employee training administered by the City or its consultants, including: Course outlines/proposals; Announcements/schedules; Attendance sheets; Handouts/course materials; Course evaluations; Correspondence and supporting documentation.	5	-	5	-	Citation: California Government Code, § 34090
9.	Workers Compensation Claim Files: Documentation of workers compensation claims filed against the City, organized by employee name, include: Medical reports (copies); Doctor correspondence and reports; Consultant documentation; Payment information (if applicable); Correspondence and supporting documentation	T/C	6	T/C + 6	C	Special retention instructions: For this record series, files are maintained until termination of employee plus 6 years (T + 6) or closure of claim plus 6 years (C + 6), whichever

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DEPARTMENT: Administrative Services/Human Resources Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						is longer. Citation: California Code of Regulations, Title 8, §10102
10.	Risk Management - Workers Compensation Insurance Administration Records: Loss analyses; Statements; Correspondence and backup data	5	-	5	-	Citation: California Government Code, § 34090
11.	Risk Management - Workers Compensation Insurance Policies	E + 3	-	E + 3	-	Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Administrative Services/Library					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Grants Files: Applications; Supporting documents; Correspondence.	C + 4	-	C + 4	-	For this record series, C (Closed/Completed) represents completion of all terms of the grant as specified by the granting agency, including any required audits, monitoring periods, etc. Citation: California Government Code, § 34090
2.	Inter-Library Loan Revenues/Financial Records	2	-	2	-	Citation: California Government Code, § 34090
3.	Library Annual Report to Library Commission & State Library	5	-	5	-	Citation: California Government Code, § 34090
4.	Library Card Applications (Adult Patrons)	4	-	4	C	Citation: California Government Code, § 34090
5.	Library Card Applications (Juvenile Patrons)	*	-	*	C	Special retention instructions: Juvenile patrons' library card applications are stored as a separate set (to document parental signatures and permissions) until patron reaches age 18. At that time, they are destroyed. Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: City Attorney					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Attorney Opinions	10	P	P	(C)	Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release. Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954; California Government Code, § 34090
2.	City Council Executive Session/Closed Session Files This record series includes materials prepared by this department and submitted to the City Council at executive sessions.	3	P	P	C,H	Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954; California Government Code, § 34090
3.	Civil Litigation Case Files Files, organized by case name/number, include: Original claim and supporting documentation; Pleadings (copies; originals are held by the presiding Court); Discovery documentation; Correspondence;	C	5	C + 5	(C)	Official, final documentation of case proceedings and resolution is held by the presiding Court. Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public

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DEPARTMENT: City Attorney					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Research; Supporting documentation.					release. Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954; California Government Code, § 34090
4.	Civil Litigation Case Files (Historical) This record series describes model cases, precedent-setting cases, and cases documenting the development of the City chosen for permanent retention as historical records.	C	P	P	(C),H	Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release. Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954; California Government Code, § 34090
5.	Civil Litigation Case Resolution Documentation Files include settlement agreements and dismissals from all litigated cases.	5	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954; California Government Code, § 34090

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DEPARTMENT: City Attorney					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
6.	<p>Work Requests Files</p> <p>Files, organized by year and matter number, contain documentation of requests from City Council and City departments for legal assistance, advice or opinions from the City Attorney Department. Examples include requests for legal assistance with agreements and contracts, ordinances, policy issues, personnel issues, and other City matters.</p> <p>Files contain original work request (memo, letter, e-mail, etc.), correspondence, research, drafts, supporting documentation, and a copy of the final work product (advice memo/letter, agreement, ordinance, policy, etc.).</p> <p>Note that the final, original work product is given to the requesting Department for filing and retention as the office of record.</p> <p>Work Requests Files on issues affecting the title to real property or the liens thereon are subject to different retention requirements (see the following record series).</p>	3	P	P	C, H	<p>At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 2018.030;</p> <p>California Evidence Code, § 954;</p> <p>California Government Code, § 34090</p>
7.	<p>Work Requests Files (Real Property-Related)</p> <p>Files, organized by year and matter number, contain documentation of requests from City Council and City departments for legal assistance, advice or opinions from the City Attorney Department on issues affecting the title to real property or the liens thereon. Examples include requests for legal assistance with deeds, real</p>	3	P	P	C	<p>Citation: California Code of Civil Procedure, § 2018.030;</p> <p>California Evidence Code, § 954;</p> <p>California Government Code, § 34090</p>

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DEPARTMENT: City Attorney				DATE: September 25, 2013		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	property purchases/sales, annexations, easements, CUPs, development plans and agreements, and street widening.					

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Community Development/Building & Safety Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Calabasas Enterprise Land Management System (CLAMS) The CLAMS contains electronic records of Public Works and Community Development departments' activities on land in the City of Calabasas, including permits issued, planning requirements and conditions, code enforcement activities, and inspections. Records are organized by address and/or assessor's parcel number.	P	-	P	V,H,C	Citation: California Government Code, § 34090
2.	Code Enforcement - Case Files: Code enforcement letters (notices of violations); Certified mail receipts; Case research materials, photographs & supporting data; Correspondence & backup data; Documentation of case resolution	5	P	P	C	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Penal Code, § 801
3.	Counter Manual: Fee schedules; Procedures & instructions	S	-	S	-	Citation: California Government Code, § 34090
4.	Earthquake Records - Inspection Reports	-	P	P	H	Citation: California Government Code, § 34090
5.	Earthquake Records - Inspections/Address Log: Logs of earthquake inspections performed throughout the City	C + 2	-	C + 2	-	Scope note: This is a compilation of information contained in the 'Earthquake Records - Inspectors' Logs' to provide a City-wide summary. For this record series, C

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DEPARTMENT: Community Development/Building & Safety Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						(Closed/Completed) represents final FEMA audit. Citation: California Government Code, § 34090
6.	Earthquake Records - Inspectors' Logs: Daily logs of earthquake inspections performed by each inspector.	C + 2	-	C + 2	-	For this record series, C (Closed/Completed) represents final FEMA audit. Citation: California Government Code, § 34090
7.	House Numbering Maps	S	-	S	-	Citation: California Government Code, § 34090
8.	Address Files (Permits Files) Files, organized by address, contain all permits issued and supporting documentation for structures at each address, including: Building permits; Plumbing permits; Electrical permits; Heating/ventilation/A.C. permits; Sign permits; Inspections record sheets; Drawings; Certificates of occupancy; Microfilm aperture cards (permits); Correspondence & backup data	P	-	P	V	Citation: California Government Code, § 34090
9.	Plans & Drawings (Commercial and Required Multi-Family Structures): Final, approved plans & drawings	C	T	T	-	For this record series, C (Closed/Completed) represents issuance of certificate of occupancy. T (Termination) represents life of the building (plans & drawings may be destroyed upon

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DEPARTMENT: Community Development/Building & Safety Division				DATE: September 25, 2013		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						building demolition). Citation: California Health & Safety Code, § 19850
10.	Plans & Drawings (Single Family Residential Structures): Final, approved plans & drawings	C + 90d	-	C + 90d		For this record series, C (Closed/Completed) represents issuance of certificate of occupancy, plus 90 days (90d). Citation: California Health & Safety Code, § 19850

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Community Development/ Planning Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Counter Inquiries Summary records of activity and requests received at the division's public counter.	2	-	2	-	Citation: California Government Code, § 34090
2.	General Plan Amendments Records: Environmental documents; Comments; Resolutions and ordinances (original file copies); Reports and studies; Agendas and minutes (original file copies); Agenda reports (original file copies); Maps, plans and drawings; Notices (original file copies); Mailing lists; Correspondence and supporting data	C	P	P	H	Citation: California Government Code, § 34090
3.	General Plan Records: Environmental documents; Comments; Resolutions and ordinances (original file copies); Reports and studies; Agendas and minutes (original file copies); Agenda reports (original file copies); Maps, plans and drawings; Notices (file copies); Mailing lists; Correspondence and supporting data	S	P	P	H	Citation: California Government Code, § 34090
4.	Planning Department Reference Collection: Reports and studies from outside sources (other cities, agencies, organizations); Reference copies of City documents (ex.: EIR's,	AR	-	AR	-	

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DEPARTMENT: Community Development/ Planning Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	General Plan reports, project reports and studies. Official copies are in the Project Files.) Planning texts (guides, procedures, reference); Planning publications/periodicals; Public information materials.					
5.	Project Files (Administrative Plan Review): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, § 34090
6.	Project Files (Conditional Use Permits) Files may include: Environmental documents; Staff reports; Resolutions and ordinances (file copies); Maps, plans and drawings; Correspondence; Agreements (file copies); Consultants' reports and studies; Applications and supporting data; Permits; Fees and receipts; Notices (file copies); Mailing lists; Design Review Committee documentation; Environmental Commission documentation; Tree Board documentation; Design Review Panel documentation; Planning Commission transcripts; Planning Commission minutes (file copies); Supporting documentation.	C + 5	P	P	H	Scope note: Listed contents are representative; each project file will have different contents based on the nature and requirements of the individual project. Citation: California Government Code, § 34090

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DEPARTMENT: Community Development/ Planning Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
7.	Project Files (Healthy Oak Tree) See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	4	C + 5	H	Citation: California Government Code, § 34090
8.	Project Files (Historic Preservation Areas): This record series includes the following project types: Historic designations; Certificates of appropriateness; Certificates of economic hardship; Mills Act contracts. See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, § 34090
9.	Project Files (Home Occupation Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, § 34090
10.	Project Files (Lot Line Adjustments): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090
11.	Project Files (Minor Development Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	4	C + 5	H	Citation: California Government Code, § 34090
12.	Project Files (Minor Scenic Corridor Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.

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DEPARTMENT: Community Development/ Planning Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, § 34090
13.	Project Files (Minor Use Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, § 34090
14.	Project Files (Oak Tree Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090
15.	Project Files (Parcel Maps): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 5	P	P	H	Scope note: also called "tentative parcel map" or TPM. Citation: California Government Code, § 34090
16.	Project Files (Pre-Applications): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	4	C + 5	H	Citation: California Government Code, § 34090
17.	Project Files (Scenic Corridor Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention.

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DEPARTMENT: Community Development/ Planning Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, § 34090
18.	Project Files (Sign Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090
19.	Project Files (Site Plan Reviews): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, § 34090
20.	Project Files (Temporary Use Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	2	C + 3	H	Citation: California Government Code, § 34090
21.	Project Files (Tract Maps): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 5	P	P	H	Scope note: also called "tentative tract maps" or TT. Citation: California Government Code, § 34090
22.	Project Files (Variances): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090

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DEPARTMENT: Community Development/ Planning Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
23.	Project Files (Zoning Changes): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090
24.	Project Files (Zoning Clearances): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	4	C + 5	-	Citation: California Government Code, § 34090
25.	Public Information Materials (Front Counter): Zoning standards; Applications and checklists; Procedures and guidelines; Consultants lists; Ordinances (copies); Blank forms; Fees schedules; Reports and studies (reading copies); Reports and studies (distribution/sales copies); Maps, plans and drawings (public viewing copies)	AR	-	AR	-	Citation: California Government Code, § 34090.7

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Community Services					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	5	-	5	-	Citation: California Government Code, § 34090
2.	Bouncers (Uncollected Registration Fees) Files: Bounced checks; Correspondence and notes	C	-	C	-	For this record series, C (Closed/Completed) represents collection of registration fees.
3.	Community Services Grant Programs Files (Grants given by the Community Services Department): Applications and supporting data Agreements Check copies Annual reports Correspondence	C	7	C + 7	-	Citation: California Government Code, § 34090
4.	Daily Financial Reconciliation Files: Check copies/stubs Cash register tapes (copies; originals held by Finance) Daily GovPartner reports (copies; originals in Finance) Credit card imprints/printouts Supporting documentation	A	5	A + 5	-	Citation: California Government Code, § 34090
5.	Department Director - Agreements and Contracts	C + 1	-	C + 1	-	Duplicate Series. Official is in City Clerk Dept. For this record series, C (Closed/Completed) represents completion of all terms of the

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DEPARTMENT: Community Services					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						agreement/contract. Citation: California Government Code, § 34090.7
6.	Department Director - Park Master Plans Files: Environmental documents; Comments; Resolutions and ordinances (file copies); Reports and studies; Agendas and minutes (file copies); Agenda reports; Maps, plans and drawings; Notices (file copies); Mailing lists; Citizens surveys; Correspondence and supporting data	S	P	P	H	Citation: California Government Code, § 34090
7.	Department Director - Parks/Facilities Construction Projects Files: Contract files, including; Contracts, amendments and supporting data (Original contracts are in City Clerk Dept.); Bonds and insurance documentation (official in Finance); Correspondence and supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals Correspondence and supporting data; Inspections and acceptance documentation; Certified payroll files; Project studies and reports;	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 337.15

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DEPARTMENT: Community Services					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Design records, including: Design research data; Survey data; Calculations; Drawings; Plans and drawings; Right-of-way documentation (copies; official in City Clerk); Progress reports; Project notes, worksheets and analyses; City Council documentation (copies; official in City Clerk); Correspondence and supporting data					
8.	Department History Files: Selected historical records, examples including: Publicity binders; Photos binders; Slides binders; Department publications; Flyers; Brochures; Press releases.	P	-	P	H	Scope note: This record series describes records selected by the Community Services Department for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas. Citation: California Government Code, § 34090
9.	External Committees/Organizations Files: Correspondence; Minutes and agendas; Presentation/seminar materials; Reports and studies;	3	-	3	-	Scope note: This record series is for files on committees/organizations that Department staff attends or communicates

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DEPARTMENT: Community Services					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Reference materials					with as a representative of the City (examples include D.A.T.E. and California Parks and Recreation Society). These are not records of City-sponsored committees or organizations. Citation: California Government Code, § 34090
10.	Facilities Daily Revenue Reports Department copies of reports prepared daily and sent to Finance Department listing cash, checks and credit card revenues received.	1	-	1	-	Duplicate series. Official is in Finance Dept. Citation: California Government Code, section 34090.7
11.	Facilities Reservation Forms	2	-	2	-	Citation: California Government Code, § 34090
12.	Monthly Revenue Distribution Reports (Credit Card)	1	-	1	-	Duplicate Series. Official is in Finance Dept. Citation: California Government Code, § 34090.7
13.	Payroll Reports (Contract Instructors)	1	-	1	-	Duplicate Series. Official is in Finance Dept. Citation: California

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DEPARTMENT: Community Services					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Government Code, § 34090.7
14.	Personnel - Applications for Employment (Unsolicited): Applications; Resumes; Correspondence	6mos.	-	6mos.	-	Scope note: Includes applications for regular employment and for internships. These are materials received by the Department (unsolicited) kept as a reference resource. If a person is hired, these materials would be transferred to the person's Personnel File.
15.	Personnel - Instructor Contracts	E + 2	-	E + 2	-	Citation: California Government Code, § 34090
16.	Personnel - Service Contracts	E + 2	-	E + 2	-	Scope note: This series describes documentation of agreements/arrangements with part-time employees (as opposed to contracted instructors) to instruct or assist in Community Services programs. This is the counterpart to the record series Instructor Contracts. Citation: California

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Government Code, § 34090
17.	Personnel - Volunteers Fingerprint Response Reports	C + 2	-	C + 2	C	For this record series, C (closed/completed) represents entry of a volunteer's name in the Department of Justice database/system. Records are to be shredded at the end of the retention period. Citation: California Government Code, § 34090
18.	Post Office/Bulk Mail Receipts	2	-	2	-	Citation: California Government Code, § 34090
19.	Program Evaluations (Class Evaluations)	2	-	2	-	Citation: California Government Code, § 34090
20.	Program Proposals Files: Correspondence; Resumes; Promotional materials; Sample program materials	3	-	3	-	Scope note: This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc.

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, § 34090
21.	Program Registrations Database (GovPartner) Records: Registrant data (active); Program data (active); Program data (inactive/historical)	5	-	5	-	Scope note: Database records reside on the City network. The program has built-in retention; it retains one year of active data, then strips away certain registrant data, leaving a summary/history of past programs. The database is backed up regularly as part of network backup procedures. Citation: California Government Code, § 34090
22.	Program Registrations/Waivers of Liability	5	-	5	-	Citation: California Government Code, § 34090
23.	Programs Files (City-Participation): Program development materials; Budgeting data; Promotional materials (press releases, flyers); Budgeting data; Correspondence and memos; Itineraries/schedules; Contracts/agreements for supplies and services (vendors and suppliers);	C	4	C + 4	-	Scope note: Includes programs, special events, activities, courses, and classes where Community Services receives funding and program direction from external organizations. This includes grant-funded

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Invoices for services and supplies (copies; official is in Finance); Program progress reports (to funding agency); Program financial reports (to funding agency); Correspondence with funding agency; Program rules and procedures; Audit reports (if audited); Completion documentation (release from funding agency); Supporting data					programs and other special fund distributions. Community Services administers the program at the local level, but follows rules and procedures specified by the funding agency. (Externally-funded park development programs are a potential example.) For this record series, C (Completion) represents completion of all terms of the funding agreement with the funding agency, including audit and release if specified. Citation: California Government Code, § 34090
24.	Programs Files (City-Sponsored): Program development materials, including: Budgeting; Staffing; Reference materials; Facilities/equipment research; Insurance documentation (if required) Promotional materials (press releases, flyers); Budgeting data; Correspondence and memos; Itineraries/schedules; Contracts/agreements for supplies and services	C + 1	4	C + 5	-	Scope note: Includes programs, special events, activities, courses, and classes developed, sponsored and administered by Community Services. See Programs Files (City-Participation) for programs in which Community Services receives funding and program direction

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	(vendors and suppliers); Invoices for services and supplies (copies; official is in Finance)					from external sources/organizations. Citation: California Government Code, § 34090
25.	Refunds Reports	1	-	1	-	Duplicate Series. Official is in Finance Dept. When citizens request registration fees refunds, data is entered in Department's financial tracking system. The refund checks are issued by Finance Department. Community Services periodically runs a report from the system of refunds issued. The original report goes to Finance; this department retains a copy. Citation: California Government Code, § 34090.7

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Community Services - Creekside					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Pre-School Attendance/Sign-In Sheets	1	4	5	-	Citation: California Code of Regulations, Title 22, § 101229.1
2.	Pre-School License Reviews/Site Inspections Includes documentation of facility inspections by the State Department of Social Services, including inspection reports and correspondence.	5	-	5	-	Citation: California Government Code, § 34090
3.	Pre-School Restroom Charts Daily records of diaper changes done by staff and bathroom visits by children.	1	2	3	-	Citation: California Government Code, § 34090
4.	Pre-School Registration Packages Documentation required for all children attending pre-school includes: Registrations & medical information Notifications of parents' rights Consent for medical treatment Personal rights statements Physician's reports Preadmission health history Credit card payment authorization forms	T + 1	4	T + 5	H	Note: For this record series, T (termination) represents termination of participation in the pre-school program. Citation: California Code of Regulations, Title 22, § 101221

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DEPARTMENT: Community Services - Creekside					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
5.	Refunds Files Includes forms and supporting documentation for initiating refunds of program fees. Refund checks are issued by the Finance Department, and records of refunds issued are part of the accounting documentation.	2	-	2	-	Citation: California Government Code, § 34090
6.	Teachers Files (Personnel Files) Includes department copies of personnel records for each teacher, the originals of which are held by the Administrative Services Department - Human Resources division. State law requires that these records be held on-site for state license reviews/site inspections.	T + 1	-	T + 1	C	Duplicate record series. Official is in Administrative Services Department - Human Resources division. Citation: California Code of Regulations, Title 22, § 101217

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Community Services/Tennis & Swim Center					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	5	-	5	-	Duplicate Series. Official is in Community Services Department/City Hall. Citation: California Government Code, § 34090.7
2.	Applications for Employment (Unsolicited): Applications; Resumes; Correspondence	6mos.	-	6mos.	-	
3.	Facility Plans and Drawings: Final. as-built plans and drawings	P	-	P	V	Citation: California Government Code, § 34090
4.	Facility Use Applications	2	-	2	-	Citation: California Government Code, § 34090
5.	Health Inspections Records: Inspection reports from County inspectors; Follow up documentation; Correspondence and supporting data	5	-	5	-	Scope note: Includes inspections of kitchen facilities and swimming pool. Citation: California Government Code, § 34090
6.	In-Service Training Programs Files: Program materials/training outlines; Materials presented to staff; Attendance rosters; Correspondence and supporting data	3	-	3	-	Citation: California Government Code, § 34090
7.	Memberships Administrative Records: Membership lists/reports; Policies and procedures;	5	-	5	-	Citation: California Government Code, § 34090

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DEPARTMENT: Community Services/Tennis & Swim Center					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Fees/rates documentation; Correspondence and supporting data					
8.	Memberships Records (Individual Members): Applications; Payments/billings documentation; Correspondence	T + 2	-	T + 2	-	For this record series, T (Termination) represents termination of membership. Citation: California Government Code, § 34090
9.	Parks and Recreation Commission Agendas and Minutes	1	-	1	-	Duplicate Series. Official is in Community Services/City Hall. Citation: California Government Code, § 34090.7
10.	Personnel Files (Department copies)	T	-	T	-	Duplicate series. Official is in Administrative Services Department - Human Resources division. Citation: California Government Code, § 34090.7
11.	Program Proposals Files: Correspondence; Resumes; Promotional materials; Sample program materials	3	-	3	-	Scope note: This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc. Citation: California Government Code, § 34090
12.	Swimming Pool Daily Logs	5	-	5	-	Scope note: Daily logs

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DEPARTMENT: Community Services/Tennis & Swim Center					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						record swimming pool data: temperature, chlorine levels, pH levels, attendance, staffing, etc. Citation: California Government Code, § 34090
13.	Tennis Club Financial Administration Files: Deposit records Invoices Financial reports (copies; originals held by Finance) Correspondence and supporting documentation	A	5	A + 5	-	Citation: California Government Code, § 34090
14.	Tot-Lot Attendance/Sign-In Sheets	5	-	5	-	Scope note: Tot-Lot is the on-site child care program. Children are signed in and out by parent/guardian on these attendance sheets. Citation: California Government Code, § 34090
15.	Vendors/Suppliers Files (Purchasing Records): Invoices (copies; originals in Finance); Shipping documents; Correspondence and supporting data	2	-	2	-	Duplicate series. Official is in Finance. Citation: California Government Code, § 34090.7

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Finance					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	1099's Files: 1099's (City copies); Verifications reports; Procedures, rules & reference materials; Correspondence & backup data	3	2	5	-	Citation: California Government Code, § 34090
2.	Accounts Payable Files: Invoices; Copies of check stubs and checks; Correspondence & backup data; Purchase orders (yellow copies) Check register reports	A	5	A + 5	-	Note: Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years. Citation: California Government Code, § 34090
3.	Audit & Tax Reports: Final reports	10	P	P	V, H	Note: Includes final reports from internal audits, single audits, and other audits and tax reports to state and federal agencies. At the end of the office retention period, records will be digitized for permanent retention. Citation: 31 CFR 51.107
4.	Audit Files (Work Files):	5	-	5	-	Citation: California Government Code, §

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DEPARTMENT: Finance					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Audit reports (work copies); Financial statements (work copies); Procedures for preparation; Correspondence; Source materials, worksheets & backup data					34090
5.	Bank/Account Records: Account agreements & general account information; Account statements; Correspondence; Signature authorizations; Backup data	A	5	A + 5	-	Citation: California Government Code, § 34090
6.	Bank Deposits Files: Deposit receipts; Check copies; Deposit tickets copies; Cash register receipts/tapes from City departments	A	5	A + 5	-	Note: Also called Receipts or Cash Receipts. Citation: California Government Code, § 34090
7.	Bank Reconciliations Files: Bank statements (notated); Worksheets & backup data: Cash balance reports (copies); Check register reports (copies); General ledger reports (copies)	2	-	2	-	Citation: California Government Code, § 34090
8.	Bank Statements Records: Statements; Canceled checks	A	5	A + 5	-	Note: Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years. Citation: California Government Code, §

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		OFFICE	STORAGE	TOTAL		
						34090
9.	Bond Files (Performance bonds for recoverable projects): Trustee statements (monthly/annual); Bank statements (monthly/annual); Canceled/redeemed/voided certificates; Certificates of participation; Correspondence & supporting documentation.	C	P	P	V, H	Note: Bonds for capital improvement projects are filed with the CIP agreements and contracts records held by the City Clerk division. At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 337.5 Citation: California Government Code, § 53921
10.	Budget (City Final): Final, approved budget documents. Copies are retained for historical purposes.	5	P	P	H	Citation: California Government Code, § 34090
11.	Budget Development Files: Department budget submissions; Worksheets & analyses; Draft budgets; Correspondence & backup data	2	-	2	-	Citation: California Government Code, § 34090
12.	Cash Receipts Reports (Daily/Periodic): Detail reports, printed from the City financial system, are summarized in the "Financial Reports (Year-end Printouts)"	A	5	A + 5	-	Citation: California Government Code, § 34090

