



AGENDA ITEM: VI-A2
MEETING DATE: 4/6/2016
DEPARTMENT: Administration

REPORT TO CITY COUNCIL

SUBJECT:

Consideration of a Document Management Policy.

RECOMMENDATION:

Honorable Mayor and Councilmembers:

It is recommended the Mayor and Council adopt the Document Management Policy.

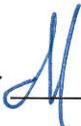
The overall goal is to have a procedure in place that staff will utilize so that on an annual basis retention schedules will be reviewed to determine what documents can be destroyed. Those identified will be properly destroyed as identified in the policy attached and a record of their destruction will be permanently maintained by the Director of Human Resources or Executive Assistant/Deputy City Clerk.

BACKGROUND:

The purpose of a Document Management Policy is to establish policies and procedures under a Document Management Program to provide efficient creation, utilization, maintenance, retention, preservation and disposition of City records, based on State and Federal Statutes governing public records. And, to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public.

FISCAL IMPACT:

The Fiscal Impact is \$1000 (estimated) for destruction

City Manager  Attorney _____ Finance Director _____

***DOCUMENT MANAGEMENT
POLICY & RECORD RETENTION
SCHEDULE***

FEBRUARY 2016

CITY OF PARLIER, CALIFORNIA

Table of Contents

Section I – Responsibilities and Document Management Policy	2
Section II – Record Retention Schedule - Department Specific Information	7
Appendix A – Forms	44

Section I – Responsibilities and Document Management Policy

Purpose

The purpose of a Document Management Policy is to establish policies and procedures under a Document Management Program to provide efficient creation, utilization, maintenance, retention, preservation and disposition of City records, based on State and Federal Statutes governing public records. And, to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public.

Responsibilities:

Policies and procedures, under the supervision and administration of the Director of Human Resources or Executive Assistant/Deputy City Clerk, are hereby established for the coordination, administration and implementation of the Records Management Program, under which City records are retained for administrative, operational, legal, fiscal, historical or research purposes.

Director of Human Resources or Executive Assistant/Deputy City Clerk -The Director of Human Resources or Executive Assistant/Deputy City Clerk is responsible for developing, coordinating and administering policies and procedures for the implementation of the Document Management Program, and to provide assistance to department records coordinators.

To perform this function, the Director of Human Resources or Executive Assistant/Deputy City Clerk or his/her designee shall on an on-going and periodic basis:

- Create, maintain and distribute the necessary forms to implement the Records Management Program.
- Develop and maintain a retention and disposition schedule for all City records, including the preparation of any amendments as dictated by statute or administrative policy. Submit proposals for any schedule amendments to the City Attorney and annually report to the City Council any changes that occurred.
- Establish guidelines and coordinate periodic reviews of City records to determine which records are eligible for destruction in accordance with the Records Retention Schedule and subject to the approval of the Department Head, Director of Human Resources or Executive Assistant/Deputy City Clerk, and City Attorney.
- Coordinate with all City Departments, on a routine basis, the timely destruction of obsolete records according to the procedures herein. Certify and document that records have been destroyed. Certificates of Destruction shall be permanently kept on file with the office of the Director of Human Resources or Executive Assistant/Deputy City Clerk.
- Oversee the special handling of confidential, historical, and essential records, and ensure the safety of vital records in the event of a disaster.
- Maintain accurate and timely electronic databases and a uniform filing system of all legislative actions affecting the creation, utilization, maintenance, retention, preservation and disposition of City records, in order to efficiently track and retrieve City records.
- Respond to records requests by City staff in an efficient and timely manner.

City Departments:

- Each Department Head is responsible for designating a qualified Department Records Coordinator, who shall assist in document management.
- Each Department Head or his/her designee is responsible for the creation of a reliable and accurate filing system to ensure the efficient maintenance, retrieval and disposition of the records under his/her control.
- Each Department Head or his/her designee is responsible for ensuring that obsolete records under his/her control are destroyed in a timely manner, and certifying the destruction, in accordance with the policies and procedures stated herein.
- Each Department Head or designee is responsible for submitting a request for any necessary revisions to its Records Retention Schedule, to the Director of Human Resources or Executive Assistant/Deputy City Clerk who will review the request and submit a recommendation to the City Attorney and City Council for official approval.
- Each Department Records Coordinator is responsible for maintaining and controlling the disposition of records.