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DEPARTMENT: Finance					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
13.	Comprehensive Annual Financial Reports (CAFR) - Final Reports	2	P	P	H	Citation: California Government Code, § 34090
14.	Comprehensive Annual Financial Reports Work Files: Source materials (reports, account statements, invoice copies, etc.); Worksheets & analyses; Reference materials; Correspondence & backup data	2	-	2	-	Note: Source materials are copied from other department files for use in report preparation. Citation: California Government Code, § 34090
15	Financial Reports (Daily/Periodic Printouts): Includes working printouts from the City financial system of edit listings and wrap-up reports, used for bank reconciliations.	C	-	C	-	Note: For this record series, C (closed/completed) represents completion of the bank reconciliation. Citation: California Government Code, § 34090.7
16.	Financial Reports (Year-End Printouts – Previous to 1996): Revenue expense reports; Detail reports; Cash balance reports; General ledger reports; Balance sheets	1	P	P	H	Note: For the years up to 1996 , printouts of final, year-end data from the City financial system are retained for historical purposes. For the years 1996 and forward, the reports are available online from the financial system and are no longer printed for retention. Citation: California Government Code, §

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		OFFICE	STORAGE	TOTAL		
						34090
17.	General Journal Entries: Includes source documents for entries and adjustments to the City financial system.	A	5	A + 5	-	Citation: California Government Code, § 34090
18.	Grants Reimbursements Files: Grant applications and agreements (copies); Invoices; Grant summary sheets; Audit reports & documentation (if audited); Correspondence & supporting documentation.	C	4	C + 4	-	For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 7 CFR 3016.42 Citation: California Government Code, § 34090
19.	Las Virgenes Parking Administration Records: Deposit statements; Revenue reports; Contractor agreements (original held by City Clerk); Contractor reports; Contractor invoices; Correspondence & supporting documentation	A	5	A + 5	-	Citation: California Government Code, § 34090
20.	Letters of Credit	T + 5	-	T + 5	-	For this record series, T (Termination) represents the termination of credit agreement. Citation: California Government Code, §

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		OFFICE	STORAGE	TOTAL		
						34090
21.	Local Agency Investment Fund (LAIF) Records: Fund statements; Fund reports; Correspondence	2	-	2	-	Citation: California Government Code, § 34090
22.	Payroll - Employee Information Input/Output Documents	S	-	S	-	Note: These documents are used for transmitting payroll changes to payroll service company. Official documentation of changes made are in the employee's Personnel File.
23.	Payroll - Employee Payroll Files Files, organized by employee name, contain employee payroll documentation, including: Personnel action forms (Department copies); Direct deposit information; Benefits enrollment documentation; 457 deferred comp. plan enrollments/change forms; W-4's; Supporting documentation.	T	6	T + 6		Citation: 26 CFR 31.6001
24.	Payroll - Employee Time Records: Time sheets (originals); Vacation sick leave schedules	1	2	3	-	Citation: 29 CFR 516.2 - 516.6
25.	Payroll - Payroll Reports: Payroll registers; Auto deposit registers; Year to date reports;	1	5	6	-	Scope note: Reports are prepared by payroll processing service and sent to Finance as a

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Deductions registers; Monthly payroll summaries; Personnel planning reports; Month to date tax limits; Punch detail reports.					package representing each pay period. Citation: 26 CFR 31.6001-1
26.	Payroll - Payroll Tax Reports: Payroll tax statements; Fees statements; Tax information & backup data; Correspondence.	1	5	6	-	Citation: 29 USC 436
27.	Payroll - W-2's Records: W-2's (City copies); W-2 control reports; Correspondence & backup data.	6	0	6	-	Citation: 29 CFR 516.2 - 516.6
28.	Property Taxes Records: Assessed values totals statements; Reports & studies; Communications with L.A. County Assessor; Correspondence & backup data	A	5	A + 5	-	Citation: California Government Code, § 34090
29.	Purchase Order Logs	2	-	2	-	Citation: California Government Code, § 34090
30.	Purchase Orders (Pink Copies)	2	-	2	-	Note: Yellow copies are attached to original invoices in the Accounts Payable Files; this collection serves as a master numerical set. Citation: California Government Code, § 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
31.	Recoverables Files: Deposits records Invoices for permits fees Permits copies (originals held in Planning)	A	5	A + 5	-	Citation: California Government Code, § 34090
32.	Revenues Records Remittance statements & reports; Check stubs; Correspondence & supporting documentation	A	5	A + 5	-	Note: Includes records of revenues from all sources, including franchise fees, transient occupancy taxes, utility users taxes, sales taxes, and other state & local revenue sources such as CDBG funds, fines, gas tax, industrial waste fees, water districts, OES, property taxes, state motor vehicle license fees, transfer taxes, etc. Citation: California Government Code, § 34090
33.	Risk Management – Certificates of Insurance	E + 2	-	E + 2	-	Scope note: Certificates of insurance that are contract-specific are filed by the City Clerk Dept. in the related contract files. This office receives and files copies of certificates of insurance for contract administration purposes. Citation: California Government Code, § 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
34.	Risk Management – City-Owned Insurance Records: Insurance policies & certificates Policy applications & information SCJPIA certificates of liability Memos of liability coverage Correspondence & backup data	E + 3	-	E + 3	-	Citation: California Government Code, § 34090
35.	Risk Management – SCJPIA Administrative Files: Correspondence; Budgets & financial statements; Reports & studies; Bulletins & publications; Meetings agendas.	2	-	2	-	Citation: California Government Code, § 34090
36.	Warrant Registers & Revenue Expenditure Reports Work Files: Computer reports & backup data; Final report (copy; official is held by City Clerk Department).	2	-	2	-	Note: Information from these work files is reflected in the record series Financial Reports (Year-End Printouts). Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Media Operations					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Commissions - Video Recordings Includes digital video recordings and videotapes of meetings of official City commissions.	1	P	P	H	Citation: California Government Code, § 34090
2.	City Council - Video Recordings Includes digital video recordings and videotapes of meetings of the City Council.	1	P	P	H	Citation: California Government Code, § 34090
3.	City Newsletters Several copies of each edition of the final, published City newsletter are retained for historical value.	P	-	P	H	Citation: California Government Code, § 34090
4.	City Newsletters Production files Files contain materials used to produce each edition of the City newsletter, including photographs, articles/ drafts, correspondence and supporting documentation.	5	-	5	-	Citation: California Government Code, § 34090
5.	City Web Site The City's web site is currently not archived; materials posted on the web are constantly changing, and the site is regularly superseded by a newer version	S	-	S	-	
6.	Equipment Files Identification information; Owners/instruction manuals; Service/maintenance information; Purchase information; Correspondence & backup data.	T	-	T	-	For this record series, T (Termination) represents termination of ownership of the equipment.
7.	Facilities Records Media Operations-related records of City facilities include wiring diagrams, schematics, equipment plans and drawings, etc. Only current versions are retained.	S	-	S	-	
8.	Film Permits Files Applications; Certificates of insurance;	E + 3	-	E + 3	-	Citation: California

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DEPARTMENT: Media Operations					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Correspondence & supporting data; Requests for refunds (copies; originals held in Finance).					Government Code § 34090
9.	Franchise Files (Cable Television) Agreements; Bonds/Certificates of insurance; Statements & reports; Federal Communications Commission forms and filings; Transfers & renewals; Correspondence & supporting documentation.	C	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement. Citation: California Government Code § 34090
10.	Graphics Production Files Files contain materials used to produce graphics materials (brochures, etc.) for City departments, including photographs, articles/drafts, correspondence and supporting documentation. Final products are held by the requesting department.	AR	-	AR	-	
11.	Information Systems - Accounting System Fiscal Year-End Backup Tapes General Ledger module fiscal year-end backup; Cash Receipts module fiscal year-end backup; Accounts Payable fiscal year-end module backup.	P	-	P	V	Note: This record series describes the archival, vital records backup of specific accounting system data onto tapes, disks or other digital recording media, performed on the last day of each fiscal year. Citation: California Government Code § 34090
12.	Information Systems - Computer System Backup Tapes Daily backup tapes Weekly backup tapes Monthly backup tapes	7 days 1 month 1 year	- - -	7 days 1 month 1 year	-	*Scope note: These tapes contain operational (not archival) backups of all users files and some data files on the City's computer system. The system is backed up daily, weekly and

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DEPARTMENT: Media Operations					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						monthly. The City rotates a set number of tapes for each backup procedure; the last tape in the set is copied over.
13.	Local Originating Programming Final programs are retained for 6 months.	6mos	-	6mos	-	Note: Programs will be evaluated by the Department for historical value before destruction occurs.
14.	Work Requests Forms Includes completed work requests forms from City departments requesting Media Operations Department assistance.	1	-	1	-	

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Public Safety & Emergency Preparedness					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>Disaster Response Program Records</p> <p>Includes documentation of City participation in disaster response programs such as Community Emergency Response Team (CERT) and the Calabasas Emergency Response Program (CERP):</p> <p>Disaster response plan; Resources/contact lists; Correspondence and supporting data.</p>	S + 2	-	S + 2	-	Citation: California Government Code, Section 34090
2.	<p>False Alarm Program Records</p> <p>Records of billings to businesses and residents for responses to false alarm incidents include:</p> <p>Lists of incidents from Sheriff's Department; Notices to businesses/residents; Billings copies & financial summaries; Monthly reports; Correspondence & supporting data.</p>	2	-	2	-	Citation: California Government Code, Section 34090
3.	<p>Training Records</p> <p>Documentation of training given or sponsored by this department includes:</p> <p>Attendee lists and attendance records; Teacher contracts (if contracted); Course materials; Correspondence and supporting documentation.</p>	5	-	5	-	Citation: California Government Code, Section 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Public Works/Engineering Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Bond Files Includes original bond documents, reduction and exoneration documentation, and supporting documentation for the following types of bonds: Land development bonds Grading bonds Faithful performance bonds Labor & materials bonds Subdivision agreements	C + 1	P	P	H	For this record series, C (Closed/Completed) represents exoneration of a bond. Citation: California Government Code, § 34090
2.	Capital Improvement Program (CIP) Files: Contractor files, including: Contracts, amendments & supporting data (Original contracts are in City Clerk Dept.); Bonds (originals are in City Clerk Dept.); Insurance documentation (originals are in City Clerk Dept.); Correspondence & supporting data; Consultant files, including: Contracts, amendments & supporting data (Original contracts are in City Clerk Dept.); Meeting notes; Correspondence & supporting data; Change orders files, including: Change order requests; Review documentation; Cost estimates; Change orders (originals are in City Clerk Dept.); Correspondence & supporting data; Permits files, including:	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 337.15

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DEPARTMENT: Public Works/Engineering Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Applications & backup data; Permits issued; Payments files, including: Purchase orders (copies; originals in Finance); Invoices (copies; originals in Finance); Progress payments (originals are in Finance Dept.); Correspondence & supporting data; Inspections files/Daily inspectors' reports; Certified payroll files; Project studies & reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Correspondence & supporting data.					
3.	Capital Improvement Program (CIP) Plans & Drawings: Final, as-built plans & drawings	P	-	P	H	Citation: California Government Code, § 34090
4.	Capital Improvement Program (CIP) Right-of-Way Documentation : Deeds; Quitclaims; Easements.	P	-	P	-	Duplicate series. Official is in City Clerk Department. Citation: California Government Code, § 34090.7
5.	Disaster Incidents Files: Damage reports/assessments & supporting data Photographs Invoices (copies; original in Finance Dept.) Correspondence Council approvals/documentation (copies; original in City Clerk).	C + 1	P	P	H	Scope note: This record series is for files documenting disaster incidents damages and claims for reimbursement from agencies such as FEMA and OES. Special retention instructions: For this record series, C

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DEPARTMENT: Public Works/Engineering Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						(Closed/completed) represents reimbursement and release by the funding agency, or completion of the project and all terms of the project contracts and agreements, whichever is later . At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 337.15
6.	Encroachment/Excavation Permits	3	P	P	H	Citation: California Government Code, § 34090
7.	Federal Highway Administration (FHWA) Funding - Administrative Files: Applications/funding requests & supporting data; Budgeting analyses; Correspondence w/ FHWA ; Correspondence w/ local administrative agencies (including CALTRANS); Studies & reports; Supporting data	C	5	C + 5	-	For this record series, C (Completion) represents completion of all terms of the grant/funding agreement (including audit, if required) as specified by the funding agency. Citation: 49 CFR 18.42 and/or 29 CFR 5.5
8.	Final Maps, Plans, & Drawings: Final, recorded maps, plans, & drawings, including: Subdivision maps Parcel maps Final maps Assessment districts Record of survey	P	-	P	H,V	Final maps, plans, & drawings are recorded with the County Assessor. Citation: California Government Code, § 34090

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DEPARTMENT: Public Works/Engineering Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Improvement plans Record plans (street, storm drain, sewer) Tract maps Construction (final as-constructed only) Utilities (water, sewer, storm drain, etc.) Reclamation districts					
9.	Grading Records Files include: Grading permits; Grading plans; Geotechnical/soils reports; Rough & fine grading certificates.	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of a grading project. Citation: California Government Code, § 34090
10.	Grants/Funding Files: Applications & supporting data; Financial/budgeting data; Correspondence & supporting data; Reports to funding agency; Program completion documentation; Rules, regulations & procedures; Contracts, amendments & supporting data (original contracts are filed with City Clerk)	C + 1	3	C + 4	-	For this record series, C (Completion) represents completion of all terms of the grant/funding agreement (including audit, if required) as specified by the funding agency. Citation: 7 CFR 3016.42
11.	Land Development Projects Files: Correspondence & memos; Reports & studies; Title reports; Reviews & comments; Evaluation estimates; Plan check documentation; Plans & drawings; Agreements; Easements;	C + 1	P	P	H	Scope note: Land Development Projects include grading plans, street improvement plans, storm drain plans, landscaping plans, lot line adjustments, and plan checks. Citation: California Government Code, § 34090

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DEPARTMENT: Public Works/Engineering Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Permits (copies); Final maps; Supporting data					
12.	NPDES - Compliance Files (by calendar year) Files contain documentation of City compliance with National Pollutant Discharge Elimination System (NPDES) regulations. Files include: Inspections/site visits documentation (State & Federal agencies) Monitoring reports Documentation of compliance activities: 5 year plan -public education Site visit program - public education Illicit discharge/illicit connection Public agency activities Development planning Development construction Educational programs Correspondence Supporting documentation Files are retained until expiration of the NPDES permit for which the compliance records were created, plus five years (E + 5)	E + 5	-	E + 5	-	Citation:40 CFR 122.21 40 CFR 122.41
13.	NPDES - User Files Files, organized by street address (organization, companies, etc. operating in the City and subject to NPDES regulations), contain documentation of National Pollutant Discharge Elimination System (NPDES) compliance, as administered by the City. File includes:	5	-	5	-	Citation:40 CFR 122.41 40 CFR 122.44

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DEPARTMENT: Public Works/Engineering Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Incident reports Site visitation reports Followup reports Enforcement actions documentation Correspondence					
14.	Operations & Maintenance (O&M) Projects Files: Service requests (copies; original in City Clerk); Financial data (copies; original in Finance); Correspondence & supporting data	2	-	2	-	Scope note: O&M Projects are those projects that the City contracts out to the County or private contractors. City involvement is minimal; usually these are initiated by service request (filed with City Clerk). Financial tracking is documented in Finance Dept. records. As a result, these project files contain minimal documentation. Citation: California Government Code, § 34090
15.	Policies & Procedures for Engineering Operations (Internal)	S + 10	P	P	V, H	Scope note: This record series is for policies and procedures for Engineering operations developed by this Department. At the end of the office retention period, records will be digitized for permanent retention. Citation: California Government Code, § 34090
16.	Policies & Procedures for Engineering Operations (External)	S + 10	P	P	H	Scope note: This record series is for legal guidelines, policies and

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DEPARTMENT: Public Works/Engineering Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<p>procedures governing Engineering operations received from outside organizations. Original is in the originating organization.</p> <p>At the end of the office retention period, records will be digitized for permanent retention.</p> <p>Citation: California Government Code, § 34090</p>
17.	<p>Street Name Files: Files, organized by street name/address, contain a history of public works improvements and activity in the public right-of-way at each location, including: Right-of-way documentation copies Soils reports NPDES-related documentation Photographs, memos & supporting documentation</p>	P	-	P	H	<p>Citation: California Government Code, § 34090</p>
18.	<p>Tract/Address Reports Files: Files, organized by tract number, contain all soils & geology-related documentation for property at each tract, including: Soils reports; Geology reports; Grading plans; Correspondence & backup data.</p>	P	-	P	V	<p>Citation: California Government Code, § 34090</p>

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Public Works/Landscape Maintenance District Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	As-Built Plans & Drawings: Utilities; Sprinklers; Irrigation systems.	P	-	P	V	Citation: California Government Code, § 34090
2.	Capital Improvement Program (CIP) Files: Contract files, including: Contracts, amendments & supporting data (Original contracts are in City Clerk Dept.); Bonds & insurance documentation (official in Finance); Correspondence & supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals; Correspondence & supporting data; Inspections & acceptance documentation; Certified payroll files; Project studies & reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Plans & drawings; Right-of-way documentation (official in City Clerk); Progress reports; Project notes, worksheets & analyses; City Council documentation (copies; official in City Clerk); Correspondence & supporting data.	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 337.15

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DEPARTMENT: Public Works/Landscape Maintenance District Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
3.	Homeowners Association (HOA) Correspondence Files	2	-	2	-	Citation: California Government Code, § 34090
4.	Homeowners Association (HOA) Fiscal Year Summaries Files, organized by year/HOA name, contain summary records of expenditures for landscape maintenance services and usage, by category. These are used for budgeting, planning and reporting	5	-	5	-	Citation: California Government Code, § 34090
5.	Landscape Assessment District Administrative Files: District formation documentation; Annual Engineering Reports to the City; Administrative rules & procedures; Assessment roles ; Assessment computations; District maps & drawings; City Council documentation (copies; official in City Clerk); Correspondence, memos & supporting documentation.	2	P	P	-	Citation: California Government Code, § 34090
6.	Landscape Assessment District Ballots: Includes documentation of balloting to approve or disapprove changes in assessment methodology and/or amounts. Ballots ("Prop 218 compliance ballots") are distributed to property owners when changes are proposed. Includes voted ballots, correspondence, & supporting documentation.	C	2	C + 2	-	Note: Files are retained for completion of the balloting plus 2 years (C + 2). Citation: California Government Code, § 34090
7.	Landscape Assessment District Calculation Records: Files contain data used to calculate expenditures for	1	4	5	-	Citation: California Government Code, § 34090

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DEPARTMENT: Public Works/Landscape Maintenance District Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	each district (as shown in the record series "Homeowners Association Fiscal Year Summaries"), including: Budgeting/allocation data; Accounting records (copies; official in Finance);					
8.	Landscape Maintenance Contracts Files Files document annual contracts with landscape maintenance contractors, including: Contracts, amendments & supporting data (Original contracts are in City Clerk Dept.); Service requests/responses documentation; Billing information; Correspondence & supporting data.	5	-	5	-	Citation: California Code of Civil Procedure, § 337
9.	Landscape Maintenance Project Files: Contract files, including: Contracts, amendments & supporting data (originals Held by City Clerk Dept.); Bonds & insurance documentation (official in Finance); Correspondence & supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals Correspondence & supporting data; Inspections & acceptance documentation; Certified payroll files; Project studies & reports; Design records, including: Design research data	C + 1	P	P	H	At the end of the office retention period, records will be digitized for permanent retention. Citation: California Code of Civil Procedure, § 337.15

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DEPARTMENT: Public Works/Landscape Maintenance District Division				DATE: September 25, 2013		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Survey data; Calculations; Drawings; Plans & drawings Right-of-way documentation (copies; official in City Clerk); Progress reports; Project notes, worksheets & analyses; City Council documentation (copies; official in City Clerk); Correspondence & supporting data.					

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Public Works/Traffic & Transportation Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Design/Environmental Review (DRC/ERC) Committee Work Files: Files contain working documents from departmental participation on planning projects through the DRC/ERC. Final, official documentation is held by the Planning Department in the appropriate project file.	C + 1	-	C + 1	-	Duplicate series. Official is in Planning. Citation: California Government Code, § 34090.7
2.	Grants Files: Applications & supporting data; Contracts, amendments & supporting data (original contracts are in City Clerk Dept.); Budgeting & financial data; Reports to granting agency; Correspondence & supporting data; Audits, approvals & releases (grant completion documentation); Rules, regulations & procedures.	C + 1	3	C + 4	-	For this record series, C (Closed/Completed) represents completion of all terms of the grant as specified by the granting agency, including any required audits, monitoring periods, etc. Citation: 49 CFR 18.42
3.	Intersections/Segments Files: Service requests; Maps & drawings; Correspondence; Supporting data.	P	-	P	H	Citation: California Government Code, § 34090
4.	Planning Projects Files (Administrative Files): RFPs/Invitations to bid (originals are in City Clerk Dept.); Bids & proposals (originals are in City Clerk Dept.); Evaluation & selection documentation; Financial data; Drafts, reviews, comments; Agenda reports (copies; original in City Clerk);	C + 1	P	P	H	For this record series, C (Completion) represents completion of all terms of the contract/agreement with consultant providing transportation planning services. At the end of the office retention period, records will be digitized for permanent retention.

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DEPARTMENT: Public Works/Traffic & Transportation Division					DATE: September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Contracts & agreements (copies; original in City Clerk); Correspondence & supporting data.					Citation: California Code of Civil Procedure, § 337.15
5.	Planning Projects Files (Final Documentation): Final reports, studies, surveys, maps, etc.	P	-	P	H	Scope note: This record series is for the final work product produced in transportation planning projects. Citation: California Government Code, § 34090
6.	Programs Files: Program rules, regulations, & procedures; Reports & studies; Correspondence & supporting data	C + 2	-	C + 2	-	Scope note: Includes programs initiated and administered by this department, and programs initiated and administered by other agencies in which the City participates. Citation: California Government Code, § 34090
7.	Special Events Files: Service requests; Maps, plans & drawings; Correspondence & supporting data; Permits/applications.	C + 4	-	C + 4	-	Scope note: Includes parades, block parties, picnics, celebrations, sporting events, etc. Citation: California Government Code, § 34090
8.	Traffic & Transportation Surveys: Includes records of responses to public surveys administered by this department regarding traffic and transportation issues.	2	-	2	-	Citation: California Government Code, § 34090

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**CITY OF CALABASAS
RECORDS AND INFORMATION MANAGEMENT PROGRAM POLICY**

1. PURPOSE

This Records and Information Management Program Policy ("Policy") establishes comprehensive and uniform methods for the cost effective and efficient management of the City's public records (including creation, utilization, maintenance, security, retention, storage, preservation, and destruction), in accordance with legal requirements and professional standards.

2. SCOPE

This Policy is established by the City in accordance with all relevant federal, state, and local laws, and contractual requirements. In particular, this Policy is established in accordance with the State records retention laws (Government Code §34090, *et seq.*) as well as the California Public Records Act (Government Code §6250, *et seq.*). Additionally, where relevant to the particular needs of the City's management of records, the City has incorporated provisions from professional standards and guidelines. All written or electronic documents, sound, or video works created by employees in the course of executing the City's business are records under this policy regardless of whether they are managed in a formal process by the employee's department or kept by an employee or their work unit for reference or any other purpose.

3. AUTHORITIES

The legal authorities and professional guidelines applicable to the management of City records include the following:

3.1. **Federal and State Law** Numerous Federal and State laws related to minimum record retention requirements and statutes of limitations apply to different types of records. Each Record Series listed in the Records Retention Schedules will have applicable laws cited.

3.2. **Government Code §34090 *et seq.*** The principal provisions of California law applicable to City records retention requirements are addressed in Government Code §34090, *et seq.*, which generally require original public records to be retained for a minimum of two years, and sets forth other requirements for the retention and destruction of specific public records. This Policy establishes the procedures consistent with the provisions within the state law for the destruction of original public records which have been retained for at least the minimum retention period and are no longer required by the City for business or historical purposes. The Policy also addresses the destruction of records which have been replaced by "Trusted Copies" (GC §34090.5) and the destruction of "Duplicate Copies" (GC §34090.7). Per subsections of the code, the state law provisions do not authorize the destruction of:

- a. Records affecting title to real property or liens thereon

**CITY OF CALABASAS
RECORDS AND INFORMATION MANAGEMENT PROGRAM POLICY**

- b. Court records
 - c. Records required to be kept by statute
 - d. Records less than two years old
 - e. The minutes, ordinances, or resolutions of the legislative body or of a city board, agency or commission
- 3.3. **Government Code §6200 et seq.** Except as otherwise provided by Government Code §34090 *et seq.*, Government Code §6200 *et seq.* provides that any City employee who is found guilty of willfully destroying (including altering, falsifying, mutilating, defacing, or stealing, in whole or in part) a public record may be punished by imprisonment of up to four years.
- 3.4. **Government Code §6250 et seq.** The California Public Records Act (Government Code §6250 *et seq.*) provides definitions for “writings” and “public records” for the purpose of determining which public documents are required to be disclosed to the public upon request, and which public documents are confidential or otherwise exempt from disclosure.
- 3.5. **Professional Standards and Suggested Retention Guidelines** Selected professional associations and other governmental agencies, such as the California Secretary of State, the Department of Justice, and the City Clerks’ Association of California, have published standards, model retention guidelines, and/or articles recommending retention periods for different types of records. Although these standards and guidelines are not binding upon the City, the City will take these documents into consideration in establishing the City’s Records Retention Schedules and, where applicable, the City will identify deviations from these suggested guidelines within the Records Retention Schedules.

4. DEFINITIONS

- 4.1 **Writing:** As defined by Government Code §6252(f), “Writing” means any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”
Thus, “Writing” is a comprehensive definition that includes the subsets of public records, trusted copies, confidential records, duplicate copies, non-record writings, vital records, historical records, active records, inactive records, electronic records and transitory records, as defined within this Policy.
- 4.2 **Non-record Writing:** Any writing which is not within the definition of a Record. Examples of “Non-record Writings” include writings that are not

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directly related to the conduct of the City's business and/or are used specifically for reference including, but not limited to, text books, brochures, catalogs, or seminar announcements.

4.3 **Record / Public Records:** As defined by Government Code §6252(e), "Public Records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Thus, "Record" or "Public Records" includes the subsets of trusted copies, confidential records, vital records, historical records, active records, inactive records, electronic records and transitory records, as defined within this Policy.

4.4 **Department:** A division of the City which performs a specific function. **Record Series:** A set of records which, as a whole, are created, stored and maintained together. Examples of different "Record Series" include, but are not limited to, the following:

- Contracts
- Purchase Orders
- Resolutions
- Minutes of official meetings
- Time Cards
- Financial Statements

4.5 **Trusted System:** As defined by GC §12168.7(c), "Trusted System" means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored."

Thus, a "Trusted System" includes any method of creation, management and/or storage of an Official Record, as defined within this Policy.

4.6 **Trusted Copy:** A "Trusted Copy" is a copy of an originally created record if the copy is created on a Trusted System. "Trusted Copies" are photographically or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document.

Once a "Trusted Copy" is created, it will replace the original source document, and the "Trusted Copy" must then be retained as the Official Record in accordance with the requirements of this Policy and the Records Retention Schedules.

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- 4.7 **Official Record:** An “Official Record” is the original record or “Trusted Copy” having the legally recognized and enforceable quality of any writing containing information related to the conduct of the City’s business.
- 4.8 **Duplicate Copy:** A record that is a copy of an Official Record if the copy is not within the definition of a “Trusted Copy”. In addition to hard-copies of Official Records, “Duplicate Copies” also include, but are not limited to, database backups or other copies of electronic records.
- 4.9 **Confidential Record:** There are many sources of legal authority that define a “Confidential Record” including, but not limited to, the *California Public Records Act*, Government Code §6250 through §6270. Therefore, it would be impractical to list all definitions of a “Confidential Record” within this Policy.

In general, a “Confidential Record” is any record not disclosed to the public unless directed by court order. Examples of a “Confidential Record” may include, but are not limited to, the following:

- a. Personnel records:
Examples include any personnel, medical or similar files, the disclosure of which would cause an unwarranted invasion of personal privacy.
- b. Pending litigation or claims:
In general, Government Code §6254 provides that when litigation or a claim is filed against the City, the records pertaining to the litigation or claim are exempt from public disclosure until the litigation or claim has been adjudicated or settled.
- c. Attorney/client privilege and attorney work product:
As a general rule, it should be presumed that all communications from the City Attorney’s office on behalf of the City are subject to attorney/client privilege, and the communications should be protected accordingly.
- d. Police records and investigative reports:
Examples include, but are not limited to, a wide variety of records such as:
 - Some police investigations
 - Information that may endanger the safety of any person
 - Juvenile records
 - Active case files

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- e. Feasibility studies for property acquisition or public contracts:
Unless required to be disclosed by eminent domain law, feasibility studies relative to the acquisition of property, or to prospective public supply and construction contracts, are not disclosed until all of the property has been acquired or until the contract or agreement has been executed.

- f. Proprietary information obtained by the City:
Proprietary information will not be disclosed if any of the following apply:
 - a. The outside party providing the information submits the information with the expressed intention to maintain the confidence.
 - b. The information has not previously been disclosed to others.
 - c. The outside party has a reasonable expectation that the information will be maintained in confidence based upon the manner by which the City obtained the information.

Examples include, but are not limited to, financial information or computer source code submitted as a condition of a license, permit or certificate.

- g. State Board of Equalization data:
The City may collect and store confidential information about taxpayers and sends this information to the California State Board of Equalization (Board). The City and the Board have a responsibility under the law to protect this information from unauthorized access, use, and disclosure.

Taxpayers may authorize the transmission of confidential information via e-mail by providing written authorization to the City or to the Board. If authorization is provided, the confidential information will only be sent to individuals who have a legitimate business need to view the information (the taxpayer and/or their representative).

- h. Public Interest Balancing Test
If a writing does not fit a specific category of exemption, the writing *may* still be exempt if it meets the Public Interest Balancing Test. According to GC §6255(a), "The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of [the Public Records Act] or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record."

- 4.10 **Vital Record:** Includes records that are needed to continue or resume basic City operations in the event of a disaster.

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- 4.11 **Historical Records:** Records valuable to future researchers that document accomplishments, changes, and growth of the City.
- 4.12 **Active Records:** Records referenced and readily accessible in the general conduct of current City business.
- 4.13 **Inactive Records:** Records that are no longer referenced, nor required to be readily accessible, in the general conduct of current City business. Such records may be stored at an off-site storage location or within the work area during their required retention period.
- 4.14 **Retention Period:** A "Retention Period" is the length of time that a particular record is retained by the City before it is disposed of in accordance with this Policy. The "Retention Periods" for City records are identified on the Records Retention Schedules.
- 4.15 **Records Retention Schedules:** "Records Retention Schedules" list all Record Series which are prepared, owned, used, or retained by the City, and identify the required retention period for each Record Series. The "Records Retention Schedules", and any amendments or updates, are approved by City Council resolution.
- 4.16 **Citation(s):** "Citations" listed in the Records Retention Schedules are the legal bases for a minimum retention period, as required by federal, state, regional and/or local governmental agencies.
- 4.17 **Office of Record (OOR):** The department within the City that is responsible for maintaining a particular Record Series in accordance with this Policy and the Records Retention Schedules is considered the "Office of Record". Typically, the "OOR" is the department that originates the record. Exceptions may be noted on the Records Retention Schedules.
- 4.18 **Transitory Records:** A writing with only transitory (short-lived) value since the information is used for a relatively short period of time. Examples include, but are not limited to, the following documents that are not retained in the ordinary course of business:
- Preliminary drafts
 - Notes
 - Interagency/intra-agency memoranda
 - Voicemail

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4.19 **Electronic Records:** Records that contain information readable by machine or computer, and which may include information such as text, numbers, graphs, line drawings, pictures, images, video or sound are considered "Electronic Records". Examples of "Electronic Records" include, but are not limited to, the following:

- Audio or video recordings
- Electronic mail
- Databases
- Digital images
- Presentation graphics
- Word processing files
- Spreadsheet files
- Voicemail

"Electronic Records" reside on, but are not limited to, media such as magnetic disks or tapes, audio or video cassettes, optical disks, DVDs, CDs, hard drives, or memory sticks.

4.20 **Electronic Mail (E-mail):** Messages and communications transmitted over internal and external networks are considered "Electronic Mail".

4.21 **Databases:** "Databases" consist of electronic files and fields of data, which manage and store information useful to the department or division. "Databases" are modified over time through the addition, deletion, or modification of data. "Databases" may be maintained by the City or hosted by outside sources. The specific policy regarding databases can be found in Section 6.1.7.

4.22 **Media:** The physical format in which a record is maintained including, but not limited to, paper, photographic, micrographic, computer storage, and any other recording or storage method.

4.23 **Indexes and Metadata:** Information supporting a record that is unique and distinguishes one record from another. "Indexes" and "Metadata" may include, but are not limited to, record titles, , sequential identification numbers, dates, Office of Record, project number, account number, or other source information describing the record's contents. Such information, in and of itself, does not constitute a record.

5. RESPONSIBILITIES

Active management of the City's records is required to ensure that the records are properly maintained. This section identifies elected officials and staff members responsible for managing the City's records.

5.1 City Council

The City Council reviews and approves this Policy, the Records Retention Schedules, and any amendments to either the Policy or the Records Retention Schedules.

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5.2 City Manager

The City Manager (or designee) shall be responsible for administering this Policy.

5.3 City Attorney

The City Attorney (or designee) shall be responsible for the following:

- a. Providing legal review to any proposed amendments to this Policy or the Records Retention Schedules.
- b. Providing legal review of changes in the law relating to this Policy and the Records Retention Schedules.
- c. Notifying the affected OOR and the City Clerk when the City must suspend the destruction of records due to pending or potential litigation, discovery requests, or for any other reason.
- d. Reviewing all requests for records destruction and exercising discretion to approve or deny requests for destruction in accordance with this Policy.
- e. Forwarding all approved requests for destruction to the City Clerk.

5.4 City Clerk

The City Clerk (or designee) shall be responsible for the following:

- a. Implementing and coordinating the City's Records and Information Management (RIM) program.
- b. Disseminating information and providing RIM program training to departments.
- c. Establishing and maintaining a program to assist departments in the destruction of records once their respective retention periods have expired.
- d. Assisting all departments in complying with this Policy.
- e. Providing written notification to the City Manager and Department Director of violations of the Records Retention Schedules and this Policy.
- f. Performing periodic audits to assist departments in complying with the Records Retention Schedules and this Policy.
- g. Providing written notification to the City Manager and Department Director of audit discrepancies within departments.
- h. Providing review of changes in records management practices relating to this Policy and the Records Retention Schedules.
- i. Providing review of any proposed amendments to this Policy or to the Records Retention Schedules, and coordinating comments in order to prepare recommendations for approval by City Council.
- j. Receiving City Attorney approved requests for records destruction for final review and processing.
- k. Maintaining the Official Record of all documents related to the City's RIM program, and any amendments or updates thereto, including the following:
 - Policy
 - Records Retention Schedules

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- Lists of Records Coordinators and alternates
- Master Index of Record Inventory Lists, as prepared by each department
- Requests for Destruction of Records
- Authorizations to Destroy Records
- Certifications of Destroyed Records

5.5 Department Directors

Department Directors are responsible for the following:

- a. Administering the City's RIM program in their respective departments and overseeing that the Policy parameters are implemented in a timely manner.
- b. Appointing a Records Coordinator, and an alternate, to work with the City Clerk to implement this Policy. Departments with several divisions may have multiple Records Coordinators and alternates.
- c. Ensuring the security of records that have been identified as confidential.
- d. Periodically reviewing its departmental Records Retention Schedule to ensure that the schedule is complete, current and accurate.
- e. Providing the City Clerk written proposed amendments to the Records Retention Schedule, when needed.
- f. Notifying the City Clerk of any information received regarding legal issues related to the retention of records within their department.
- g. Approving destruction schedules as authorized by this Policy and the Records Retention Schedules.

5.6 Records Coordinators

The Records Coordinator(s) for each department, under the direction of the Department Director, are responsible for:

- a. Informing and updating employees in the department about this Policy and the department's Records Retention Schedule.
- b. Ensuring that active records within the department are maintained according to methods described in this Policy and the department's Records Retention Schedule.
- c. Maintaining the security of records that have been identified as confidential.
- d. Reviewing proposed changes to the Records Retention Schedule, as prepared by the City Clerk and City Attorney, before presentation to the City Council for final adoption.
- e. Reviewing requests for the destruction of departmental records as authorized by this Policy and the Records Retention Schedules, and forwarding such requests to the City Clerk.
- f. Ensuring the destruction of Duplicate Copies, Transitory Records, and Non-Records in accordance with this Policy.

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- g. Providing written notification to their Department Director of any discrepancies or violations of this Policy or the Records Retention Schedule within their department.

5.7 City Staff

Any City staff member, who routinely works with the City's records, as required by their assignment, is responsible for:

- a. Reviewing this Policy and their department's Records Retention Schedule.
- b. Maintaining the security of records that have been identified as confidential.
- c. Retaining Duplicate Copies, Transitory Records and Non-records only as long as they are of direct importance to the current operation of their department.
- d. Surrendering any and all City records to their supervisors, the City Clerk, City Manager, or City Attorney, when requested.
- e. Providing written notification to their Records Coordinator(s) and Department Director of any non-compliance with this Policy or the Records Retention Schedule.

6. POLICY

The Policy for the management, storage and preservation, and destruction of records is as follows:

6.1 Management of Records

6.1.1 Public Records Requests

All public records requests will be handled by the City Clerk, or designee.

6.1.2 Access Controls

All documents, writings, or other forms of information produced or acquired by employees in the course of their duties are the exclusive property of the City. Employees shall have no expectation of privacy relating to City records.

When it is necessary for employees to work on documents away from the City, those documents must be returned to the City, and all copies deleted from the outside location, within 72 hours of final use or reference. Employees shall not have City records in such places as private homes, or on their own or other private computer equipment or media, except as provided above.

6.1.3 Migration of an Original Record to a Trusted Copy

To ensure the accuracy of a Trusted Copy, employees of the OOR must follow the department's approved process before replacing an original record. The process must be approved by the City Clerk.

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Before designating a record as a Trusted Copy, legibility must be validated and indexes or metadata confirmed as accurately reflecting the content of the original record.

Once the Trusted Copy has been validated and designated as the Official Record, the original record shall be immediately destroyed in the approved manner.

6.1.4 Vital Records

Vital Records are those records needed to continue business operations in the event of a disaster, and will be identified as such on the Records Retention Schedules. The City's Emergency Operations Plan defines the protection and maintenance of vital records. Examples of protection include, but are not limited to:

- Storing hard copies in a fire-resistant filing cabinet or area, or in a locked vault, either on site or off site.
- Storing duplicate hard copies at a secure offsite facility for the duration of the retention life of the vital record.
- Providing regular back-ups for electronic vital records.
- Printing vital records on acid-free, archival quality paper.
- Maintaining:
 - A list of physical locations of vital records storage facilities and systems.
 - Access codes, passwords and/or keys for facilities and systems.
 - Equipment used to store vital records, or needed to access electronically stored vital records.
 - An inventory of vital records within the facility.
 - Procedures for accessing the vital records.

6.1.5 Historical Records

Historical Records are records that are valuable to future researchers to document the accomplishments, changes and growth of the City. Record series that may contain historical records will be identified within the Records Retention Schedules.

In the normal course of business, the historical value of a record may not be apparent. Routine business practices may cause certain records to be destroyed before or after historical value is determined.

6.1.6 Confidential Records

There are many sources of legal authority to exempt a record from disclosure including, but not limited to, the California Public Records Act, Government Code §6250 through §6270. It would be impractical to list all definitions of "confidential" records in this Policy. If there is any question as to whether or

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not a particular record should be designated as “confidential,” the Department Director will consult the City Attorney.

Confidential records must be maintained with sufficient security, and in accordance with applicable laws, to protect their contents from unauthorized access. Departmental procedures to ensure the security of confidential records will be the responsibility of the Department Director.

6.1.7 Databases

For records retention purposes, the City considers all databases, whether residing on City systems or hosted by an outside source, to be Transitory Records. The blanket retention period for databases is “Until Superseded” to reflect that only the current version has informational value to the City.

The OOR that uses, maintains and modifies a database must assure the information contained within the database is correct and accurate, and has the obligation to produce information from the database, as needed, to perform City business. Due to the transitory nature of databases, periodic reports produced from a database, and used for administrative, fiscal, legal or historical purposes, may become Official Records. Reports designated as Official Records must be maintained in accordance with the Records Retention Schedules.

For example, the City’s Annual Budget Report captures the financial position at the end of a fiscal year, and is used to inform the City Council, staff and citizens of the City’s financial state. Thus, the report must be retained for the retention period designated in the Records Retention Schedule to reflect operational needs.

6.2 Storage and Preservation of Records

6.2.1 Active Records

Storage and preservation methods for active Official Records must be approved by the City Clerk and meet all of the following minimum specifications:

- a. Records must be stored and maintained using complete inventories and accurate indexes which allow them to be identified, retrieved and disposed of in an expeditious manner.
- b. Records must be maintained so they are readily accessible to conduct current City business.
- c. Storage systems for Official Records will accommodate hard-copy or electronic records, and must also conform to the requirements of a Trusted System. Migration of original records to electronic form requires a process that complies with Section 6.1.3 of this policy.

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6.2.2 Inactive Records

Inactive records may be stored in a secured City facility or stored by a commercial service provider. An off-site storage facility must:

- a. Meet applicable state and local codes.
- b. Provide protection from fire and intrusion.
- c. Provide reasonable access to records in a timely manner.

Prior to sending records to storage, Duplicate Copies, Transitory Records, and Non-Records must be removed and destroyed in accordance with this Policy.

6.3 Destruction of Records

6.3.1 Destruction of Original Records After Migration to a Trusted Copy

Once an original record has been migrated to a Trusted Copy, in accordance with the procedures for creating a Trusted Copy, the original record shall be destroyed in the approved manner.

6.3.2 Destruction of Duplicate Copies

No Duplicate Copy will be maintained longer than the retention period of the Official Record, and may be destroyed at any time within the retention period. Department Directors will ensure that employees follow the established procedures within Section 7 of this Policy. Prior to the destruction of a Duplicate Copy, the employee shall ensure that:

- a. The writing is, in fact, a Duplicate Copy and not an Official Record.
- b. The writing is no longer required for the operational needs of the department.

Duplicate Copies of certain records may be requested by, and provided to, outside entities via the *California Public Records Act*, legal discovery or other valid and approved methods of dispersion. The City realizes that it neither has control over, nor can it enforce the storage, management and disposal of, Duplicate Records released to outside entities.

6.3.3 Destruction of Transitory Records

A Transitory Record may be destroyed at any time. Prior to the destruction of a Transitory Record, the employee shall ensure that:

- a. The writing is, in fact, a Transitory Record and not an Official Record.
- b. The writing is no longer required for the operational needs of the department.

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6.3.4 Destruction of Non-Records:

A Non-Record may be destroyed at any time. Prior to the destruction of a Non-Record, the employee shall ensure that:

- a. The writing is, in fact, a Non-Record.
- b. The writing is no longer required for the operational or reference needs of the department.

6.3.5 Destruction of Information on Obsolete Electronic Equipment

Certain electronic equipment, including Trusted Systems, used by the City may contain methods of electronic storage of City information. This information may be captured and stored as the equipment is used in the normal course of business.

The City understands that, as electronic equipment and technology change, information processing systems and new storage methodologies may allow for the capture of confidential and non-confidential City information.

Prior to decommissioning the equipment, the responsible department shall ensure that all information relating to City business will be deleted or otherwise made illegible from any data storage systems on or within the equipment. Under no circumstances shall any electronic equipment be released from City property for recycling, destruction or other disposition until the City information has been deleted. Written confirmation of the destruction of the information will be provided to the City Clerk.

6.3.6 Destruction of Non-paper Media Records

Official Records stored on non-paper media must be destroyed in a manner consistent with this Policy. Documentation for the destruction of these records shall be prepared and retained in accordance with Section 7 of this Policy.

After all Official Records stored on non-paper media (e.g. magnetic tape, disks, diskettes or other magnetic medium) have been destroyed, the medium itself may be reused, recycled or destroyed.

7. PROCEDURES

The Procedures for the management, storage and preservation, and destruction of records are as follows:

7.1 Access to Electronic Records Systems

A Department Director, or designee, shall approve access to electronic records systems for any employees, contract employees, consultants, or volunteers, as needed to fulfill the requirements of their employment.

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Any electronic records system is subject to audit on a periodic basis. An audit may include operations performed on the database, the date and time an operation occurred and by whom, the database record number, the database index and/or metadata associated with the record, or any other pertinent data where practical.

7.2 Process for Scanning and Imaging of City Records and Documents

SIRE is the City's document management system for archiving electronic Trusted Copies and for electronic copies of documents for which there is no legal authorization for destruction (e.g. records affecting title to real property or liens thereon; minutes, ordinances, or resolutions of the legislative body or of a city board, agency or commission). These documents must be stored within SIRE in "Tagged Image File Format" (TIFF) or "Portable Document Format" (PDF), indexed as required by this Policy, and searchable utilizing Optical Character Recognition (OCR).

SIRE is also used by departments as an operational tool for access and storage of documents related to current City business.

Procedures for scanning a hard-copy document as a TIFF or PDF image for storage in SIRE as an Official Record shall be established and reviewed periodically by the City Clerk, based upon their specific needs. Priority shall be given to those records that must be retained on a permanent basis, and to those records which need to be frequently retrieved. Examples of records eligible for scanning include, but are not limited to, the following:

- Ordinances
- Resolutions
- Minutes
- Contracts and Agreements

The City Clerk (or designee) shall review and purge unnecessary documents prior to scanning. Purging involves evaluating documents within a record, and discarding documents determined to be Transitory Records, Duplicate Copies or Non-Records.

After the TIFF or PDF images are created, the City Clerk (or designee) shall verify the images are legible and complete. Images will be verified, indexed, and the OCR process completed as soon as possible after scanning occurs.

When creating an electronic Trusted Copy, the department must determine that the original record has been successfully transferred into electronic format as defined above. The original record will then be destroyed in accordance with this Policy.

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Non-scanned images must be imported into SIRE in TIFF or PDF format, indexed and the OCR process completed, thereby meeting all the same requirements as described above for scanned images.

These procedures will be evaluated by the City Clerk and updated, as needed.

7.3 Destruction of Official Records

Official Records, for which the retention period identified on the Records Retention Schedules has elapsed, will be destroyed in accordance with this Policy. Unless placed on legal hold by the City Attorney, records designated for destruction must be destroyed within the calendar year after the record expires.

A record that expires during the current calendar year must be destroyed by December 31st of the following calendar year. For example:

<u>If expiration occurs on:</u>	<u>Destroy no later than:</u>
January 1, 2013	December 31, 2014
December 31, 2013	December 31, 2014

Periodic reviews of records will be performed by Records Coordinators. Additionally, to ensure compliance with this Policy and the Records Retention Schedules, the City Clerk will annually designate a date for departments to review their list of records identified by the City Clerk as eligible for destruction.

Records for which the retention period has elapsed must be identified and included on an approved destruction request form, which is signed by the Department Director and forwarded to the City Clerk. The City Clerk will review the form for completeness and then forward the form to the City Attorney (or designee) for approval along with a complete inventory listing of the records to be destroyed.

Upon approval, the City Attorney shall return the form and inventory listing to the City Clerk for final review and processing.

Hard-copy records approved for destruction must be destroyed by the City Clerk (or designee) using one of the following methods:

- **Recycle Bin:** Expired documents that are not confidential.
- **Shredding:** All other records approved for destruction.

NOTE: Confidential documents must be shredded by the City Clerk's designee responsible for the destruction of those records. Commercial services may be used for destruction of paper documents, provided that destruction is completed at City facilities.

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Destruction of Official Records in electronic format must follow the same approval process as outlined above for the destruction of hard-copy records. Upon approval, electronic records must be destroyed by the City Clerk (or designee) using methods that permanently delete the records.

The destruction process must include all Duplicate Copies of the Official Record.

Following the destruction of records, the City Clerk (or designee) shall certify that the records have been destroyed. All certificates of destruction shall be maintained by the City Clerk.

RECORDS RETENTION SCHEDULE
CITY OF CALABASAS

ITEM 6 ATTACHMENT 4

DEPARTMENT: All City Departments					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Ad-Hoc Committees & Task Forces - Agenda Packets Includes agenda packets (staff reports and supporting data) from meetings of City ad hoc committees, advisory committees, and task forces such as the following examples: Calabasas Park Centre Master Plan Task Force General Plan Advisory Committee Health <u>&and</u> Wellness Committee Mobile Home Rent Ordinance Task Force Tennis <u>&and</u> Swim Center Advisory Committee	3	-	3	-	Citation: California Government Code, § 34090
2.	City Ad-Hoc Committees <u>&and</u> Task Force - Minutes <u>&and</u> Agendas Includes minutes <u>&and</u> agendas from meetings of City ad hoc committees, advisory committees, and task forces such as the following examples: Calabasas Park Centre Master Plan Task Force General Plan Advisory Committee Health <u>&and</u> Wellness Committee Mobile Home Rent Ordinance Task Force Tennis <u>&and</u> Swim Center Advisory Committee	T	10P	T+10P	H	Citation: California Government Code, § 34090
3.	City Commissions - Agenda Packets Agenda packets from meetings of City commissions includes: Agendas (copies) Reports Supporting documentation	3	-	3	-	Citation: California Government Code, § 34090
4.	City Commissions - Minutes, Agendas <u>&and</u> <u>Resolutions</u> Includes hard copy versions of minutes and	P	-	P	H	Citation: California Government Code, § 34090

RETENTION CODES: AR = Annual Review A = Audit C = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination
VHC CODES: V = Vital H = Historical C = Confidential
This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: All City Departments					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	<p>agendas for all official City commissions. <u>Departments are responsible for retention of records for their particular Commissions. Currently, this includes:</u></p> <p><u>Communications & Technology Commission (Media Operations);</u></p> <p><u>Environmental Commission (Public Works);</u></p> <p><u>Historic Preservation Commission (Community Development);</u></p> <p><u>Library Commission (City Clerk);</u></p> <p><u>Parks, Recreation & Education Commission (Community Services);</u></p> <p><u>Planning Commission (Community Development);</u></p> <p><u>Public Safety Commission (Public Safety & Emergency Preparedness);</u></p> <p><u>Traffic & Transportation Commission (Public Works).</u></p>					<p>Note that the City Clerk Department also scans and archives all commission agendas and minutes onto the City's optical imaging system.</p>
5.	<p>City Commissions - Notices Notices of hearings Proof of publication (or) Declaration of posting</p>	<u>C + 5</u>	-	<u>C + 5</u>	-	<p><u>Note: C (closed/completed) represents final administrative decision.</u></p> <p>Citation: California Government Code, § 34090</p>
6.	<p>Correspondence Chron-Files <u>General incoming/outgoing correspondence;</u> <u>City memos (incoming/outgoing).</u></p>	2	-	2	-	<p>Scope note: Correspondence Chron Files are files containing copies of internally-generated correspondence and memos, the originals of which are filed in departmental files. These</p>

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DEPARTMENT: All City Departments					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<p>copies are filed in chronological order for quick access and retrieval.</p> <p><u>Scope note: This record series refers to general correspondence not specifically addressed in a department's retention schedule. Correspondence pertaining to a specific departmental record series falls under the retention requirements for that record series.</u></p> <p>Citation: California Government Code, § 34090</p>
7.	Department Budget Files Files include: Source materials; Worksheets &and analyses; Correspondence &and backup data; Final budget submission (department copy; original <u>is in Finance Dept.</u> is in Finance Dept.)	2	-	2	-	Finance Department maintains original budget submissions from all city City departments. City Clerk maintains the final city City budget document. Citation: California Government Code, § 34090
8.	Personnel Files (Department Copies)	T	-	T	C	Duplicate Series. Official is in City Clerks Dept. <u>Administrative Services Department - Human Resources division</u> . This record series describes personnel files held by management, consisting of copies of materials found in the official Personnel Files held by the <u>Human Resources division</u> . City Clerk . These files are maintained by the departments for quick access and reference. Citation: California Government Code, § 34090.7
9.	Policies &and Procedures (Originating from other	S	-	S	-	Duplicate Series. Official is in originating

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DEPARTMENT: All City Departments					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	City Departments)					department. This record series describes policies & and procedures held by this department which originate from other city City departments. Citation: California Government Code, § 34090.7
10.	Policies & and Procedures (Originating from this Department)	S + 1	<u>9P</u>	- S+10P	<u>H,V</u>	This record series describes all policies and procedures originating from this department. <u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: California Government Code, § 34090
11.	Publications from Outside Sources	AR	-	AR	-	Scope note: This record series includes books, magazines, journals, brochures, reports, reference publications, etc. obtained from outside sources. These are defined as "nonrecords" and can be evaluated for informational value and retained or disposed as appropriate.
12.	Purchasing Files (Department Copies) Purchase orders (department copies) Vendor/supplier information; Correspondence & and backup data	2	-	2	-	Official purchasing records are held by the Finance Department. Citation: California Government Code, § 34090
13.	Subject/Reference Files	AR	-	AR	-	Scope note: Subject/Reference Files are collections of materials about a particular topic/subject compiled for reference and informational purposes. They do not record city business transactions or policy

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DEPARTMENT: All City Departments					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						decisions. Subject/Reference Files are defined as "nonrecords", and can be evaluated annually for informational value and retained or disposed as appropriate.
14.	Telephone Message Pads/Logs	-2	---	-2	---	Citation: California Government Code, § 34090
15.	Time Sheets (Department Copies)	1	-	1	-	Duplicate Series. Official is in Finance Dept. Citation: California Government Code, § 34090.7

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: <u>Administrative Services</u>					DATE: <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<u>1.</u>	<p>CDBG <u>{Community Development Block Grant} (CDBG) Grants-Files</u></p> <p><u>Applications & supporting data;</u> <u>Agreements, contracts and amendments (file copies); originals are held in City Clerk division;</u> <u>Reports to granting agency ;</u> <u>Cost summaries and financial documentation;</u> <u>Consultant reports and documentation;</u> <u>Correspondence & supporting data;</u> <u>Audits, approvals & releases (grant completion documentation);</u> <u>Rules, regulations & procedures;</u> <u>Procedures and administrative materials;</u> <u>Public notices (proofs of publication are held in the City Clerk division).</u></p>	<u>C+1</u>	<u>3</u>	<u>C+4</u>	-	<p><u>CDBG = Community Development Block Grant. For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</u></p> <p><u>The Finance Department maintains related grant reimbursement records for all City grants.</u></p> <p><u>Citation: 7 CFR 3016.42</u></p>
<u>2.</u>	<p><u>Community Development Block Grant (CDBG) Loan Files</u></p> <p><u>Includes documentation of CDBG deferred housing loans administered by the City. Files are organized by borrower name, and include:</u> <u>Promissory notes (City copies);</u> <u>Deeds (City copies);</u> <u>Correspondence & supporting documentation.</u></p>	<u>C</u>	<u>P</u>	<u>P</u>	<u>V,C</u>	<p><u>Citation: California Government Code, § 34090</u></p>
<u>3.</u>	<u>City Hall Security Administration Files</u>	<u>1</u>	<u>1</u>	<u>2</u>	-	

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DEPARTMENT: <u>Administrative Services</u>					DATE: <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	<u>Daily security reports; Correspondence & supporting documentation.</u>					<u>Citation: California Government Code, § 34090</u>
<u>4.</u>	<u>Engineering, Operations & Maintenance - Elevator Permits</u> <u>Includes permits, inspection reports and supporting documentation.</u>	<u>5</u>	<u>:</u>	<u>5</u>	<u>:</u>	<u>Citation: California Government Code, § 34090</u>
<u>5.</u>	<u>Engineering, Operations & Maintenance - Equipment & Systems Records</u> <u>Maintenance & service records;</u> <u>Maintenance logs;</u> <u>Service vendor reports & correspondence;</u> <u>Schematics, drawings, manuals & specifications.</u>	<u>T</u>	<u>2</u>	<u>T+2</u>	<u>:</u>	<u>T (Termination) represents life of the equipment or system.</u> <u>Citation: California Government Code, § 34090</u>
<u>6.</u>	<u>Engineering, Operations & Maintenance - Safety Equipment & Systems Inspections Records</u> <u>Includes fire, life, safety inspection reports and logs for sprinkler systems, smoke detectors, alarms, and fire extinguishers.</u>	<u>5</u>	<u>:</u>	<u>5</u>	<u>:</u>	<u>Citation: California Government Code, § 34090</u>
<u>7.</u>	<u>Engineering, Operations & Maintenance -- South Coast Air Quality Management District (SCAQMD) Permits</u> <u>Includes permits, inspection reports and supporting documentation.</u>	<u>5</u>	<u>:</u>	<u>5</u>	<u>:</u>	<u>Note: The South Coast Air Quality District (SCAQMD) inspects certain Civic Center equipment annually for air-related emissions standards.</u> <u>Citation: California Government Code, § 34090</u>

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	AB939 (Solid Waste Disposal) Files: Agreements; Permits; Reports & studies; Rules & procedures; Correspondence & backup data	C	5	C+5	-	For this record series, C (Closed/Completed) represents completion of all program requirements set forth by the State. Citation: California Government Code, § 34090
2.	Agreements, Contracts & Leases: Executed documents, amendments & exhibits; Correspondence & backup data	C + 1	<u>9P</u>	<u>C+10P</u>	<u>H</u>	For this record series, C (Closed/Completed) represents completion of all terms of the agreement or contract. <u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: California Code of Civil Procedure, § 337.15
3.	Bids/Proposals Files (Successful Bidders): Requests for bids/proposals; Specifications & backup data; Agreements/contracts; Bids/proposals received; Correspondence & backup data	C + 1	<u>9P</u>	<u>C+10P</u>	<u>H</u>	For this record series, C (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. <u>At the end of the office</u>

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<u>retention period, records will be digitized for permanent retention.</u> Citation: California Code of Civil Procedures, § 337.15
4.	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	-	2	-	Citation: California Government Code, § 34090
5.	CDBG (Community Development Block Grant) Files: - Agreements, contracts and amendments; - Correspondence - Procedures and administrative materials; - Public notices	C+1	3	C+4	-	CDBG ——— Community Development Block Grant. For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. <u>Citation: 7 CFR 3016.42</u>
65.	CEQA Legal Notices: Notices of exemption; Notices of completion; Notices of preparation; Notices of determination	P	-	P	-	Citation: California Government Code, § 34090
67.	City Census Data & Demographics	P	-	P	H	Citation: California Government Code, § 34090
87.	City Clerk Correspondence Files:	2	-	2	-	Note: City Clerk correspondence

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Incoming correspondence; Outgoing correspondence					relating to a specific issue is filed in the appropriate department file. Citation: California Government Code, § 34090
-98.	City Clerk Memos	2	-	2	-	Note: City Clerk memos relating to a specific issue are filed in the appropriate department file. Citation: California Government Code, § 34090
109.	City Commissions & Committees - Applications (Unsuccessful): Applications; Correspondence	2	-	2	-	Citation: California Government Code, § 34090
110.	City Commissions & Committees - Maddy Act Reports	5	-	5	-	Citation: California Government Code, § 34090
1211.	City Commissions - Members Records: Applications; Certificates; Oaths; Letters of appointment; Letters of resignation; Correspondence	T + 2	-	T + 2	-	For this record series, T (Termination) represents termination of member participation in a commission or committee. Citation: California Government Code, § 34090
-13.	City Commission Agendas, Minutes & Resolutions All documents are scanned and archived in electronic	P	-	P	-	Citation: California Government Code, § 34090

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	format on the City's optical imaging system for permanent retention. The hard copy documents are held by the administrative departments.					
14 <u>12.</u>	City Commissions - Vacancy Notices: Vacancy notices; Proof of publication	2	-	2	-	Citation: California Government Code, § 34090
15 <u>13.</u>	City Council Conferences Records: Registration materials; Correspondence; Backup data	2	-	2	-	Citation: California Government Code, § 34090
14 <u>16.</u>	City Council Correspondence Files Incoming Correspondence (individual) Outgoing Correspondence (individual) General Correspondence	2	-	2	-	Note: City Council correspondence relating to a specific issue is filed in the appropriate department file. Citation: California Government Code, § 34090
15 <u>8.</u>	City Council Meetings - Agenda Packets (Electronic Files) of (staff reports) on the City's Website <u>Agendas;</u> <u>Staff reports;</u> <u>Supporting documentation.</u>	P	-	P	H	Scope note: All City Council meeting staff reports <u>agenda packets will be</u> archived in electronic form for permanent retention. The paper version of these reports will be retained for 5 years as a separate record series. Citation: California Government Code, § 34090
17 <u>6.</u>	City Council Meetings - Agenda Packets (Hard copy)	1	4	5	-	Note: At the end of the 5 year

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	<u>Agendas;</u> <u>Staff reports; & backup data</u> <u>Supporting documentation.</u>					retention period, agenda packets will be reviewed by the City Manager and City Clerk for historical value. Those selected for permanent, historical retention will be archived onto the City's optical imaging system. Citation: California Government Code, § 34090
19.	City Council Meetings - Agendas	P	-	P	-	Scope note: All City Council meetings agendas will be archived onto the City's optical imaging system for permanent retention. Sworn original agendas in paper version will be retained for 5 years as a separate record series. Citation: California Government Code, § 34090
<u>2017.</u>	City Council Meetings - Agendas (Sworn Originals)	5	-	5	-	Scope note: This record series is for sworn original agendas in paper copy. All City Council meetings agendas are archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, § 34090
2184.	City Council Meetings - Notices:	5	-	5	-	Citation: California Government

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Notices of continuation; Declarations of posting					Code, § 34090
2219.	City Council Meetings - Requests to Address City Council (Speaker Cards)	3mos.	-	3mos.	-	Note: Speaker cards are used to record information and to schedule speakers at City Council meetings. Information from the cards is used to prepare (and transferred to) the City Council meetings minutes. Citation: California Government Code, § 34090.7
230.	City Council Minutes, Ordinances & Resolutions	P	-	P	V,H	Citation: California Government Code, § 34090
-2421.	City Council Ordinances & Resolutions Indexes	P	-	P	H	Citation: California Government Code, § 34090
2522.	City Departments Files (Projects, Programs, Events, Issues & Activities); Reports & studies; Publications; Correspondence & backup data; Resolutions (file copies)	5	-	5	-	Scope note: This record series is for records held by the City Clerk of City departments' projects, programs, events, issues and activities. Files consist of duplicate materials from the departments, with some original notes and correspondence. At the end of the 5 year retention period, files

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						will be reviewed by the City Manager and City Clerk for historical value. Those selected for permanent, historical retention will be archived onto the City's optical imaging system. Citation: California Government Code, § 34090
<u>23.6</u>	City History Files: Selected historical records, <u>examples</u> including: Maps & drawings; Photographs; Reports & studies; Articles & news clippings; City publications; City newsletters; Press releases	AR	P	P	H	<u>Scope note: This record series describes records selected by the City Clerk and/or the City Manager for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas.</u>
2724	City Incorporation Documents	P	-	P	H	Citation: California Government Code, § 34090
2825	City Manager Correspondence Files: Incoming correspondence; Outgoing correspondence	<u>2P</u>	-	<u>2P</u>	<u>H</u>	<u>Note: City Manager correspondence relating to a specific issue is filed in the appropriate department file.</u> Citation: California Government Code, § 34090
2926	City Manager Memos	<u>2P</u>	-	<u>2P</u>	<u>H</u>	<u>Note: City Manager memos relating to a specific issue are filed in the appropriate</u>

Comment [A1]: For some reason City Manager correspondence and memos had been changed to Permanent

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						department file. Citation: California Government Code, § 34090
3027.	Election Records - Ballots, Absent Voter Ballots & Absentee Applications	C	6mos	C + 6mo	-	Citation: California Election Code, § 17302 and § 17505
3128.	Election Records - Campaign Statements (FPPC Forms 410 - 490 and 501/502): Candidates (not elected) statements; Candidates (not elected) committees' statements	5	-	5	-	Citation: California Government Code, § 81009
3229.	Election Records - Campaign Statements (FPPC Forms 410 - 490 and 501/502): Officeholders' statements; Officeholders' committees' statements;	5	P	P	H	Citation: California Government Code, § 81009
3330.	Election Records - Campaign Statements (FPPC Forms 410 - 490): Political Action Committees' (PAC) statements	7	-	7	-	Citation: California Government Code, § 81009
3431.	Election Records - Candidates Records: Candidate statements (general statements for publication); Nomination papers & petitions	T + 2	2	T + 4	-	For this record series, T (Termination) represents the term of the office elected. Citation: California Election Code, § 17100
3532.	Election Records - Election Administration Files: Rules & procedures; Communications with FPPC; Communications with election consultants; Correspondence & backup data	3	-	3	-	Citation: California Government Code, § 34090

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<u>333.6</u>	Election Records - Election History Files: <u>Selected historical records, examples including:</u> Sample ballots; Certificates of destruction for election materials; Declaration of results (copies; official in City Council Resolutions); Other resolutions re: election (copies; official in City Council Resolutions)	10	P	P	H	<u>Scope note: This record series describes records selected by the City Clerk and/or the City Manager for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas.</u> Citation: California Government Code, § 34090
<u>34.7</u>	Election Records - Petitions: Initiatives petitions; Referendum petitions; Recall petitions	C	8mos	C + 8mo	-	Note: For this record series, C (Closed/Completed) represents certification of election results, or, (when no election occurs) the Clerk's final examination of the petition. Citation: California Election Code, § 17200
<u>35.8</u>	Election Records - Rosters & Indexes	C	5	C + 5	-	For this record series, C (Closed/Completed) represents certification of election results. Citation: California Election Code, § 17300
<u>369.</u>	Equipment Files: Owners manuals; Service/maintenance information; Purchase information; Correspondence & backup data	T + 1	-	T + 1	-	For this record series, T (Termination) represents termination of ownership of the equipment.

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, § 34090
<u>4037.</u>	Franchise Files: Agreements; Bonds/Certificates of insurance; Statements & reports; FCC forms; Correspondence & backup data	C	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement. Citation: California Government Code, § 34090
<u>4138.</u>	General Plan	S	P	P	V,H	Citation: California Government Code, § 34090
<u>4239.</u>	Land Planning/Use Files: Correspondence & memos; Maps & drawings; Environmental documentation; Public hearing documentation; Reports & studies; Ordinances & resolutions (file copies); Original agreements; Litigation files (copies; original is in City Attorney)	C	P	P	H	For this record series, C (Closed/Completed) represents completion of the land planning/use project. Official project files are held by Planning/Building Services. City Clerk files contain final documents presented to City Council. Citation: California Government Code, § 34090
<u>4340.</u>	Litigation Files	C + 5	-	C + 5	-	Duplicate series. Official is in City Attorney. Citation: California Government Code, § 34090.7
<u>4441.</u>	Municipal Code	P	-	P	V	Citation: California Government Code, § 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<u>4642.</u>	Organizations Files - Civic Organizations: Correspondence & memos; Reports & studies; Publications; Backup data	5	-	5	-	Scope note: Examples include Chamber of Commerce, Rotary Club, Homeowners' Association. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Citation: California Government Code, § 34090
<u>4643.</u>	Organizations Files - Government Agencies: Correspondence & memos; Reports & studies; Publications; Backup data	5	-	5	-	Scope note: Examples include FPPC, County of Los Angeles, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Citation: California Government Code, § 34090

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
4744.	Organizations Files - Professional Organizations: Correspondence & memos; Reports & studies; Publications; Backup data	5	-	5	-	Scope note: Examples include SCAG, CCAC, and IIMC. This record series is for general Correspondence and communications with professional organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Citation: California Government Code, § 34090
4845.	Petitions to City - Informal	2	-	2	-	Citation: California Government Code, § 34090
4946.	Public Hearings Notices: Notices; Proof of publication; Mailing lists; Certified mail receipts; Correspondence	5	-	5	-	Citation: California Government Code, § 34090
5047.	Public Records Requests	2	-	2		Citation: California Government Code, section 34090
5148.	Real Property - Annexations Files: Certificates of completion;	P	-	P	V,H	Citation: California Government Code, § 34090

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This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Resolutions (file copies); Correspondence & backup data					
5249.	Real Property - Certificates of Compliance (Lot Line Adjustments): Certificates & supporting data	P	-	P	V,H	Citation: California Government Code, § 34090
5350.	Real Property - Dedications Files: Offers of dedication & exhibits; Resolutions (file copies); Correspondence & supporting data	P	-	P	V,H	Citation: California Government Code, § 34090
5451.	Real Property - Detachments/Withdrawals Files: Maps & drawings; Studies & reports; Agreements; Correspondence & supporting data	P	-	P	V,H	Citation: California Government Code, § 34090
5552.	Real Property - Real Property Files: Deeds & supporting data; Quitclaims & supporting data; Easements & supporting data	P	-	P	V,H	Citation: California Government Code, § 34090
5653.	Records Management - City Retention Schedules	S	P	P	-	Citation: California Government Code, § 34090
5754.	Records Management - Destroyed Records Lists & Approvals	P	-	P	-	Citation: California Government Code, § 34090
5855.	Records Management - Stored Records Lists	S	-	S	-	
5956.	Requests for Service	2	-	2	-	Citation: California Government Code, § 34090

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
6057.	Risk Management - Claims (Against the City) Files (Public documents copies)	2	-	2	-	Duplicate series. Official is held by claims adjustor and City Clerk's department. Citation: California Government Code, § 34090.7
6158.	Risk Management - Claims (Against City) Files: Claim letters; Claim forms; Correspondence & memos; Court transcripts/documents; Backup data	C	2	C + 2	C	Citation: California Government Code, § 34090
6259.	Risk Management - Claims Loss Runs/Reports	5	-	5	-	Citation: California Government Code, § 34090
6360.	Sheriff's Reports/Fire Department Reports (Monthly)	5	-	5	-	Citation: California Government Code, § 34090
6461.	Special Assessment Districts Files: Annual Engineering reports to the City; Public hearings documentation; Correspondence & supporting data; Resolutions (file copies)	P	-	P	H	Citation: California Government Code, § 34090
65.	Statements of Economic Interest - Forms 700/721: Officeholders' statements; Appointees' statements; Candidates' statements	4	-	4	-	Note: As of January 1996, the FPPC combined Forms 721 and 730 to create Form 700. Duplicate series. Official is with the FPPC.

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DEPARTMENT: Administrative Services/City Clerk Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, § 81009
66 62.	Statements of Economic Interest - <u>FPPC</u> Forms 700 <u>Officeholders' statements;</u> <u>Appointees' statements;</u> <u>Candidates' statements;</u> <u>Designated City employees' statements.</u>	7	-	7	-	<u>Note: As of January 1996, the FPPC combined Forms 721 and 730 to create Form 700.</u> Citation: California Government Code, § 81009
67 63.	Subject Files: Reports & studies; Publications; Correspondence & backup data	5	-	5	-	Scope note: This record series is for materials held by the City Clerk on subjects or topics which the City receives or gathers for study or informational purposes. Examples are proposed programs (e.g., Sister City), proposed legislation, information on projects or programs established by other cities, etc. These files do not contain documentation of City business, transactions or policy decisions. (If a subject file results in an active program or project, the materials become subject to the retention for that specific record series category). Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Administrative Services/Human Resources Division						DATE: October 15, 2008 September 25, 2013
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Employee Benefits Administration Records: Plan documents; Enrollment forms; Correspondence <u>&and</u> backup data	T	10P	T+10P	V, H	Note: T (Termination) represents the selection by the City of a new benefits provider and cancellation of contract/agreement with previous provider. Citation: 29 USC 1113
2.	Personnel Files: Resumes; Applications; Personnel action forms; Performance evaluations; Correspondence <u>&and</u> memos; Direct deposit authorizations; Pre-employment physicals; I-9 documentation; <u>Employee fingerprint reports.</u>	T + 3	3	T + 6	C	Citation: 29 USC 1113
303.	<u>OSHA Logs/Reports</u>	<u>5</u>	-	<u>5</u>	-	<u>Citation: California Administrative Code, section 14307</u>
34.	Personnel Policies <u>&and</u> Procedures Employee handbook; Human Resources (HR) policies (rules <u>&and</u> regulations); Compensation resolutions.	S	P	P	V,H	Citation: California Government Code, § 34090
45.	Recruitment Files:	C	2	C + 2	-	Citation: 29 CFR 1627.3

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DEPARTMENT: Administrative Services/Human Resources Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Job position announcements; Applicant responses and resumes; Correspondence &and backup data.					
56.	Salary Surveys: Surveys of salaries paid by other cities and organizations, used for comparison and salary change recommendations.	2	-	2	-	Citation: California Government Code, § 34090
67.	Special Projects Files: Studies &and reports; Source materials; Correspondence &and backup data.	2	3	5	-	Includes records of special projects performed by this department such as classification studies, salary studies , staffing studies and benefits analyses. Citation: California Government Code, § 34090
78.	Training Files: Files contain records of employee training administered by the City or its consultants, including: Course outlines/proposals; Announcements/schedules; Attendance sheets; Handouts/course materials; Course evaluations; Correspondence &and supporting documentation.	5	-	5	-	Citation: California Government Code, § 34090
89.	Workers Compensation Claim Files: Documentation of workers compensation claims filed against the City, organized by employee name, include: Medical reports (copies);	T/C	6	T/C + 6	C	Special retention instructions: For this record series, files are maintained until

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DEPARTMENT: Administrative Services/Human Resources Division				DATE: October 15, 2008 September 25, 2013		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Doctor correspondence & reports; Consultant documentation; Payment information (if applicable); Correspondence & supporting documentation					termination of employee plus 6 years (T + 6) or closure of claim plus 6 years (C + 6), whichever is longer. Citation: California Code of Regulations, Title 8, §10102
9 10.	Risk Management - Workers Compensation Insurance Administration Records: Loss analyses; Statements; Correspondence & backup data	5	-	5	-	Citation: California Government Code, § 34090
1 0 .	Risk Management - Workers Compensation Insurance Policies	E + 3	-	E + 3	-	Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: City Attorney						DATE: October 15, 2008 September 25, 2013
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Attorney Opinions	10	P	P	(C)	Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release. <u>Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954;</u> California Government Code, § 34090
2.	City Council Executive Session/Closed Session Files This record series includes materials prepared by this department and submitted to the City Council at executive sessions.	3	P	P	C,H	<u>Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954;</u> California Government Code, § 34090
3.	Civil Litigation Case Files Files, organized by case name/number, include: Original claim and supporting documentation; Pleadings (copies; originals are held by the presiding Court); Discovery documentation; Correspondence;	C	5	C + 5	(C)	Official, final documentation of case proceedings and resolution is held by the presiding Court. Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public

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DEPARTMENT: City Attorney					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Research; Supporting documentation.					release. <u>Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954;</u> California Government Code, § 34090
4.	Civil Litigation Case Files (Historical) This record series describes model cases, precedent-setting cases, and cases documenting the development of the City chosen for permanent retention as historical records.	C	P	P	(C),H	Note: Files may contain confidential attorney-client communications, and should be reviewed prior to public release. <u>Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954;</u> California Government Code, § 34090
5.	Civil Litigation Case Resolution Documentation Files include settlement agreements and dismissals from all litigated cases.	5	15 <u>P</u>	20 <u>P</u>	H	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> <u>Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954;</u> California Government Code, § 34090

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DEPARTMENT: City Attorney					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
6.	<p>Work Requests Files</p> <p>Files, organized by year and matter number, contain documentation of requests from City Council and City departments for legal assistance, advice or opinions from the City Attorney Department. Examples include requests for legal assistance with agreements and contracts, ordinances, policy issues, personnel issues, and other City matters.</p> <p>Files contain original work request (memo, letter, e-mail, etc.), correspondence, research, drafts, supporting documentation, and a copy of the final work product (advice memo/letter, agreement, ordinance, policy, etc.).</p> <p>Note that the final, original work product is given to the requesting Department for filing and retention as the office of record.</p> <p>Work Requests Files on issues affecting the title to real property or the liens thereon are subject to different retention requirements (see the following record series).</p>	3	7 P	10 P	C, H	<p><u>At the end of the office retention period, records will be digitized for permanent retention.</u></p> <p><u>Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954;</u></p> <p>California Government Code, § 34090</p>
7.	<p>Work Requests Files (Real Property-Related)</p> <p>Files, organized by year and matter number, contain documentation of requests from City Council and City departments for legal assistance, advice or opinions from the City Attorney Department on issues affecting the title to real property or the liens thereon. Examples include requests for legal assistance with deeds, real</p>	3	P	P	C	<p><u>Citation: California Code of Civil Procedure, § 2018.030; California Evidence Code, § 954;</u></p> <p>California Government Code, § 34090</p>

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DEPARTMENT: City Attorney				DATE: October 15, 2008 September 25, 2013		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	property purchases/sales, annexations, easements, CUPs, development plans and agreements, and street widening.					

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RECORDS RETENTION SCHEDULE
CITY OF CALABASAS

DEPARTMENT: Community Development/Building & Safety Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<u>1.</u>	<u>Calabasas Enterprise Land Management System (CLAMS)</u> <u>The CLAMS contains electronic records of Public Works and Community Development departments' activities on land in the City of Calabasas, including permits issued, planning requirements and conditions, code enforcement activities, and inspections. Records are organized by address and/or assessor's parcel number.</u>	<u>P</u>	<u>-</u>	<u>P</u>	<u>V,H,C</u>	<u>Citation: California Government Code, § 34090</u>
<u>42.</u>	Code Enforcement - Case Files: Code enforcement letters (notices of violations); Certified mail receipts; Case research materials, photographs & supporting data; Correspondence & backup data; Documentation of case resolution	<u>C+10<u>P</u></u>	<u>-<u>P</u></u>	<u>C+10<u>P</u></u>	C	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: California Penal Code, § 801
<u>32.</u>	Counter Manual: Fee schedules; Procedures & instructions	S	-	S	-	Citation: California Government Code, § 34090
<u>34.</u>	Earthquake Records - Inspection Reports	-	P	P	H	-Citation: California Government Code, § 34090
<u>54.</u>	Earthquake Records - Inspections/Address Log: Logs of earthquake inspections performed throughout the City	C + 2	-	C + 2	-	Scope note: This is a compilation of information contained in the 'Earthquake Records - Inspectors' Logs' to provide a City-wide summary. For this record series, C

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DEPARTMENT: Community Development/Building & Safety Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						(Closed/Completed) represents final FEMA audit. Citation: California Government Code, § 34090
56.	Earthquake Records - Inspectors' Logs: Daily logs of earthquake inspections performed by each inspector.	C + 2	-	C + 2	-	For this record series, C (Closed/Completed) represents final FEMA audit. Citation: California Government Code, § 34090
76.	House Numbering Maps	S	-	S	-	Citation: California Government Code, § 34090
78.	Address Files (Permits Files) Files, organized by address, contain all permits issued and supporting documentation for structures at each address, including: Building permits; Plumbing permits; Electrical permits; Heating/ventilation/A.C. permits; Sign permits; Inspections record sheets; Drawings; Certificates of occupancy; Microfilm aperture cards (permits); Correspondence & backup data	P	-	P	V	Citation: California Government Code, § 34090
98.	Plans & Drawings (Commercial and Required Multi-Family Structures): Final, approved plans & drawings	C	T	T	-	For this record series, C (Closed/Completed) represents issuance of certificate of occupancy. T (Termination) represents life of the building (plans & drawings may be destroyed upon

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DEPARTMENT: Community Development/Building & Safety Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						building demolition). Citation: California Health & Safety Code, § 19850
109.	Plans & Drawings (Single Family Residential Structures): Final, approved plans & drawings	C + 90d	-	C + 90d	-	For this record series, C (Closed/Completed) represents issuance of certificate of occupancy, plus 90 days (90d). Citation: California Health & Safety Code, § 19850
10.	Sewer Maps & Indexes	P	-	P	V	Citation: California Government Code, § 34090
11.	Tract/Address Reports Files: Files, organized by tract number, contain all soils & geology related documentation for property at each tract, including: —Soils reports; —Geology reports; —Grading plans; —Correspondence & backup data	P	-	P	V	Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Community Development/ Planning Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<u>1.</u>	<u>Counter Inquiries</u> <u>Summary records of activity and requests received at the division's public counter.</u>	<u>2</u>	<u>-</u>	<u>2</u>	<u>-</u>	<u>Citation: California Government Code, § 34090</u>
12.	General Plan Amendments Records: Environmental documents; Comments; Resolutions & and ordinances (<u>original</u> file copies); Reports & and studies; Agendas & and minutes (<u>original</u> file copies); Agenda reports (<u>original file copies</u>); Maps, plans & and drawings; Notices (<u>original</u> file copies); Mailing lists; Correspondence & and supporting data	C	P	P	H	Citation: California Government Code, § 34090
32.	General Plan Records: Environmental documents; Comments; Resolutions & and ordinances (<u>original</u> file copies); Reports & and studies; Agendas & and minutes (<u>original</u> file copies); Agenda reports (<u>original file copies</u>); Maps, plans & and drawings; Notices (file copies); Mailing lists; Correspondence & and supporting data	S	P	P	H	Citation: California Government Code, § 34090
3.	Grants—CDBG Program Administration Files: —Blanket agreements, amendments & supporting data (original agreements are in City Clerk Dept.); —Reports to granting agency;	—C+3	—1	—C+4	—	CDBG—Community Development Block Grant. For this record series, C (Closed/Completed)

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DEPARTMENT: Community Development/ Planning Division				DATE: October 15, 2008 September 25, 2013		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	<ul style="list-style-type: none"> —Cost summaries; —Correspondence & supporting data; —Audits, approvals & releases (grant completion documentation); —Rules, regulations & procedures 					<p>represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</p> <p>Citation: 7 CFR 3016.42</p>
4.	<ul style="list-style-type: none"> Grants—CDBG Project Administration Files: —Procedures to Implement/MOU's (original MOU's are in City Clerk Dept.); —Consultants/contractors records (if consultant or contractor services are used); —Bids & selection documentation (if a formal bid, original records are in City Clerk Dept.); —Agreements & contracts (if a formal bid, originals are in City Clerk Dept.); —Correspondence & supporting data; —Budgeting & financial data; —Correspondence & supporting data; —Audits, approvals & releases (grant completion documentation); —Project rules & procedures 	—C+3	—1	—C+4	—	<p>CDBG = Community Development Block Grant. For this record series, C (Closed/Completed) represents project audit & release, or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</p> <p>Citation: 7 CFR 3016.42</p>
5.	<ul style="list-style-type: none"> Grants—CDBG Projects Files: —Applications & supporting data; —Agreements & contracts; —Financial documentation; —Labor compliance documentation (when required); —Correspondence & supporting data 	—C+3	—1	—C+4	—	<p>CDBG = Community Development Block Grant. Scope note: This record series is for records of specific projects implemented using funds authorized by MOU's (see the record series CDBG Project Administration</p>

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DEPARTMENT: Community Development/ Planning Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Files). Retention of this series is based on retention of the associated CDBG Project Administration Files; files for all individual projects funded under a specific MOU will be retained for four years following audit and release of the entire project defined by the MOU. Citation: 7 CFR 3016.42
6.	Grants—Grant Administration & Implementation Files: —Applications & supporting data; —Contracts, amendments & supporting data (original contracts are in City Clerk Dept.); —Consultants/contractors records (if consultant/contractor services are used); —Bids & selection documentation (if a formal bid, original records are in City Clerk Dept.); —Agreements & contracts (if a formal bid, originals are in City Clerk Dept.); —Correspondence & supporting data; —Budgeting & financial data; —Reports to granting agency; —Labor compliance documentation (when required); —Environmental documentation (when required); —Correspondence & supporting data; —Audits, approvals & releases (grant completion documentation); —Rules & procedures	—C+3	—1	—C+4	-	Scope note: This record series is for records of grants (federal, state or local) received by the City which are not CDBG grants. (CDBG grant files are addressed in separate record series.) For this record series, C (Closed/Completed) represents completion of all terms of the grant as specified by the granting agency, including any required audits, monitoring periods, etc. Citation: 7 CFR 3016.42
7.	Planning Commission Resolutions	P	-	P	V,H	Citation: California Government Code, § 34090

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DEPARTMENT: Community Development/ Planning Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
4.8.	Planning Department Reference Collection: Reports &and studies from outside sources (other cities, agencies, organizations); Reference copies of City documents (ex.: EIR's, General Plan reports, project reports &and studies. Official copies are in the Project Files.) Planning texts (guides, procedures, reference); Planning publications/periodicals; Public information materials.	AR	-	AR	-	
<u>5.</u>	<u>Project Files (Administrative Plan Review):</u> <u>See 'Project Files (Conditional Use Permits)' for representative file contents.</u>	<u>C + 1</u>	<u>P</u>	<u>P</u>	<u>H</u>	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> <u>Citation: California Government Code, § 34090</u>
<u>96.</u>	Project Files (Conditional Use Permits) Files may include: Environmental documents; Staff reports; Resolutions &and ordinances (file copies); Maps, plans &and drawings; Correspondence; Agreements (file copies); Consultants' reports &and studies; Applications &and supporting data; Permits; Fees &and receipts; Notices (file copies); Mailing lists; Design Review Committee documentation;	C + 5	P	P	H	Scope note: Listed contents are representative; each project file will have different contents based on the nature and requirements of the individual project. Citation: California Government Code, § 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Environmental Commission documentation; Tree Board documentation; Design Review Panel documentation; Planning Commission transcripts; Planning Commission minutes (file copies); Supporting documentation.					
407.	Project Files (Healthy Oak Tree) See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	4	C + 5	H	Citation: California Government Code, § 34090
<u>8.</u>	<u>Project Files (Historic Preservation Areas):</u> <u>This record series includes the following project types:</u> <u>Historic designations;</u> <u>Certificates of appropriateness;</u> <u>Certificates of economic hardship;</u> <u>Mills Act contracts.</u> <u>See 'Project Files (Conditional Use Permits)' for representative file contents.</u>	<u>C + 1</u>	<u>P</u>	<u>P</u>	<u>H</u>	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> <u>Citation: California Government Code, § 34090</u>
<u>9.</u>	<u>Project Files (Home Occupation Permits):</u> <u>See 'Project Files (Conditional Use Permits)' for representative file contents.</u>	<u>C + 1</u>	<u>P</u>	<u>P</u>	<u>H</u>	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> <u>Citation: California Government Code, § 34090</u>
410.	Project Files (Lot Line Adjustments): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090

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VHC CODES: V = Vital H = Historical C = Confidential
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DEPARTMENT: Community Development/ Planning Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
42 11.	Project Files (Minor Development Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	4	C + 5	H	Citation: California Government Code, § 34090
<u>12.</u>	<u>Project Files (Minor Scenic Corridor Permits):</u> <u>See 'Project Files (Conditional Use Permits)' for representative file contents.</u>	<u>C + 1</u>	<u>P</u>	<u>P</u>	<u>H</u>	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> <u>Citation: California Government Code, § 34090</u>
<u>13.</u>	<u>Project Files (Minor Use Permits):</u> <u>See 'Project Files (Conditional Use Permits)' for representative file contents.</u>	<u>C + 1</u>	<u>P</u>	<u>P</u>	<u>H</u>	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> <u>Citation: California Government Code, § 34090</u>
43 14.	Project Files (Oak Tree Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090
44 15.	Project Files (Parcel Maps): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 5	P	P	H	<u>Scope note: also called "tentative parcel map" or TPM.</u> Citation: California Government Code, § 34090

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DEPARTMENT: Community Development/ Planning Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
15 16.	Project Files (Pre-Applications): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	4	C + 5	H	Citation: California Government Code, § 34090
16 17.	<u>Project Files (Scenic Corridor Permits):</u> See 'Project Files (Conditional Use Permits)' for <u>representative file contents.</u>	<u>C + 1</u>	<u>P</u>	<u>P</u>	<u>H</u>	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> <u>Citation: California Government Code, § 34090</u>
17 18.	Project Files (Sign Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090
18 19.	Project Files (Site Plan Reviews): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	9 P	C + 10 P	H	<u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: California Government Code, § 34090
19 20.	Project Files (Temporary Use Permits): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	2	C + 3	H	Citation: California Government Code, § 34090
	Project Files (Tract Maps):	C + 5	P	P	H	<u>Scope note: also called</u>

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DEPARTMENT: Community Development/ Planning Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
19 21.	See 'Project Files (Conditional Use Permits)' for representative file contents.					<u>"tentative tract maps" or TT.</u> Citation: California Government Code, § 34090
20 22.	Project Files (Variances): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090
21 23.	Project Files (Zoning Changes): See 'Project Files (Conditional Use Permits)' for representative file contents.	C + 1	P	P	H	Citation: California Government Code, § 34090
23 24.	<u>Project Files (Zoning Clearances):</u> <u>See 'Project Files (Conditional Use Permits)' for representative file contents.</u>	<u>C + 1</u>	<u>4</u>	<u>C + 5</u>	:	<u>Citation: California Government Code, § 34090</u>

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DEPARTMENT: Community Development/ Planning Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
215.	Public Information Materials (Front Counter): Zoning standards; Applications & and checklists; Procedures & and guidelines; Consultants lists; Ordinances (copies); Blank forms; Fees schedules; Reports & and studies (reading copies); Reports & and studies (distribution/sales copies); Maps, plans & and drawings (public viewing copies)	AR	-	AR	-	Citation: California Government Code, § 34090.7

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RECORDS RETENTION SCHEDULE
CITY OF CALABASAS

DEPARTMENT: Community Services					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	5	-	5	-	Citation: California Government Code, § 34090
2.	Art Gallery (City Hall Art) Files: —Correspondence with artists/galleries; —Documentation of exhibit arrangements; —Artist samples/promo materials	2	-	2	-	Citation: California Government Code, § 34090
32.	Bouncers (Uncollected Registration Fees) Files: Bounced checks; Correspondence &and notes	C	-	C	-	For this record series, C (Closed/Completed) represents collection of registration fees.
34.	Community Services Grant Programs Files (Grants given by the Community Services Department): Applications and supporting data Agreements Check copies Annual reports Correspondence	C	7	C + 7	-	Citation: California Government Code, § 34090
5.	Credit Card Service Provider Administrative Files: —Agreements with credit card service provider (copies; —originals in City Clerk); —Correspondence; —Procedures; —Supporting data	C+2	-	C+2	-	For this record series, C (Closed/Completed) represents completion of agreement with credit card service provider. Citation: California Government Code, § 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
64.	Daily Financial Reconciliation Files: Check copies/stubs Cash register tapes (copies; originals held by Finance) Daily GovPartner reports (copies; originals in Finance) Credit card imprints/printouts Supporting documentation	A	5	A + 5	-	Citation: California Government Code, § 34090
5.8	Department Director - Agreements &and Contracts	C + 1	-	C + 1	-	Duplicate Series. Official is in City Clerk Dept. For this record series, C (Closed/Completed) represents completion of all terms of the agreement/contract. Citation: California Government Code, § 34090.7
69.	Department Director - Park Master Plans Files: Environmental documents; Comments; Resolutions &and ordinances (file copies); Reports &and studies; Agendas &and minutes (file copies); Agenda reports; Maps, plans &and drawings; Notices (file copies); Mailing lists; Citizens surveys; Correspondence &and supporting data	S	P	P	H	Citation: California Government Code, § 34090

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DEPARTMENT: Community Services					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
107.	Department Director - Parks/Facilities Construction Projects Files: Contract files, including; Contracts, amendments &and supporting data (Original contracts are in City Clerk Dept.); Bonds &and insurance documentation (official in Finance); Correspondence &and supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals Correspondence &and supporting data; Inspections &and acceptance documentation; Certified payroll files; Project studies &and reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Plans &and drawings; Right-of-way documentation (copies; official in City Clerk); Progress reports; Project notes, worksheets &and analyses; City Council documentation (copies; official in City Clerk); Correspondence &and supporting data	C + 1	9P	C+10P	H	<p>Note: Files are retained for completion of the project and all terms of the project contracts and agreements, plus 10 years. At that time, the files will be evaluated by the department. If the structure still exists, or if the files have historical value, or if the files are needed for City operations, they will be retained for an additional time period.</p> <p><u>At the end of the office retention period, records will be digitized for permanent retention.</u></p> <p>Citation: California Code of Civil Procedure, § 337.15</p>
118.	Department History Files: <u>Selected historical records, examples including:</u> Publicity binders; Photos binders;	P	-	P	H	<p><u>-Scope note: This record series describes records selected by the Community Services</u></p>

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DEPARTMENT: Community Services					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Slides binders; Department publications; Flyers; Brochures; Press releases.					<u>Department for permanent retention because they reflect significant historical events or document the history and development of the City of Calabasas.</u> Citation: California Government Code, § 34090
<u>129.</u>	External Committees/Organizations Files: Correspondence; Minutes <u>&and</u> agendas; Presentation/seminar materials; Reports <u>&and</u> studies; Reference materials	3	-	3	-	Scope note: This record series is for files on committees/organizations that Department staff attends or communicates with as a representative of the City (examples include D.A.T.E. and California Parks <u>&and</u> Recreation Society). These are not records of City-sponsored committees or organizations. Citation: California Government Code, § 34090
<u>710.</u>	<u>Facilities DeAnza</u> -Daily Revenue Reports Department copies of reports prepared daily and sent to Finance Department listing cash, checks and credit card revenues received.	1	-	1	-	Duplicate series. Official is in Finance Dept. Citation: California Government Code, section 34090.7

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DEPARTMENT: Community Services					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1311.	Facilities Reservation Forms	2	-	2	-	Citation: California Government Code, § 34090
1412.	Monthly Revenue Distribution Reports (Credit Card)	1	-	1	-	Duplicate Series. Official is in Finance Dept. Citation: California Government Code, § 34090.7
153.	Payroll Reports (Contract Instructors)	1	-	1	-	Duplicate Series. Official is in Finance Dept. Citation: California Government Code, § 34090.7
146.	Personnel - Applications for Employment (Unsolicited): Applications; Resumes; Correspondence	6mos.	-	6mos.	-	Scope note: Includes applications for regular employment and for internships. These are materials received by the Department (unsolicited) kept as a reference resource. If a person is hired, these materials would be transferred to the person's Personnel File.

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DEPARTMENT: Community Services					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
<u>157.</u>	Personnel - Instructor Contracts	E + 2	-	E + 2	-	Citation: California Government Code, § 34090
<u>168.</u>	Personnel - Service Contracts	E + 2	-	E + 2	-	Scope note: This series describes documentation of agreements/arrangements with part-time employees (as opposed to contracted instructors) to instruct or assist in Community Services programs. This is the counterpart to the record series Instructor Contracts. Citation: California Government Code, § 34090
<u>17.</u>	<u>Personnel - Volunteers Fingerprint Response Reports</u>	<u>C + 2</u>	<u>-</u>	<u>C + 2</u>	<u>C</u>	<u>For this record series, C (closed/completed) represents entry of a volunteer's name in the Department of Justice database/system. Records are to be shredded at the end of the retention period.</u> <u>Citation: California Government Code, §</u>

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DEPARTMENT: Community Services					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<u>34090</u>
198.	Post Office/Bulk Mail Receipts	2	-	2	-	Citation: California Government Code, § 34090
2019.	Program Evaluations (Class Evaluations)	2	-	2	-	Citation: California Government Code, § 34090
2+20.	Program Proposals Files: Correspondence; Resumes; Promotional materials; Sample program materials	3	-	3	-	Scope note: This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc. Citation: California Government Code, § 34090
2521.	ReeWare <u>Program Registrations Database (GovPartner)</u> Records: Registrant data (active); Program data (active); Program data (inactive/historical)	5	-	5	-	Scope note: Database records reside on the City network. The program has built-in retention; it retains one year of active data, then strips away certain registrant data, leaving a summary/history of past programs. <u>Staff has saved</u>

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DEPARTMENT: Community Services					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						complete older data by renaming old database versions. The database is backed up regularly as part of network backup procedures. Citation: California Government Code, § 34090
222	Program Registrations/Waivers of Liability	5	-	5	-	Citation: California Government Code, § 34090
233	Programs Files (City-Participation): Program development materials; Budgeting data; Promotional materials (press releases, flyers); Budgeting data; Correspondence &and memos; Itineraries/schedules; Contracts/agreements for supplies &and services (vendors &and suppliers); Invoices for services and supplies (copies; official is in Finance); Program progress reports (to funding agency); Program financial reports (to funding agency); Correspondence with funding agency; Program rules and procedures; Audit reports (if audited); Completion documentation (release from funding agency); Supporting data	C	4	C + 4	-	Scope note: Includes programs, special events, activities, courses, and classes where Community Services receives funding and program direction from external organizations. This includes grant-funded programs and other special fund distributions. Community Services administers the program at the local level, but follows rules and procedures specified by the funding agency. (Externally-funded park development programs are

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						a potential example.) For this record series, C (Completion) represents completion of all terms of the funding agreement with the funding agency, including audit and release if specified. Citation: California Government Code, § 34090
<u>244.</u>	<p>Programs Files (City-Sponsored): Program development materials, including: Budgeting; Staffing; Reference materials; Facilities/equipment research; Insurance documentation (if required) Promotional materials (press releases, flyers); Budgeting data; Correspondence <u>&and</u> memos; Itineraries/schedules; Contracts/agreements for supplies <u>&and</u> services (vendors <u>&and</u> suppliers); Invoices for services and supplies (copies; official is in Finance)</p>	C + 1	4	C + 5	-	<p>Scope note: Includes programs, special events, activities, courses, and classes developed, sponsored and administered by Community Services. See Programs Files (City-Participation) for programs in which Community Services receives funding <u>&and</u> program direction from external sources/organizations.</p> <p>Citation: California Government Code, § 34090</p>
<u>265.</u>	Refunds Reports	1	-	1	-	Duplicate Series. Official is in Finance Dept. When

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DEPARTMENT: Community Services				DATE: October 15, 2008 <u>September 25, 2013</u>		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						<p>citizens request registration fees refunds, data is entered in Department's financial tracking system. The refund checks are issued by Finance Department. Community Services periodically runs a report from the system of refunds issued. The original report goes to Finance; this department retains a copy.</p> <p>Citation: California Government Code, § 34090.7</p>

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Community Services/Tennis & Swim Center						DATE: October 15, 2008 <u>September 25, 2013</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	5	-	5	-	Duplicate Series. Official is in Community Services Department/City Hall. Citation: California Government Code, § 34090.7
2.	Applications for Employment (Unsolicited): Applications; Resumes; Correspondence	6mos.	-	6mos.	-	
3.	Facility Plans &and Drawings: Final. as-built plans &and drawings	P	-	P	V	Citation: California Government Code, § 34090
4.	Facility Use Applications	2	-	2	-	Citation: California Government Code, § 34090
5.	Health Inspections Records: Inspection reports from County inspectors; Follow up documentation; Correspondence &and supporting data	5	-	5	-	Scope note: Includes inspections of kitchen facilities and swimming pool. Citation: California Government Code, § 34090
6.	In-Service Training Programs Files: Program materials/training outlines; Materials presented to staff; Attendance rosters; Correspondence &and supporting data	3	-	3	-	Citation: California Government Code, § 34090
7.	Memberships Administrative Records: Membership lists/reports;	5	-	5	-	Citation: California Government Code, § 34090

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DEPARTMENT: Community Services/Tennis & Swim Center					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Policies & procedures; Fees/rates documentation; Correspondence & supporting data					
8.	Memberships Records (Individual Members): Applications; Payments/billings documentation; Correspondence	T + 2	-	T + 2	-	For this record series, T (Termination) represents termination of membership. Citation: California Government Code, § 34090
9.	Parks & Recreation Commission Agendas & Minutes	1	-	1	-	Duplicate Series. Official is in Community Services/City Hall. Citation: California Government Code, § 34090.7
10.	Personnel Files (Department copies)	T	-	T	-	Duplicate series. Official is in <u>Administrative Services Department - Human Resources division.</u> City Clerks Dept. Citation: California Government Code, § 34090.7
11.	Program Proposals Files: Correspondence; Resumes; Promotional materials; Sample program materials	3	-	3	-	Scope note: This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc. Citation: California

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DEPARTMENT: Community Services/Tennis & Swim Center					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Government Code, § 34090
12.	Swimming Pool Daily Logs	5	-	5	-	Scope note: Daily logs record swimming pool data: temperature, chlorine levels, pH levels, attendance, staffing, etc. Citation: California Government Code, § 34090
13.	Tennis Club Financial Administration Files: Deposit records Invoices Financial reports (copies; originals held by Finance) Correspondence & and supporting documentation	A	5	A + 5	-	Citation: California Government Code, § 34090
14.	Tot-Lot Attendance/Sign-In Sheets	5	-	5	-	Scope note: Tot-Lot is the on-site child care program. Children are signed in and out by parent/guardian on these attendance sheets. Citation: California Government Code, § 34090
15.	Vendors/Suppliers Files (Purchasing Records): Invoices (copies; originals in Finance); Shipping documents; Correspondence & and supporting data	2	-	2	-	Duplicate series. Official is in Finance. Citation: California Government Code, § 34090.7

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Finance					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	1099's Files: 1099's (City copies); Verifications reports; Procedures, rules & reference materials; Correspondence & backup data	3	2	5	-	Citation: California Government Code, § 34090
2.	Accounting System Backup Disks: —General ledger module backup; —Cash receipts module backup; —Accounts payable module backup	10	-	10	V	Note: "Information Systems Computer System Backup Tapes" contain same data. This record series describes a second, vital records backup of specific data, backed up on the last day of the fiscal year. Citation: California Government Code, § 34090
23.	Accounts Payable Files: Invoices; Copies of check stubs and checks; Correspondence & backup data; Purchase orders (yellow copies) Check register reports	A	5	A + 5	-	Note: Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years. Citation: California Government Code, § 34090
34.	Audit & Tax Reports:	10	P	10P	V, H	Note: Includes final reports

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DEPARTMENT: Finance						DATE: October 15, 2008 <u>September 25, 2013</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Final reports					from internal audits, single audits, and other audits and tax reports to state and federal agencies. <u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: 31 CFR 51.107
<u>45.</u>	Audit Files (Work Files): Audit reports (work copies); Financial statements (work copies); Procedures for preparation; Correspondence; Source materials, worksheets & backup data	5	-	5	-	Citation: California Government Code, § 34090
<u>56.</u>	Bank/Account Records: Account agreements & general account information; Account statements; Correspondence; Signature authorizations; Backup data	A	5	A + 5	-	Citation: California Government Code, § 34090
<u>67.</u>	Bank Deposits Files: Deposit receipts; Check copies; Deposit tickets copies; Cash register receipts/tapes from City departments	A	5	A + 5	-	Note: Also called Receipts or Cash Receipts. Citation: California Government Code, § 34090
<u>78.</u>	Bank Reconciliations Files: Bank statements (notated); Worksheets & backup data: Cash balance reports (copies); Check register reports (copies);	2	-	2	-	Citation: California Government Code, § 34090

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VHC CODES: V = Vital H = Historical C = Confidential

This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: Finance						DATE: October 15, 2008 <u>September 25, 2013</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	General ledger reports (copies)					
89.	Bank Statements Records: Statements; Canceled checks	A	5	A + 5	-	Note: Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years. Citation: California Government Code, § 34090
9-10.	Bond Files <u>(Performance bonds for recoverable projects)</u> : Bond documents (originals held by City Clerk) Council documentation (originals held by City Clerk) Agreements – trustees, banks, consultants (originals – held by City Clerk) Trustee statements (monthly/annual); Bank statements (monthly/annual); Canceled/redeemed/voided certificates; <u>Certificates of participation</u> ; Correspondence & supporting documentation.	C	10P	C+10P	V, H	<u>Note: Bonds for capital improvement projects are filed with the CIP agreements and contracts records held by the City Clerk division.</u> <u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: California Code of Civil Procedure, § 337.5 Citation: California Government Code, § 53921
104.	Budget (City Final): Final, approved budget documents. Copies are	5	P	P	H	Citation: California Government Code, §

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DEPARTMENT: Finance					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	retained for historical purposes.					34090
12.	Budget Development Files: Department budget submissions; Worksheets & analyses; Salary surveys; Draft budgets; Correspondence & backup data	12	9	102	-	Citation: California Government Code, § 34090
13.	Cash Receipts Reports (Daily/Periodic): Detail reports, printed from the City financial system, are summarized in the "Financial Reports (Year-end Printouts)"	A	5	A + 5	-	Citation: California Government Code, § 34090
14.	Community Development Block Grant (CDBG) Loan Files 4ADVANCE \d3Includes documentation of CDBG-deferred housing loans administered by the City. Files are organized by borrower name, and include: —Promissory notes (City copies) —Deeds (City copies) —Correspondence & supporting documentation	C	P	P	V,C	Citation: California Government Code, § 34090
13.5.	Comprehensive Annual Financial Reports (CAFR) - Final Reports	2	P	P	H	Citation: California Government Code, § 34090
164.	Comprehensive Annual Financial Reports Work Files: Source materials (reports, account statements, invoice copies, etc.); Worksheets & analyses; Reference materials; Correspondence & backup data	2	-	2	-	Note: Source materials are copied from other department files for use in report preparation. Citation: California Government Code, § 34090

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DEPARTMENT: Finance					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
18.	Emergency & Risk Management—City Hall Security-Administration Files: Daily security reports Correspondence & supporting data	1	1	2	-	Citation: California-Government Code, §-34090
20.	Emergency & Risk Management—False Alarm Program-Records Records of billings to businesses and residents for responses to false alarm incidents include: Lists of incidents from Sheriff's Department; Notices to businesses/residents; Billings copies & financial summaries; Monthly reports; Correspondence & supporting data	2	-	2	-	Citation: California-Government Code, §-34090
21.	Emergency & Risk Management—Disaster Response-Program Files: Disaster response plan Resources/contact lists Supporting data	S+2	-	S+2	-	Citation: California-Government Code, §-34090
1523.	Financial Reports (Daily/Periodic Printouts): Includes working printouts from the City financial system of edit listings and wrap-up reports, used for bank reconciliations.	C	-	C	-	Note: For this record series, C (closed/completed) represents completion of the bank reconciliation. Citation: California Government Code, § 34090.7
2164.	Financial Reports (Year-End Printouts – Previous to 1996): Revenue expense reports; Detail reports; Cash balance reports;	1	P	P	H	Note: For the years up to 1996 , printouts of final, year-end data from the City financial system are retained for historical

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DEPARTMENT: Finance					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	General ledger reports; Balance sheets					purposes. For the years 1996 and forward, the reports are available online from the financial system and are no longer printed for retention. Citation: California Government Code, § 34090
1725.	General Journal Entries: Includes source documents for entries and adjustments to the City financial system.	A	5	A + 5	-	Citation: California Government Code, § 34090
18.	<u>Grants Reimbursements Files:</u> <u>Grant applications and agreements (copies);</u> <u>Invoices;</u> <u>Grant summary sheets;</u> <u>Audit reports & documentation (if audited);</u> <u>Correspondence & supporting documentation.</u>	<u>C</u>	<u>4</u>	<u>C + 4</u>	-	<u>For this record series, C (Closed/Completed) represents completion of all terms of the grant agreement (including audit if required), or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</u> <u>Citation: 7 CFR 3016.42</u> <u>Citation: California Government Code, § 34090</u>
-26.	Information Systems—Computer System Backup Tapes	7d	-	7d	-	*Scope note: These tapes contain operational (not archival) backups of all users files and some data files on the City's computer system. The

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DEPARTMENT: Finance						DATE: October 15, 2008 <u>September 25, 2013</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						system is backed up daily. The City rotates a set number of tapes; the last tape in the set is copied over. If data is deleted at its source in the City system, it will be present on these backup tapes for seven days, then will be gone.
<u>1927.</u>	Las Virgenes Parking Administration Records: Deposit statements; Revenue reports; Contractor agreements (original held by City Clerk); Contractor reports; Contractor invoices; Correspondence & supporting documentation	A	5	A + 5	-	Citation: California Government Code, § 34090
<u>2028.</u>	Letters of Credit	T + 5	-	T + 5	-	For this record series, T (Termination) represents the termination of credit agreement. Citation: California Government Code, § 34090
<u>219.</u>	Local Agency Investment Fund (LAIF) Records: Fund statements; Fund reports; Correspondence	2	-	2	-	Citation: California Government Code, § 34090
-30.	OSHA Logs/Reports	5	-	5	-	Citation: California Administrative Code, § 14307

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DEPARTMENT: Finance						DATE: October 15, 2008 <u>September 25, 2013</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
2234.	Payroll - Employee Information Input/Output Documents	S	-	S	-	Note: These documents are used for transmitting payroll changes to payroll service company. Official documentation of changes made are in the employee's Personnel File.
2332.	Payroll - Employee Payroll Files Files, organized by employee name, contain employee payroll documentation, including: Personnel action forms (Department copies); Direct deposit information; Benefits enrollment documentation; 457 deferred comp. plan enrollments/change forms; W-4's; Supporting documentation.	T	6	T + 6		Citation: 26 CFR 31.6001
2343.	Payroll - Employee Time Records: Time sheets (originals); Vacation sick leave schedules	1	2	3	-	Citation: 29 CFR 516.2 - 516.6
2534.	Payroll - Payroll Reports: Payroll registers; Auto deposit registers; Year to date reports; Deductions registers; Monthly payroll summaries; Personnel planning reports; Month to date tax limits; <u>Punch detail reports.</u>	1	5	6	-	Scope note: Reports are prepared by payroll processing service and sent to Finance as a package representing each pay period. Citation: 26 CFR 31.6001-1

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DEPARTMENT: Finance						DATE: October 15, 2008 September 25, 2013
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
2635	Payroll - Payroll Tax Reports: Payroll tax statements; Fees statements; Tax information & backup data; Correspondence.	1	5	6	-	Citation: 29 USC 436
2736	Payroll - W-2's Records: W-2's (City copies); W-2 control reports; Correspondence & backup data.	6	0	6	-	Citation: 29 CFR 516.2 - 516.6
2837	Property Taxes Records: Assessed values totals statements; Reports & studies; Communications with L.A. County Assessor; Correspondence & backup data	A	5	A + 5	-	Citation: California Government Code, § 34090
2938	Purchase Order Logs	2	-	2	-	Citation: California Government Code, § 34090
3309	Purchase Orders (Pink Copies)	2	-	2	-	Note: Yellow copies are attached to original invoices in the Accounts Payable Files; this collection serves as a master numerical set. Citation: California Government Code, § 34090

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DEPARTMENT: Finance					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
4031.	Recoverables Files: Deposits records Invoices for permits fees Permits copies (originals held in Planning)	A	5	A + 5	-	Citation: California Government Code, § 34090
3244.	Revenues Records Remittance statements & reports; Check stubs; Correspondence & supporting documentation	A	5	A + 5	-	Note: Includes records of revenues from all sources, including franchise fees, transient occupancy taxes, utility users taxes, sales taxes, and other state & local revenue sources such as CDBG funds, fines, gas tax, industrial waste fees, water districts, OES, property taxes, state motor vehicle license fees, transfer taxes, etc. Citation: California Government Code, § 34090
1733.	Emergency & Risk Management – Certificates of Insurance	E + 2	-	E + 2	-	Scope note: Certificates of insurance that are contract-specific are filed by the City Clerk Dept. in the related contract files. This office receives and files <u>copies of</u> certificates of insurance for <u>contract administration purposes.</u> special events, subcontractors, and other non-contract specific events.

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DEPARTMENT: Finance						DATE: October 15, 2008 <u>September 25, 2013</u>
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Citation: California Government Code, § 34090
1934.	Emergency & Risk Management – City-Owned Insurance Records: Insurance policies & certificates Policy applications & information SCJPIA certificates of liability Memos of liability coverage Correspondence & backup data	E + 3	-	E + 3	-	Citation: California Government Code, § 34090
2235.	Emergency & Risk Management – SCJPIA Administrative Files: Correspondence; Budgets & financial statements; Reports & studies; Bulletins & publications; Meetings agendas.	2	-	2	-	Citation: California Government Code, § 34090
42-36.	Warrant Registers & Revenue Expenditure Reports Work Files: Computer reports & backup data; Final report (copy; official is held by City Clerk Department).	2	-	2	-	Note: Information from these work files is reflected in the record series Financial Reports (Year-End Printouts). Citation: California Government Code, § 34090

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Media Operations					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Commissions - Video <u>Recordings tapes</u> <u>Includes digital video recordings and</u> videotapes of meetings of official City commissions.	1	P	P	H	Citation: California Government Code, § 34090
2.	City Council - Video <u>Recordings tapes</u> <u>Includes digital video recordings and</u> videotapes of meetings of the City Council.	1	P	P	H	Citation: California Government Code, § 34090
3.	City Newsletters Several copies of each edition of the final, published City newsletter are retained for historical value.	P	-	P	H	Citation: California Government Code, § 34090
4.	City Newsletters Production files Files contain materials used to produce each edition of the City newsletter, including photographs, articles/ drafts, correspondence and supporting documentation.	5	-	5	-	Citation: California Government Code, § 34090
5.	City Web Site The City's web site is currently not archived; materials posted on the web are constantly changing, and the site is regularly superseded by a newer version	S	-	S	-	
6.	Equipment Files Identification information; Owners/instruction manuals; Service/maintenance information; Purchase information; Correspondence & backup data.	T	-	T	-	For this record series, T (Termination) represents termination of ownership of the equipment.
7.	Facilities Records Media Operations-related records of City facilities include wiring diagrams, schematics, equipment plans and drawings, etc. Only current versions are retained.	S	-	S	-	
8.	Film Permits Files Applications;	E + 3	-	E + 3	-	Citation: California

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DEPARTMENT: Media Operations					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Certificates of insurance; Correspondence & supporting data; Requests for refunds (copies; originals held in Finance).					Government Code § 34090
9.	Franchise Files (Cable Television) Agreements; Bonds/Certificates of insurance; Statements & reports; Federal Communications Commission forms and filings; Transfers & renewals; Correspondence & supporting documentation.	C	P	P	H	For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement. Citation: California Government Code § 34090
10.	Graphics Production Files Files contain materials used to produce graphics materials (brochures, etc.) for City departments, including photographs, articles/drafts, correspondence and supporting documentation. Final products are held by the requesting department.	AR	-	AR	-	
211.	<u>Information Systems - Accounting System Fiscal Year-End Backup Tapes</u> <u>General Ledger module fiscal year-end backup;</u> <u>Cash Receipts module fiscal year-end backup;</u> <u>Accounts Payable fiscal year-end module backup.</u>	<u>P</u>	<u>-</u>	<u>P</u>	<u>V</u>	<u>Note: This record series describes the archival, vital records backup of specific accounting system data onto tapes, disks or other digital recording media, performed on the last day of each fiscal year.</u> <u>Citation: California Government Code § 34090</u>
2612.	<u>Information Systems - Computer System Backup Tapes</u> <u>Daily backup tapes</u> <u>Weekly backup tapes</u>	<u>7 days</u> <u>1 month</u>	<u>-</u> <u>-</u>	<u>7 days</u> <u>1 month</u>	<u>-</u>	<u>*Scope note: These tapes contain operational (not archival) backups of all users files and some data files on the City's computer system. The system is</u>

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DEPARTMENT: Media Operations					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	<u>Monthly backup tapes</u>	<u>1 year</u>	-	<u>1 year</u>		<u>backed up daily, weekly and monthly. The City rotates a set number of tapes for each backup procedure; the last tape in the set is copied over.</u>
11 13.	Local Originating Programming Final programs are retained for 6 months.	6mos	-	6mos	-	Note: Programs will be evaluated by the Department for historical value before destruction occurs.
12.	Planning Commission Videotapes Videotapes of meetings of the Planning Commission	1	P	P	H	Citation: California Government Code, § 34090
13 14.	Work Requests Forms Includes completed work requests forms from City departments requesting Media Operations Department assistance.	1	-	1	-	

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Public Safety & Emergency Preparedness				DATE: September 25, 2013		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<u>Disaster Response Program Records</u> <u>Includes documentation of City participation in disaster response programs such as Community Emergency Response Team (CERT) and the Calabasas Emergency Response Program (CERP):</u> <u>Disaster response plan;</u> <u>Resources/contact lists;</u> <u>Correspondence and supporting data.</u>	S+2	-	S+2	-	<u>Citation: California Government Code, Section 34090</u>
2.	<u>False Alarm Program Records</u> <u>Records of billings to businesses and residents for responses to false alarm incidents include:</u> <u>Lists of incidents from Sheriff's Department;</u> <u>Notices to businesses/residents;</u> <u>Billings copies & financial summaries;</u> <u>Monthly reports;</u> <u>Correspondence & supporting data.</u>	2	-	2	-	<u>Citation: California Government Code, Section 34090</u>
3.	<u>Training Records</u> <u>Documentation of training given or sponsored by this department includes:</u> <u>Attendee lists and attendance records;</u> <u>Teacher contracts (if contracted);</u> <u>Course materials;</u> <u>Correspondence and supporting documentation.</u>	5	-	5	-	<u>Citation: California Government Code, Section 34090</u>

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Public Works/Engineering Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Bond Files Includes original bond documents, reduction and exoneration documentation, and supporting documentation for the following types of bonds: Land development bonds Grading bonds Faithful performance bonds Labor & materials bonds Subdivision agreements	C + 1	P	P	H	For this record series, C (Closed/Completed) represents exoneration of a bond. Citation: California Government Code, § 34090
2.	Capital Improvement Program (CIP) Files: Contractor files, including: Contracts, amendments & supporting data (Original contracts are in City Clerk Dept.); Bonds (originals are in City Clerk Dept.); Insurance documentation (originals are in City Clerk Dept.); Correspondence & supporting data; Consultant files, including: Contracts, amendments & supporting data (Original contracts are in City Clerk Dept.); Meeting notes; Correspondence & supporting data; Change orders files, including: Change order requests; Review documentation; Cost estimates; Change orders (originals are in City Clerk Dept.); Correspondence & supporting data; Permits files, including:	C + 1	P	C + 10P	H	Note: Files are retained for completion of the project and all terms of the project contracts and agreements, plus 10 years. At that time, the files will be evaluated by the department. If the structure still exists, or if the files have historical value, or if the files are needed for City operations, they will be retained for an additional time period. <u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: California Code of Civil Procedure, § 337.15

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DEPARTMENT: Public Works/Engineering Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Applications & backup data; Permits issued; Payments files, including: Purchase orders (copies; originals in Finance); Invoices (copies; originals in Finance); Progress payments (originals are in Finance Dept.); Correspondence & supporting data; Inspections files/Daily inspectors' reports; Certified payroll files; Project studies & reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Correspondence & supporting data.					
3.	Capital Improvement Programjeets (CIP) Plans & Drawings: Final, as-built plans & drawings	P	-	P	H	Citation: California Government Code, § 34090
4.	Capital Improvement Program Projects -(CIP) Right-of-Way Documentation : Deeds; Quitclaims; Easements.	P	-	P	-	Duplicate series. Official is in City Clerk Department. Citation: California Government Code, § 34090.7
5.	Disaster Incidents Files: Damage reports/assessments & supporting data Photographs Invoices (copies; original in Finance Dept.) Correspondence Council approvals/documentation (copies; original	C + 1	9P	C+10P	H	Scope note: This record series is for files documenting disaster incidents damages and claims for reimbursement from agencies such as FEMA and OES.

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DEPARTMENT: Public Works/Engineering Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	in City Clerk).					<p>Special retention instructions: For this record series, C (Closed/completed) represents reimbursement and release by the funding agency, or completion of the project and all terms of the project contracts and agreements, whichever is later, plus 10 years. At that time, the files will be evaluated by the department. If the structure still exists, or if the files have historical value, or if the files are needed for City operations, they will be retained for an additional time period.</p> <p><u>At the end of the office retention period, records will be digitized for permanent retention.</u></p> <p>Citation: California Code of Civil Procedure, § 337.15</p>
6.	Encroachment/Excavation Permits	3	P	P	H	Citation: California Government Code, § 34090
7.	Federal Highway Administration (FHWA) Funding - Administrative Files: Applications/funding requests & supporting data; Budgeting analyses; Correspondence w/ FHWA ; Correspondence w/ local administrative agencies	C	5	C + 5	-	For this record series, C (Completion) represents completion of all terms of the grant/funding agreement (including audit, if required) as specified by the funding agency.

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DEPARTMENT: Public Works/Engineering Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	(including CALTRANS); Studies & reports; Supporting data					Citation: 49 CFR 18.42 and/or 29 CFR 5.5
8.	Final Maps, Plans, & Drawings: Final, recorded maps, plans, & drawings, including: Subdivision maps Parcel maps Final maps Assessment districts Record of survey Improvement plans Record plans (street, storm drain, sewer) Tract maps Construction (final as-constructed only) Utilities (water, sewer, storm drain, etc.) Reclamation districts	P	-	P	H,V	Final maps, plans, & drawings are recorded with the County Assessor. Citation: California Government Code, § 34090
9.	Grading Records Files include: Grading permits; Grading plans; Geotechnical/soils reports; Rough & fine grading certificates.	C + 1	P	P	H	For this record series, C (Closed/Completed) represents completion of a grading project. Citation: California Government Code, § 34090
10.	Grants/Funding Files: Applications & supporting data; Financial/budgeting data; Correspondence & supporting data; Reports to funding agency; Program completion documentation; Rules, regulations & procedures; Contracts, amendments & supporting data (original	C + 1	3	C + 4	-	For this record series, C (Completion) represents completion of all terms of the grant/funding agreement (including audit, if required) as specified by the funding agency. Citation: 7 CFR 3016.42

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DEPARTMENT: Public Works/Engineering Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
contracts are filed with City Clerk)						
11.	Land Development Projects Files: Correspondence & memos; Reports & studies; Title reports; Reviews & comments; Evaluation estimates; Plan check documentation; Plans & drawings; Agreements; Easements; Permits (copies); Final maps; Supporting data	C + 1	P	P	H	Scope note: Land Development Projects include grading plans, street improvement plans, storm drain plans, landscaping plans, lot line adjustments, and plan checks. Citation: California Government Code, § 34090
12.	NPDES - Compliance Files (by calendar year) Files contain documentation of City compliance with National Pollutant Discharge Elimination System (NPDES) regulations. Files include: Inspections/site visits documentation (State & Federal agencies) Monitoring reports Documentation of compliance activities: 5 year plan -public education Site visit program - public education Illicit discharge/illicit connection Public agency activities Development planning Development construction Educational programs Correspondence	E + 5	-	E + 5	-	Citation: 40 CFR 122.21 40 CFR 122.41

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This records retention schedule addresses City records in paper and electronic/digital format.

DEPARTMENT: Public Works/Engineering Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Supporting documentation Files are retained until expiration of the NPDES permit for which the compliance records were created, plus five years (E + 5)					
13.	NPDES - User Files Files, organized by street address (organization, companies, etc. operating in the City and subject to NPDES regulations), contain documentation of National Pollutant Discharge Elimination System (NPDES) compliance, as administered by the City. File includes: Incident reports Site visitation reports Followup reports Enforcement actions documentation Correspondence	5	-	5	-	Citation: 40 CFR 122.41 40 CFR 122.44
14.	Operations & Maintenance (O&M) Projects Files: Service requests (copies; original in City Clerk); Financial data (copies; original in Finance); Correspondence & supporting data	2	-	2	-	Scope note: O&M Projects are those projects that the City contracts out to the County or private contractors. City involvement is minimal; usually these are initiated by service request (filed with City Clerk). Financial tracking is documented in Finance Dept. records. As a result, these project files contain minimal documentation. Citation: California Government

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DEPARTMENT: Public Works/Engineering Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						Code, § 34090
15.	Policies & Procedures for Engineering Operations (Internal)	S + 10	— P	S + 10P	V, H	<p>Scope note: This record series is for policies and procedures for Engineering operations developed by this Department.</p> <p><u>At the end of the office retention period, records will be digitized for permanent retention.</u></p> <p>Citation: California Government Code, § 34090</p>
16.	Policies & Procedures for Engineering Operations (External)	S + 10	- P	S + 10P	- H	<p>Scope note: This record series is for legal guidelines, policies and procedures governing Engineering operations received from outside organizations. Original is in the originating organization.</p> <p><u>At the end of the office retention period, records will be digitized for permanent retention.</u></p> <p>Citation: California Government Code, § 34090</p>
17.	Street Name Files: Files, organized by street name/address, contain a history of public works improvements and activity in the public right-of-way at each location, including:	P	-	P	H	Citation: California Government Code, § 34090

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DEPARTMENT: Public Works/Engineering Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Right-of-way documentation copies Soils reports NPDES-related documentation Photographs, memos & supporting documentation					
<u>184.</u> —	<u>Tract/Address Reports Files:</u> <u>Files, organized by tract number, contain all soils & geology-related documentation for property at each tract, including:</u> <u>Soils reports;</u> <u>Geology reports;</u> <u>Grading plans;</u> <u>Correspondence & backup data.</u>	<u>P</u>	<u>-</u>	<u>P</u>	<u>V</u>	<u>Citation: California Government Code, § 34090</u>

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Public Works/Landscape Maintenance District Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	As-Built Plans & Drawings: Utilities; Sprinklers; Irrigation systems.	P	-	P	V	Citation: California Government Code, § 34090
2.	Capital Improvement Program Project -(CIP) Files: Contract files, including: Contracts, amendments & supporting data (Original contracts are in City Clerk Dept.); Bonds & insurance documentation (official in Finance); Correspondence & supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals; Correspondence & supporting data; Inspections & acceptance documentation; Certified payroll files; Project studies & reports; Design records, including: Design research data; Survey data; Calculations; Drawings; Plans & drawings; Right-of-way documentation (official in City Clerk); Progress reports; Project notes, worksheets & analyses; City Council documentation (copies; official in City Clerk); Correspondence & supporting data.	C + 1	9P	C+10P	H	_Note: Files are retained for completion of the project and all terms of the project contracts and agreements, plus 10 years. At that time, the files will be evaluated by the department. If the structure still exists, or if the files have historical value, or if the files are needed for City operations, they will be retained for an additional time period. <u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: California Code of Civil Procedure,

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DEPARTMENT: Public Works/Landscape Maintenance District Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
						§ 337.15
3.	Homeowners Association (HOA) Correspondence Files	2	-	2	-	Citation: California Government Code, § 34090
4.	Homeowners Association (HOA) Fiscal Year Summaries Files, organized by year/HOA name, contain summary records of expenditures for landscape maintenance services and usage, by category. These are used for budgeting, planning and reporting	5	-	5	-	Citation: California Government Code, § 34090
5.	Landscape Assessment District Administrative Files: District formation documentation; <u>Annual Engineering Reports to the City</u> ; Administrative rules & procedures; Assessment roles ; Assessment computations; District maps & drawings; City Council documentation (copies; official in City Clerk); Correspondence, memos & supporting documentation.	2	<u>P</u>	<u>2P</u>	-	Citation: California Government Code, § 34090
6.	Landscape Assessment District Ballots: Includes documentation of balloting to approve or disapprove changes in assessment methodology and/or amounts. Ballots ("Prop 218 compliance ballots") are distributed to property owners when changes are proposed. Includes voted ballots, correspondence, & supporting documentation.	C	2	C + 2	-	Note: Files are retained for completion of the balloting plus 2 years (C + 2). Citation: California Government Code, § 34090
7.	Landscape Assessment District Calculation Records:	1	4	5	-	Citation: California

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DEPARTMENT: Public Works/Landscape Maintenance District Division					DATE: October 15, 2008 <u>September 25, 2013</u>	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Files contain data used to calculate expenditures for each district (as shown in the record series "Homeowners Association Fiscal Year Summaries"), including: Budgeting/allocation data; Annual Engineering Reports to the City; Accounting records (copies; official in Finance);					Government Code, § 34090
8.	Landscape Maintenance Contracts Files Files document annual contracts with landscape maintenance contractors, including: Contracts, amendments & supporting data (Original contracts are in City Clerk Dept.); Service requests/responses documentation; Billing information; Correspondence & supporting data.	5	-	5	-	Citation: California Code of Civil Procedure, § 337
9.	Landscape Maintenance Project Files: Contract files, including: Contracts, amendments & supporting data (originals Held by City Clerk Dept.); Bonds & insurance documentation (official in Finance); Correspondence & supporting data; Accounting/Payments files, including: Contractor invoices (copies; originals in Finance); Progress payments/approvals Correspondence & supporting data; Inspections & acceptance documentation; Certified payroll files;	C + 1	9P	C+10P	H	_ Note: Files are retained for completion of the project and all terms of the project contracts and agreements, plus 10 years. At that time, the files will be evaluated by the department. If the structure still exists, or if the files have historical value, or if the files are needed for City operations, they will be

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DEPARTMENT: Public Works/Landscape Maintenance District Division				DATE: October 15, 2008 <u>September 25, 2013</u>		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Project studies & reports; Design records, including: Design research data Survey data; Calculations; Drawings; Plans & drawings Right-of-way documentation (copies; official in City Clerk); Progress reports; Project notes, worksheets & analyses; City Council documentation (copies; official in City Clerk); Correspondence & supporting data.					retained for an additional time period. <u>At the end of the office retention period, records will be digitized for permanent retention.</u> Citation: California Code of Civil Procedure, <u>§ 337.15</u>

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**RECORDS RETENTION SCHEDULE
CITY OF CALABASAS**

DEPARTMENT: Public Works/Traffic & Transportation Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Design/Environmental Review (DRC/ERC) Committee Work Files: Files contain working documents from departmental participation on planning projects through the DRC/ERC. Final, official documentation is held by the Planning Department in the appropriate project file.	C + 1	-	C + 1	-	Duplicate series. Official is in Planning. Citation: California Government Code, § 34090.7
2.	Grants Files: Applications & supporting data; Contracts, amendments & supporting data (original contracts are in City Clerk Dept.); Budgeting & financial data; Reports to granting agency; Correspondence & supporting data; Audits, approvals & releases (grant completion documentation); Rules, regulations & procedures.	C + 1	3	C + 4	-	A current example is Dial A Ride, funded by and subject to audit by MTA. For this record series, C (Closed/Completed) represents completion of all terms of the grant as specified by the granting agency, including any required audits, monitoring periods, etc. Citation: 49 CFR 18.42
3.	Intersections/Segments Files: Service requests; Maps & drawings; Correspondence; Supporting data.	P	-	P	H	Citation: California Government Code, § 34090
4.	Planning Projects Files (Administrative Files): RFPs/Invitations to bid (originals are in City Clerk Dept.); Bids & proposals (originals are in City Clerk Dept.); Evaluation & selection documentation; Financial data; Drafts, reviews, comments; Agenda reports (copies; original in City Clerk);	C + 1	<u>9P</u>	C + 10 <u>P</u>	H	For this record series, C (Completion) represents completion of all terms of the contract/agreement with consultant providing transportation planning services. <u>At the end of the office retention period, records will be digitized for permanent retention.</u>

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DEPARTMENT: Public Works/Traffic & Transportation Division					DATE: October 15, 2008 September 25, 2013	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V,H,C	NOTES
		OFFICE	STORAGE	TOTAL		
	Contracts & agreements (copies; original in City Clerk); Correspondence & supporting data.					Citation: California Code of Civil Procedure, § 337.15
5.	Planning Projects Files (Final Documentation): Final reports, studies, surveys, maps, etc.	P	-	P	H	Scope note: This record series is for the final work product produced in transportation planning projects. Citation: California Government Code, § 34090
6.	Programs Files: Program rules, regulations, & procedures; Reports & studies; Correspondence & supporting data	C + 2	-	C + 2	-	Scope note: Includes programs initiated and administered by this department, and programs initiated and administered by other agencies in which the City participates. Citation: California Government Code, § 34090
7.	Special Events Files: Service requests; Maps, plans & drawings; Correspondence & supporting data; Permits/applications.	C + 4	-	C + 4	-	Scope note: Includes parades, block parties, picnics, celebrations, sporting events, etc. Citation: California Government Code, § 34090
8.	Traffic & Transportation Surveys: Includes records of responses to public surveys administered by this department regarding traffic and transportation issues.	2	-	2	-	Citation: California Government Code, § 34090

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Records Retention Schedule
2013 Modifications

ITEM 6 ATTACHMENT 5

Item No.	Record Series	Action	Notes
All City Departments			
4	City Commissions minutes, agendas and resolutions	Added Commissions Names	
5	City Commissions - Notices	Updated language regarding completion	City Attorney recommendation
6	Correspondence Files	Updated language	
7	Department Budget Files	Updated language	
8	Personnel Files	Changed location from City Clerks Dept. to Human Resources	
10	Policies and Procedures	Changed retention period to permanent	Taskforce recommendation
Prev. 14	Telephone message logs	Removed from schedule	Message logs are no longer used
City Clerk			
2	Agreements, Contracts & Leases	Changed retention period to permanent	Taskforce recommendation
3	Bids/Proposals Files (Successful Bidders	Changed retention period to permanent	Taskforce recommendation
5	CDBG Files	Transferred to Administrative Services	Function handled by Senior Management Analyst
Prev. 13	Commission agendas, minutes and resolutions	Removed	Covered under #4 in All City Depts.
Prev.17	City Council Meetings - Agenda Packets (Electronic)	Modified language	
Prev.18	City Council Meetings - Agenda Packets (Hard copy)	Modified language	
Prev. 19	City Council agendas	Removed	Covered under #17 and 18 in City Clerks Dept.
Prev. 26	City History Files	Updated language	
Prev. 27	City Manager Correspondence	Changed retention period to permanent	
Prev. 29	City Manager Memos	Changed retention period to permanent	
Prev. 36	Election Records - Election History Files	Updated language	
Prev. 65	Statements of Economic Interests	Removed	Covered under #66 in City Clerks Dept.

Records Retention Schedule
2013 Modifications

Prev. 66	Statements of Economic Interests	Modified language	
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Human Resources			
2	OSHA Logs	Moved from Finance Department	
3	Personnel Files	Contents updated	

Library			
1	Grant files	Modified language under notes	
4	Library card application (adults)	Changed retention period to 4 years	Department decision
5	Library Card Applications (Juvenile Patrons)	Modified language under notes	

City Attorney			
1	City Attorney Opinions	Updated language under notes	
2	City Council Executive Session/Closed Session Files	Updated language under notes	
3	Civil Litigation Case Files	Updated language under notes	
4	Civil Litigation Case Files (Historical)	Updated language under notes	
5	Civil Litigation Case Resolution Documentation	Updated language under notes	
6	Work Requests Files	Updated language under notes	
7	Work Requests Files (Real Property-Related)	Updated language under notes	

Community Development /Building Safety Division			
1	Calabasas Enterprise Land Management System	Added Record Series	
2	Code Enforcement - Case Files	Changed retention period to permanent	
10	Sewer Maps & Indexes	Transferred to Public Works/Engineering	Records are held by Public Works
11	Tract/Address Reports Files	Transferred to Public Works/Engineering	Records are held by Public Works

Community Development /Planning Division			
1	Counter inquiries	Added Records Series	
Prev. 3	CDBG Grants	Transferred to Administrative Services	Function handled by Senior Management Analyst
Prev. 4	CDBG Grants Administration Files	Transferred to Administrative Services	Function handled by Senior Management Analyst
Prev. 5	CDBG Grants Project Files	Transferred to Administrative Services	
Prev. 6	CDBG Grants Administration and Implementation Files	Transferred to Administrative Services	

Records Retention Schedule
2013 Modifications

Prev. 7	Planning Commission Resolutions	Removed	Covered under #4 in All City Depts.
5	Project Files (Administrative Plan Review):	Added Records Series	
8	Project Files (Historic Preservation Areas):	Added Records Series	
9	Project Files (Home Occupation Permits)	Added Records Series	
12	Project Files (Minor Scenic Corridor Permits)	Added Records Series	
13	Project Files (Minor Use Permits):	Added Records Series	
15	Project Files (Parcel Maps)	Updated language under notes	
17	Project Files (Scenic Corridor Permits)	Added Records Series	
19	Project Files (Site Plan Reviews)	Changed retention period to permanent	Taskforce recommendation
21	Project Files (Tract Maps)	Updated language under notes	
24	Project Files (Zoning Clearances):	Added Records Series	

Community Services

2	Art Gallery (City Hall Art Files)	Removed	Obsolete record series
5	Credit Card Service Administration Files	Removed	Obsolete record series
Prev. 7	De Anza Revenue Reports	Updated title	
Prev. 10	Department Director - Parks/Facilities Construction Projects Files	Changed retention period to permanent	Taskforce recommendation
Prev. 11	Department History Files	Updated language	
17	Personnel - Volunteers Fingerprint Response Reports	Added Record Series	
Prev. 25	ReeWare Database	Updated title	

Community Services/Creekside

6	Teachers Files (Personnel Files)	Updated department where original files are kept	
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Community Services/Tennis & Swim Center

10	Personnel Files	Updated department where original files are kept	
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Finance

Finance			
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Records Retention Schedule
2013 Modifications

2	Accounting Systems Backup Disks	Transferred to Media Operations/IT	Function handled by IT
Prev. 4	Audit & Tax Reports	Changed retention period to permanent	Taskforce recommendation
Prev. 10	Bond Files (Performance Bonds for Recoverable Projects)	Updated language/changed retention period to permanent	Taskforce recommendation
Prev. 12	Budget Development Files	Updated language/changed retention period to two (2) years	As recommended by the CFO
Prev. 14	CDBG Grants	Transferred to Administrative Services	Function handled by Senior Management Analyst
Prev. 18	Emergency & Risk Management City Hall Security	Transferred to Administrative Services	Function handled by Building Engineer
Prev.20	Emergency & Risk Management False Alarm Program	Transferred to Public Safety	
Prev. 21	Emergency & Risk Management Disaster Response Program	Transferred to Public Safety	
18	Grant Files	Updated language	
Prev. 26	Information Systems Computer Backup Tapes	Transferred to Media Operations/IT	Function handled by IT
Prev. 30	OSHA Logs	Transferred to Human Resources	Function handled by HR
Prev. 34	Payroll - Payroll Reports	Updated language	
Prev. 17	Risk Management Certificates of Insurance	Changed Title/Updated language	
Prev. 19	Risk Management Certificates of Insurance City-Owned Insurance Records	Changed Title/Updated language	
Prev. 22	Risk Management Certificates of Insurance SCJPIA	Changed Title/Updated language	

Media Operations			
1	City Commissions Video	Updated language	
2	City Council Video	Updated language	
11	Information Systems - Accounting System Fiscal Year-End Backup Tapes	Transferred from Finance	Function handled by IT
12	Information Systems - Computer System Backup Tapes	Transferred from Finance	Function handled by IT
Prev. 12	Planning Commission Video Tapes	Removed	Covered under #1 in Media Ops.

Records Retention Schedule
2013 Modifications

Public Works/Engineering			
2	Capital Improvement Project	Updated title/Changed retention period to permanent	Taskforce recommendation
3	Capital Improvement Project Drawings	Changed the word project to program	
4	Capital Improvement Project Right-of-Way Documentation	Changed the word project to program	
5	Disaster Incidents Files	Changed retention period to permanent	Taskforce recommendation
Prev. 11	Tracked Address Reports Files	Transferred from Community Services/Building Safety Division	Function handled by Public Works
15	Policies & Procedures for Engineering Operations (Internal)	Changed retention period to permanent	Taskforce recommendation
16	Policies & Procedures for Engineering Operations (External)	Changed retention period to permanent	Taskforce recommendation
Public Works/Landscape			
2	Capital Improvement Program Project (CIP) Files	Changed retention period to permanent	
5	Landscape Assessment District Administrative Files	Updated language/changed retention period to permanent	
7	Landscape Assessment District Calculation Records	Updated language	
9	Landscape Maintenance Project Files	Changed retention period to permanent	Taskforce recommendation
Public Works/Traffic & Transportation			
2	Grant Files	Updated language under notes	
4	Planning Projects Files (Administrative Files)	Changed retention period to permanent	Taskforce recommendation




CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 16, 2013

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR
ALEX FARASSATI, PH.D., ENVIRONMENTAL SERVICES SUPERVISOR

SUBJECT: DISCUSSION ON ELECTRIC VEHICLE CHARGING STATIONS.

MEETING DATE: SEPTEMBER 25, 2013

SUMMARY RECOMMENDATION:

That the City Council receives and files this report and provide direction to staff to explore establishing EV charging stations in Calabasas.

BACKGROUND:

An electric car is an automobile that is propelled by one electric motor or more, using electrical energy stored in batteries or another energy storage device. Electric motors give electric cars instant torque, creating strong and smooth acceleration.

Staff presented this item to the Environmental Commission at their September 3, 2013 meeting. Commissioners recommended that the City Council direct staff to explore establishing EV charging stations in Calabasas.

DISCUSSION/ANALYSIS:

Electric cars were popular in the late 19th century and early 20th century, until advances in internal combustion engine technology and mass production of cheaper gasoline vehicles led to a decline in the use of electric drive vehicles.

The energy crises of the 1970s and 1980s brought a short-lived interest in electric cars; although, those cars did not reach the mass marketing stage. Since 2008, a renaissance in electric vehicle manufacturing has occurred due to advances in battery and power management technologies, concerns about increasing oil prices, and the need to reduce greenhouse gas emissions.

By August 2013, the world's top-selling highway-capable all-electric cars are the Nissan Leaf, with global sales of over 75,000 units; the Mitsubishi i-MiEV, with global sales of more than 30,000 vehicles, and the Tesla Model S, with 12,700 units delivered.

Pure electric car sales in 2012 were led by Japan with a 28% market share of global sales, followed by the United States with a 26% share, China with 16%, France with 11%, and Norway with 7%.

Benefits

An electric car uses clean, affordable, domestic electricity for some or all of its energy. An all-electric vehicle (EV) stores all its energy in batteries. Plug-in hybrids (PHEV) store some energy in batteries, and have a gas engine to extend range. Conventional hybrids have batteries, but all their energy comes from gasoline. They cannot plug in to cleaner, cheaper, domestic power!

Electric cars are very reliable. No oil changes, no tune ups. EVs have 10 times fewer moving parts than a gasoline powered car. There's no engine, transmission, spark plugs, valves, fuel tank, tailpipe, distributor, starter, clutch, muffler or catalytic converter.

The best way to reduce carbon emissions is to utilize the ever cleaner, greener, more renewable grid to power transportation. Only grid-rechargeable cars can attain the end goal of zero-emissions and ensure fuel price stability.

Additional benefits of electric cars over conventional internal combustion engine automobiles include a significant reduction of local air pollution, as they do not emit tailpipe pollutants and in many cases, a large reduction in total greenhouse gas and other emissions and less dependence on foreign oil.

US and California Markets

As of December 2012, around 27,000 all-electric cars have been sold in the U.S. since 2008, led by the Nissan Leaf, with 19,512 units sold through December 2012, followed by the Tesla Model S with 2,650 units sold through December 2012, the Tesla Roadster, which sold around 1,800 units until sales ended in the country in December 2011.

As of August 2012, 32% of total electric car sales in the US took place in California. California leadership arises from being the most populous state and also the largest U.S car market with about 10% of all new car sales. Furthermore, the California provides the Clean Vehicle Rebate in addition to the federal tax credit, and also has an air quality mandate that requires automakers to sell a combined 7,500 zero-emission vehicles (ZEVs) between 2012 and 2014.

During the first quarter of 2013 a total of 17,813 PEVs were sold in the U.S., representing 0.53% share of total new car sales in the quarter. Sales were led by the Tesla Model S more than 4,750 units, followed by the Chevrolet Volt with 4,244 units, and the Nissan Leaf with 3,539 cars.

The U.S. government has pledged \$2.4 billion in federal grants for electric cars and batteries.

Electric Vehicle Supply Equipment (EVSE)

Not to be confused with chargers, this term refers to any off-board equipment used to supply charging energy to the vehicle. EVSE can take the form of a cord, a station mounted to a wall, pedestal or pole, and even the different outlets and plugs that make up the circuit.

This equipment should prevent energizing of the charge plug until it is seated in a vehicle port. It should monitor for safety hazards. It communicates to the vehicle the amount of current that can be provided by the circuit and gets information about area ventilation requirements.

A charger converts AC supply power to DC and uses it to charge the vehicle batteries. Many modern electric cars have their own on-board charger. This can be its own discrete unit, or the electronics can be integrated into the drivetrain or another component. Chargers can also exist off the vehicle, as in the case of DC quick chargers.

Batteries in BEVs¹ must be periodically recharged. Unlike vehicles powered by fossil fuels, BEVs are most commonly and conveniently charged from the power grid overnight at home, without the inconvenience of having to go to a filling station. Charging can also be done using a street or shop charging station.

Reports emerged in late July 2013 of a significant conflict between the companies responsible for the two types of charging machines. The Japanese-developed

¹ A **battery electric vehicle (BEV)** is a type of electric vehicle (EV) that uses chemical energy stored in rechargeable battery packs. BEVs use electric motors and motor controllers instead of internal combustion engines (ICEs) for propulsion.

CHAdEMO² standard is favored by Nissan, Mitsubishi, and Toyota, while the Society of Automotive Engineers' (SAE) International J1772 Combo standard is backed by GM, Ford, Volkswagen, and BMW. Both are direct-current quick-charging systems designed to charge the battery of an electric vehicle to 80 percent in approximately 20 minutes, but the two systems are completely incompatible.

In light of an ongoing feud between the two companies, experts in the field warned that the momentum of the electric vehicle market will be severely affected.

US Charging Standards

Around 1998 the California Air Resources Board classified levels of charging power that have been codified in title 13 of the California Code of Regulations, the U.S. 1999 National Electrical Code section 625 and SAE International standards. Three standards were developed, termed Level 1, Level 2, and Level 3 charging.

Level	Specifications
Level 1	AC energy to the vehicle's on-board charger; from the most common U.S. grounded household receptacle, commonly referred to as a 120 volt outlet.
Level 2	AC energy to the vehicle's on-board charger; 208 - 240 volt, single phase. The maximum current specified is 32 amps (continuous) with a branch circuit breaker rated at 40 amps.
Level 3	DC energy from an off-board charger; there is no minimum energy requirement but the maximum current specified is 400 amps and 240 kW continuous power supplied.

More recently the term "Level 3" has also been used by the SAE J1772³ Standard Committee for a possible future higher-power AC fast charging standard. To distinguish from Level 3 DC fast charging, this would-be standard is written as "Level 3 AC". SAE has not yet approved standards for either AC or DC Level 3 charging.

DC Quick Charger is an off-board charger that connects directly to a vehicle's high-voltage battery bus. It allows for high power transfer and can charge a battery to 80% or so in minutes instead of hours. Quick charging should be done according to

² A quick charging method backed by various automakers. The Nissan LEAF and Mitsubishi iMIEV use the TEPCO port and the CHAdEMO protocol.

³ A Society of Automotive Engineers (SAE) standard that covers AC Level 1 and 2 and DC Level 1 and 2 charging. J-1772 is the standard for AC charging in the United States. The latest revision was published in October of 2012.

vehicle manufacturers specifications, as this charge method can be damaging to the battery if done too often.

As of June 2012, some electric cars provide charging options that do not fit within the older California "Level 1, 2, and 3 charging" standard, with its top charging rate of 40 Amps. For example, the Tesla Roadster may be charged at a rate up to 70 Amps (16.8 kW) with a wall-mounted charger.

Charging Stations in Proximity of Calabasas

Widespread adoption of electric cars faces several hurdles and limitations, however, including the higher cost of electric vehicles, the lack of recharging infrastructure (other than home charging) and the driver's fear of the batteries running out of energy before reaching their destination (range anxiety) due to the limited range of most existing electric cars.

The following chart shows the charging stations within 10 miles of Calabasas. The closest electric vehicle charging station to Calabasas is at the Kaiser Permanente:

5.5 mi	Kaiser Permanente - Woodland Hills - 5601 De Soto Ave. Woodland Hills, CA. 91367
10 mi	Saturn of Thousand Oaks - 3440 Thousand Oaks Blvd., Thousand Oaks, CA 91362

FISCAL IMPACT/SOURCE OF FUNDING:

There is no fiscal impact associated with this informational report.

REQUESTED ACTION:

That the City Council receives and files this report and provide direction to staff to explore establishing EV charging stations in Calabasas.

ATTACHMENTS:

None.



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Administrative Services					
85259	9/5/2013	MUNICIPAL CODE CORPORATION	MUNICIPAL CODE SUPPLEMENTS	353.69	Administrative Services
85280	9/11/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	108.00	Administrative Services
85313	9/11/2013	KURTZ D.O./ALLAN//	PRE-EMPLOYMENT PHYSICALS	45.00	Administrative Services
85345	9/11/2013	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	9.13	Administrative Services
Total Amount for 4 Line Item(s) from Administrative Services				\$515.82	
City Council					
85300	9/11/2013	ECONOMIC ALLIANCE	CORPORATE PARTNERSHIP SPONSOR	5,000.00	City Council
85278	9/6/2013	COMMUNITY CENTER ALLIANCE	ROCK LIFE DONATION	500.00	City Council
85292	9/11/2013	CONEJO AWARDS	THERMO PLAQUE	204.36	City Council
85314	9/11/2013	LANDS' END BUSINESS OUTFITTERS	BUSINESS ATTIRE W/ LOGO	92.67	City Council
85343	9/11/2013	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	City Council
85292	9/11/2013	CONEJO AWARDS	NAME BADGES	13.98	City Council
Total Amount for 6 Line Item(s) from City Council				\$5,849.02	
Civic Center O&M					
85332	9/11/2013	PRIDE INDUSTRIES	CUSTODIAL SERVICES	1,969.30	Civic Center O&M
85332	9/11/2013	PRIDE INDUSTRIES	CUSTODIAL SERVICES	1,950.86	Civic Center O&M
85347	9/11/2013	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	776.39	Civic Center O&M
85347	9/11/2013	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	558.59	Civic Center O&M
85302	9/11/2013	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- AUG 2013	500.00	Civic Center O&M
85305	9/11/2013	GENERATOR SERVICES CO.	GENERATOR MAINTENANCE	489.00	Civic Center O&M
85302	9/11/2013	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- AUG 2013	250.00	Civic Center O&M
85296	9/11/2013	DEPT. OF INDUSTRIAL RELATIONS	OPERATING PERMIT- ELEVATOR	225.00	Civic Center O&M
85296	9/11/2013	DEPT. OF INDUSTRIAL RELATIONS	OPERATING PERMIT- ELEVATOR	225.00	Civic Center O&M
85270	9/5/2013	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	212.50	Civic Center O&M
85270	9/5/2013	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	212.50	Civic Center O&M
85253	9/5/2013	INNER-I ...SECURITY IN FOCUS	SERVICE RESPONSE CALL	180.00	Civic Center O&M
Total Amount for 12 Line Item(s) from Civic Center O&M				\$7,549.14	
Community Development					
85277	9/5/2013	WILLDAN ASSOCIATES INC.	BLDG & SAFETY SERVICES- JULY 1	10,349.16	Community Development
85254	9/5/2013	KAREN WARNER ASSOCIATES	HOUSING CONSULTING	6,167.18	Community Development



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85266	9/5/2013	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	5,552.50	Community Development
85301	9/11/2013	EDGESOFT, INC.	SOFTWARE MAINTENANCE	4,000.00	Community Development
85301	9/11/2013	EDGESOFT, INC.	SOFTWARE MAINTENANCE	4,000.00	Community Development
85248	9/5/2013	CYBERCOPY	COPY/PRINTING SERVICE	1,167.55	Community Development
85275	9/5/2013	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	271.41	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	192.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	186.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	180.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	180.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	180.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	180.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	180.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	174.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	174.00	Community Development
85237	9/5/2013	ACORN NEWSPAPER	LEGAL ADVERTISING	144.00	Community Development
85330	9/11/2013	PLANTAG	PLAN TAGS	123.85	Community Development
85275	9/5/2013	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	84.26	Community Development
Total Amount for 18 Line Item(s) from Community Development				\$33,305.91	

Community Services

85244	9/5/2013	CALABASAS COUNTRY CLUB	SAVVY SENIOR LUNCHEON	3,600.00	Community Services
85274	9/5/2013	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,055.49	Community Services
85324	9/11/2013	NEW WEST SYMPHONY	PERFORMANCE- CONCERT	3,000.00	Community Services
85298	9/11/2013	DSR AUDIO	SOUND/POWER- CONCERT	2,500.00	Community Services
85298	9/11/2013	DSR AUDIO	SOUND/POWER- CONCERT	2,500.00	Community Services
85234	9/5/2013	A RENTAL CONNECTION	EQUIPMENT RENTAL- CONCERT	2,191.18	Community Services
85316	9/11/2013	LITTLE LEARNERS LLC	RECREATION INSTRUCTOR	2,180.50	Community Services
85316	9/11/2013	LITTLE LEARNERS LLC	RECREATION INSTRUCTOR	1,870.40	Community Services
85249	9/5/2013	DNA ELECTRIC	ELECTRICAL REPAIRS	1,300.00	Community Services
85306	9/11/2013	HALO PERFORMING ARTS ACADEMY	RECREATION INSTRUCTOR	931.50	Community Services
85249	9/5/2013	DNA ELECTRIC	ELECTRICAL REPAIRS	750.00	Community Services
85251	9/5/2013	GOVPARTNER	RESERVE PARTNER HOSTING- AUG13	650.00	Community Services
85265	9/5/2013	PACIFIC SANITATION, INC.	SEPTIC TANK SERVICES	540.00	Community Services
85336	9/11/2013	S & S PORTABLE SERVICES	RESTROOMS- CONCERT	452.35	Community Services
85270	9/5/2013	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES/GRP	420.00	Community Services
85328	9/11/2013	OSLER BISHOP & ASSOCIATES	RECREATION INSTRUCTOR	327.95	Community Services
85315	9/11/2013	LAS VIRGENES UNIFIED SCHOOL	ENRICHMENT PROGRAM- SUMMER 13	276.00	Community Services



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85249	9/5/2013	DNA ELECTRIC	ELECTRICAL REPAIRS	256.00	Community Services
85274	9/5/2013	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	242.99	Community Services
85241	9/5/2013	AT&T	TELEPHONE SERVICE	221.23	Community Services
85249	9/5/2013	DNA ELECTRIC	ELECTRICAL REPAIRS	185.00	Community Services
85295	9/11/2013	CUSTOM PRINTING, INC.	ENRICHMENT FLYER	183.47	Community Services
85260	9/5/2013	NETTO/CHRISTINE//	RECREATION INSTRUCTOR	170.00	Community Services
85253	9/5/2013	INNER-I ...SECURITY IN FOCUS	JUL-SEP 2013 MONITORING- DEANZ	135.00	Community Services
85282	9/11/2013	ALSTER/JONATHAN S.//	RECREATION INSTRUCTOR	134.40	Community Services
85279	9/11/2013	A 1 LIVESCAN FINGERPRINTING	FINGERPRINTING SERVICES	105.00	Community Services
85236	9/5/2013	ABSOLUTE PACKAGING SUPPLY INC	FACILITY MAINTENANCE SUPPLIES	78.22	Community Services
85309	9/11/2013	INNER-I ...SECURITY IN FOCUS	SERVICE RESPONSE CALL	30.00	Community Services
85271	9/5/2013	TRI-CO EXTERMINATING CO.	PEST CONTROL SERVICES	22.50	Community Services
85253	9/5/2013	INNER-I ...SECURITY IN FOCUS	JUL-SEP 2013 MONITORING- CRKSD	22.50	Community Services
Total Amount for 30 Line Item(s) from Community Services				\$28,331.68	
Finance					
85281	9/11/2013	ADP, INC	PAYROLL PROCESSING	3,375.10	Finance
85307	9/11/2013	HDL, COREN & CONE INC.	PROPERTY TAX SERVICES	625.00	Finance
85323	9/11/2013	MUNISERVICES, LLC	SALES TAX COLLECTION FEE	186.08	Finance
85345	9/11/2013	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	27.05	Finance
Total Amount for 4 Line Item(s) from Finance				\$4,213.23	
Klubhouse Preschool					
85275	9/5/2013	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	179.01	Klubhouse Preschool
85309	9/11/2013	INNER-I ...SECURITY IN FOCUS	SERVICE RESPONSE CALL	70.00	Klubhouse Preschool
85271	9/5/2013	TRI-CO EXTERMINATING CO.	PEST CONTROL SERVICES	52.50	Klubhouse Preschool
85253	9/5/2013	INNER-I ...SECURITY IN FOCUS	JUL-SEP 2013 MONITORING- CRKSD	52.50	Klubhouse Preschool
85283	9/11/2013	ARROWHEAD	WATER SERVICE	45.42	Klubhouse Preschool
Total Amount for 5 Line Item(s) from Klubhouse Preschool				\$399.43	
Library					
85263	9/5/2013	OCLC NET LIBRARY, INC.	MEMBERSHIP DUES- JUL 2013	607.84	Library
85288	9/11/2013	CANON BUSINESS SOLUTIONS, INC.	COPIER SVC PROGRAM- SJN11213	540.01	Library
85334	9/11/2013	RECORDED BOOKS, LLC	BOOKS ON CD	312.64	Library



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85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	299.47	Library
85334	9/11/2013	RECORDED BOOKS, LLC	BOOKS ON CD	281.80	Library
85339	9/11/2013	SOUTHERN CALIFORNIA LIBRARY	CALIFA MEMBERSHIP DUES	270.00	Library
85308	9/11/2013	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	172.19	Library
85334	9/11/2013	RECORDED BOOKS, LLC	BOOKS ON CD	152.82	Library
85308	9/11/2013	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	125.53	Library
85285	9/11/2013	BLACKSTONE AUDIO INC	BOOKS ON CD	101.98	Library
85308	9/11/2013	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	95.49	Library
85308	9/11/2013	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	63.78	Library
85308	9/11/2013	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	45.58	Library
85319	9/11/2013	MIDWEST TAPE	DVD'S-LIBRARY	41.68	Library
85334	9/11/2013	RECORDED BOOKS, LLC	BOOKS ON CD	35.97	Library
85319	9/11/2013	MIDWEST TAPE	DVD'S-LIBRARY	34.68	Library
85308	9/11/2013	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	22.32	Library
85308	9/11/2013	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	21.38	Library
85308	9/11/2013	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	20.87	Library
85334	9/11/2013	RECORDED BOOKS, LLC	BOOKS ON CD	-41.32	Library
Total Amount for 20 Line Item(s) from Library				\$3,204.71	

LMD #22

85235	9/5/2013	ABSOLUTE	WEED ABATEMENT/DEBRIS REMOVAL	6,950.00	LMD #22
85235	9/5/2013	ABSOLUTE	WEED ABATEMENT/DEBRIS REMOVAL	6,775.00	LMD #22
85235	9/5/2013	ABSOLUTE	WEED ABATEMENT/DEBRIS REMOVAL	5,000.00	LMD #22
85235	9/5/2013	ABSOLUTE	WEED ABATEMENT/DEBRIS REMOVAL	3,325.00	LMD #22
85274	9/5/2013	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	924.86	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	39.04	LMD #22
85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	37.42	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	34.28	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	32.04	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	29.73	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	18.75	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	13.22	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	11.19	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	8.40	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	7.77	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	6.23	LMD #22



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85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	4.62	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	2.59	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	2.38	LMD #22
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	1.19	LMD #22
Total Amount for 20 Line Item(s) from LMD #22				\$23,223.71	
<u>LMD #24</u>					
85235	9/5/2013	ABSOLUTE	WEED ABATEMENT/DEBRIS REMOVAL	8,525.00	LMD #24
85235	9/5/2013	ABSOLUTE	WEED ABATEMENT/DEBRIS REMOVAL	800.00	LMD #24
85273	9/5/2013	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	770.00	LMD #24
85273	9/5/2013	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	350.00	LMD #24
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	65.63	LMD #24
85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	2.67	LMD #24
Total Amount for 6 Line Item(s) from LMD #24				\$10,513.30	
<u>LMD #27</u>					
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	21.62	LMD #27
85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	0.67	LMD #27
Total Amount for 2 Line Item(s) from LMD #27				\$22.29	
<u>LMD #32</u>					
85238	9/5/2013	ANDERSONPENNA PARTNERS, INC.	ANNUAL LMD REFORMATION	1.32	LMD #32
85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	0.67	LMD #32
Total Amount for 2 Line Item(s) from LMD #32				\$1.99	
<u>LMD 22 - Common Benefit Area</u>					
85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	12.03	LMD 22 - Common Benefit Area
Total Amount for 1 Line Item(s) from LMD 22 - Common Benefit Area				\$12.03	
<u>Media Operations</u>					
85310	9/11/2013	INSIGHT PUBLIC SECTOR	COMPUTER SOFTWARE	11,498.94	Media Operations



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85343	9/11/2013	VERIZON WIRELESS	TELEPHONE SERVICE	1,866.82	Media Operations
85241	9/5/2013	AT&T	TELEPHONE SERVICE	1,756.63	Media Operations
85262	9/5/2013	NICKERSON/LAURA//	CTV HOST SERVICES	975.00	Media Operations
85325	9/11/2013	NICKERSON/LAURA//	CTV HOST SERVICES	750.00	Media Operations
85252	9/5/2013	GRANICUS INC.	WEB ARCHIVING SERVICE	750.00	Media Operations
85338	9/11/2013	SOLID WASTE SOLUTIONS, INC	FILM PERMITS/SERVICES	730.00	Media Operations
85325	9/11/2013	NICKERSON/LAURA//	CTV HOST SERVICES	600.00	Media Operations
85317	9/11/2013	LOOK.NET LC	1 YR HOSTING-LIST SERVE	540.00	Media Operations
85341	9/11/2013	TELECOMMUNICATIONS MANAGEMENT	CTV CONSULTING SERVICES	450.00	Media Operations
85258	9/5/2013	MEGAPATH CORPORATION	DSL SERVICE	332.70	Media Operations
85280	9/11/2013	ACORN NEWSPAPER	CTV ADVERTISING	60.00	Media Operations
85280	9/11/2013	ACORN NEWSPAPER	CTV ADVERTISING	60.00	Media Operations
85280	9/11/2013	ACORN NEWSPAPER	CTV ADVERTISING	60.00	Media Operations
85280	9/11/2013	ACORN NEWSPAPER	CTV ADVERTISING	60.00	Media Operations
85280	9/11/2013	ACORN NEWSPAPER	CTV ADVERTISING	60.00	Media Operations
85280	9/11/2013	ACORN NEWSPAPER	CTV ADVERTISING	60.00	Media Operations
85345	9/11/2013	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	52.83	Media Operations
Total Amount for 17 Line Item(s) from Media Operations				\$20,602.92	

Non-Departmental - Finance

85322	9/11/2013	MOUNTAINS RESTORATION TRUST	HEADWATER CORNER O & M	10,000.00	Non-Departmental - Finance
85270	9/5/2013	SECURAL SECURITY CORP	PARKING ENFORCEMENT	2,775.00	Non-Departmental - Finance
85311	9/11/2013	IRON MOUNTAIN	STORAGE SERVICES	2,587.01	Non-Departmental - Finance
85331	9/11/2013	PMC	HOUSING REHAB SERVICES	2,517.50	Non-Departmental - Finance
85245	9/5/2013	CANON BUSINESS SOLUTIONS, INC.	COPIER SVC PROGRAM- IR7105/IRC	957.38	Non-Departmental - Finance
85294	9/11/2013	CR PRINT	LABELS	869.82	Non-Departmental - Finance
85289	9/11/2013	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	774.57	Non-Departmental - Finance
85246	9/5/2013	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	518.19	Non-Departmental - Finance
85240	9/5/2013	ARROWHEAD	WATER SERVICE	344.44	Non-Departmental - Finance
85288	9/11/2013	CANON BUSINESS SOLUTIONS, INC.	COPIER SVC PROGRAM- GPQ10817	126.95	Non-Departmental - Finance
85250	9/5/2013	FEDERAL EXPRESS CORP.	COURIER SERVICE	68.78	Non-Departmental - Finance
85292	9/11/2013	CONEJO AWARDS	NAME BADGES	13.98	Non-Departmental - Finance
85303	9/11/2013	FEDERAL EXPRESS CORP.	COURIER SERVICE	11.08	Non-Departmental - Finance
Total Amount for 13 Line Item(s) from Non-Departmental - Finance				\$21,564.70	

Payroll



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85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	4,044.25	Payroll
Total Amount for 1 Line Item(s) from Payroll				\$4,044.25	
<u>Public Works</u>					
85291	9/11/2013	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	6,678.21	Public Works
85272	9/5/2013	VALLEY CREST LANDSCAPE, INC.	LANDSCAPE MAINTENANCE	2,324.58	Public Works
85261	9/5/2013	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,740.00	Public Works
85247	9/5/2013	COUNTY OF LOS ANGELES	DRAIN TRANSFER FEES	1,621.00	Public Works
85321	9/11/2013	MOBILE ONE ENTERPRISES	CLEANING CITY BUS SHELTERS	1,560.00	Public Works
85273	9/5/2013	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	1,437.00	Public Works
85293	9/11/2013	COUNTY OF LOS ANGELES	CONTRACT SERVICES	1,255.59	Public Works
85348	9/11/2013	ZOLOTAREVA/ANNA//	ENGINEER CONSULTING	1,120.00	Public Works
85261	9/5/2013	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,105.00	Public Works
85273	9/5/2013	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	900.00	Public Works
85261	9/5/2013	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	850.00	Public Works
85327	9/11/2013	ORTIZ/JOEL//	CONSULTING SERVICES	830.00	Public Works
85255	9/5/2013	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	811.97	Public Works
85268	9/5/2013	SANCHEZ/MARK L.//	INSPECTION SERVICES	680.00	Public Works
85337	9/11/2013	SANCHEZ/MARK L.//	INSPECTION SERVICES	680.00	Public Works
85280	9/11/2013	ACORN NEWSPAPER	RECYCLING ADVERTISING	302.82	Public Works
85280	9/11/2013	ACORN NEWSPAPER	RECYCLING ADVERTISING	302.82	Public Works
85280	9/11/2013	ACORN NEWSPAPER	RECYCLING ADVERTISING	302.82	Public Works
85293	9/11/2013	COUNTY OF LOS ANGELES	CONTRACT SERVICES	272.10	Public Works
85321	9/11/2013	MOBILE ONE ENTERPRISES	GRAFITTI REMOVAL	270.00	Public Works
85255	9/5/2013	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	141.36	Public Works
85345	9/11/2013	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	55.10	Public Works
85239	9/5/2013	ARC	COPY/PRINTING SERVICE	39.08	Public Works
Total Amount for 23 Line Item(s) from Public Works				\$25,279.45	
<u>Recoverable / Refund / Liability</u>					
85284	9/11/2013	AVILA/PAULA//	WITHHOLDING REFUND	869.07	Recoverable / Refund / Liability
85299	9/11/2013	DUFFEY'S MOBILE HOME SERVICE	CDBG RES REHAB- LAVIR (RET)	750.00	Recoverable / Refund / Liability
85329	9/11/2013	P&A ADMINISTRATIVE SVCS INC	FSA-MEDICAL CARE REIMBURSEMENT	424.64	Recoverable / Refund / Liability
85329	9/11/2013	P&A ADMINISTRATIVE SVCS INC	FSA-MEDICAL CARE REIMBURSEMENT	320.00	Recoverable / Refund / Liability
85340	9/11/2013	STATE DISBURSMENT	WAGE GARNISHMENT- 9/6/13	289.74	Recoverable / Refund / Liability



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85304	9/11/2013	FRANCHISE TAX BOARD	WAGE GARNISHMENT- 9/6/13	128.80	Recoverable / Refund / Liability
85264	9/5/2013	ORTEGA/CAROLINA//	RENTAL INSURANCE REFUND	83.50	Recoverable / Refund / Liability
85243	9/5/2013	BURNS/MARCIA//	RECREATION REFUND	40.00	Recoverable / Refund / Liability
85269	9/5/2013	SASSELL/IRMA//	RECREATION REFUND	40.00	Recoverable / Refund / Liability
85267	9/5/2013	ROSENTSWEIG/NIKKI//	RECREATION REFUND	40.00	Recoverable / Refund / Liability
85335	9/11/2013	ROSENKRANTZ/BARBARA//	RECREATION REFUND	32.00	Recoverable / Refund / Liability
85326	9/11/2013	NORTHCOTT/RANDALL//	REFUND BUILDING PERMIT	5.68	Recoverable / Refund / Liability
Total Amount for 12 Line Item(s) from Recoverable / Refund / Liability				\$3,023.43	

Tennis & Swim Center

85274	9/5/2013	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	3,638.26	Tennis & Swim Center
85253	9/5/2013	INNER-I ...SECURITY IN FOCUS	CAMERA INSTALLATION	2,815.00	Tennis & Swim Center
85297	9/11/2013	DNA ELECTRIC	ELECTRICAL REPAIRS	1,664.54	Tennis & Swim Center
85333	9/11/2013	PRITZKER/JEANNE//	FOLDING CHAIRS	1,650.00	Tennis & Swim Center
85344	9/11/2013	VIEWPOINT EDUCATIONAL	POOL RENTAL	1,620.00	Tennis & Swim Center
85290	9/11/2013	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	897.91	Tennis & Swim Center
85346	9/11/2013	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	603.42	Tennis & Swim Center
85346	9/11/2013	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	549.36	Tennis & Swim Center
85276	9/5/2013	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	543.26	Tennis & Swim Center
85290	9/11/2013	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	535.67	Tennis & Swim Center
85290	9/11/2013	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	517.72	Tennis & Swim Center
85346	9/11/2013	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	512.74	Tennis & Swim Center
85276	9/5/2013	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	504.53	Tennis & Swim Center
85346	9/11/2013	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	429.53	Tennis & Swim Center
85234	9/5/2013	A RENTAL CONNECTION	EQUIPMENT RENTAL- CAMPOUT	314.79	Tennis & Swim Center
85342	9/11/2013	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	303.54	Tennis & Swim Center
85297	9/11/2013	DNA ELECTRIC	ELECTRICAL REPAIRS	280.00	Tennis & Swim Center
85242	9/5/2013	BROADBASED COMMUNICATIONS INC	PHONE SYSTEM MAINTENANCE	268.75	Tennis & Swim Center
85271	9/5/2013	TRI-CO EXTERMINATING CO.	PEST CONTROL SERVICES	230.00	Tennis & Swim Center
85290	9/11/2013	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	175.00	Tennis & Swim Center
85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	155.29	Tennis & Swim Center
85249	9/5/2013	DNA ELECTRIC	ELECTRICAL REPAIRS	155.00	Tennis & Swim Center
85290	9/11/2013	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	150.00	Tennis & Swim Center
85253	9/5/2013	INNER-I ...SECURITY IN FOCUS	JUL-SEP 2013 MONITORING- T&SC	75.00	Tennis & Swim Center
85256	9/5/2013	LINCOLN NATIONAL LIFE	LIFE & DISABILITY INS- SEP 13	49.14	Tennis & Swim Center
85312	9/11/2013	KISHIMOTO/RAINE//	REIMB MILEAGE - AUG 2013	42.38	Tennis & Swim Center



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85320	9/11/2013	MILBRAND/KATHLEEN//	REIMB MILEAGE - AUG 2013	23.73	Tennis & Swim Center
Total Amount for 27 Line Item(s) from Tennis & Swim Center				\$18,704.56	
<u>Transportation</u>					
85318	9/11/2013	MARK IV CONSULTING INC	CITY ENGINEERING SERVICES	9,735.00	Transportation
85286	9/11/2013	BTC LABORATORIES INC	CONSULTING SERVICES	8,720.00	Transportation
85287	9/11/2013	CALIFORNIA DEPARTMENT OF	FED- LOST HILLS	2,156.25	Transportation
85257	9/5/2013	MANERI SIGN, INC.	TRAFFIC SIGNS	1,199.00	Transportation
85257	9/5/2013	MANERI SIGN, INC.	TRAFFIC SIGNS	703.06	Transportation
85257	9/5/2013	MANERI SIGN, INC.	TRAFFIC SIGNS	358.55	Transportation
Total Amount for 6 Line Item(s) from Transportation				\$22,871.86	
GRAND TOTAL for 229 Line Items				\$233,233.43	

FUTURE AGENDA ITEMS

Department Agenda Headings Agenda Title/Future Agenda

9-Oct

CC	Introductions	Rotary Club 25th anniversary celebration
CC	Introductions	October 24, 2013 World Polio Day
CD	New Business	Quimby approval for the Horizon 55 project on Malibu Hills Road
CC	Consent	Public Safety, Environmental Commission and JPA appointments
PW	New Business	Approval of MOU with the City of Los Angeles Regarding the administration and cost sharing for development of Integrated Watershed Management Program and Coordinated Integrated Monitoring Program for the Upper LA River Watershed

Future Items:

CD	New Business	Horizon 55 – Final Map Approval
Various	New Business	City notification procedures and outreach
CD	New Business	Overview of CEQA process
PW	New Business	Rodenticide public outreach via Environmental Commission
CD	New Business	Craftman's Corner Annexation Resolution
CD	Consent	Community Development annual report
CC	Introductions	Recognition of outgoing Commissioners
CC	Consent	Delegation of authority on notices of completion
PW	New Business	Round abouts update
PW	New Business	Bus/trolley weekend ridership
CD	Public Hearing	Fee schedule for scanning of documents
CC	New Business	Ordinance update regarding 6th member on Historic Preservation Commission
CC	New Business	Voter outreach program
PW	Presentation	Los Hills project updates
PW	New Business	Stormwater permit quarterly update
Council	New Business	Council Protocols
PW	New Business	Survey of City streets for missing address numbers

2013 CITY COUNCIL MEETING DATES

23-Oct	27-Nov - Cancelled - First Day of Hanukkah
13-Nov	11-Dec
	25-Dec - Cancelled