City Employees

- All City employees are responsible for ensuring that the policies and procedures established within this manual are followed.

DOCUMENT MANAGEMENT POLICY

Maintenance and Disposition of Records - Procedures

Records Management Policy & Procedures Document: The Director of Human Resources or Executive Assistant/Deputy City Clerk will distribute this Records Management Policy to all Department Heads. Each Department Head is responsible for ensuring that the records under his/her control are maintained and destroyed in accordance with said Policy.

The overall goal is to have a procedure in place that staff will utilize so that on an annual basis retention schedules will be reviewed to determine what documents can be destroyed. Those identified will be properly destroyed as identified in the procedures below and a record of their destruction will be permanently maintained by the Director of Human Resources or Executive Assistant/Deputy City Clerk.

REQUIRED FORMS: The following forms are to be utilized by all Department Heads or their designees in order to efficiently and accurately identify, inventory, transfer to storage, retrieve, and destroy records under his/her control: (Each form, including instructions, is attached).

Records Management Inventory Worksheet (See Appendix A, Form 1) - This form is used to collect the inventory and appraisal information needed to develop retention periods for public records under the control of each City Department

Records Retention Schedule Form (See Appendix A, Form 2) - This form governs the mandatory disposition of City records by indicating the minimum length of time records shall be maintained in the office and in storage, and the time period after which they may be destroyed.

Authority to Destroy Obsolete Records Form (See Appendix A, Form 3) - This form is prepared by the department wishing to destroy records. The Director of Human Resources or Executive Assistant/Deputy City Clerk or his/her designee reviews the form and forwards it to the City Attorney for approval. Once approved by the City Attorney, the records are destroyed.

DESTRUCTION OF RECORDS:

As provided by Government Code Section 34090, with the approval of the legislative body by resolution and upon the request of the Department Head and with the written consent of the City Attorney and the Director of Human Resources or Executive Assistant/Deputy City Clerk, the records identified in the Records

Retention Schedule are authorized to be destroyed on an on-going basis in accordance with the retention periods. Because the City Council has adopted the City's retention schedules by resolution, records can be destroyed after approval of the City Attorney and Director of Human Resources or Executive Assistant/Deputy City Clerk have been obtained.

Procedure:

The Director of Human Resources or Executive Assistant/Deputy City Clerk shall be responsible for scheduling and coordinating with all City Departments the destruction of records on an annual basis. The appropriate forms will be distributed to all City departments in order to document the records to be destroyed. The Department Head will complete the Authority to Destroy Obsolete Records form and forward it to the Director of Human Resources or Executive Assistant/Deputy City Clerk's office. After appropriate signatures have been provided, the Department Head will be notified that the subject records may be properly disposed of.

It shall be required that the Department Head, City Attorney, and Director of Human Resources or Executive Assistant/Deputy City Clerk authorize and sign each Authority to Destroy Obsolete Records form prior to the records being destroyed.

NOTE: It is imperative that the requests for Authority to Destroy Obsolete Records (form) be reviewed carefully by all signatory staff in order to determine whether records listed are involved in litigation, or if there is an administrative and/or operational requirement which may require a temporary extension of the retention period.

Records deemed to be confidential in nature shall be shredded. All other records shall be removed from their locations and taken off site for a secure destruction.

The Department Head in control of the records and Director of Human Resources or Executive Assistant/Deputy City Clerk or his/her designee shall certify each and every destruction of records. The Director of Human Resources or Executive Assistant/Deputy City Clerk or his/her designee shall maintain a permanent record of all destroyed records and destruction certifications.

Exceptions:

Notwithstanding the provisions identified above regarding the disposition of records, in accordance with Government Code Section 34090, the City is not authorized to destroy the following City records:

- Records affecting the title of real property or liens thereon.
- Court records.
- Records required to be kept by statute.
- (Original) Records less than two years old.
- The minutes, resolutions, or ordinances of the City Council or the City's Boards or Commissions.

VITAL RECORDS PROTECTION:

Vital records contain information necessary for the City to resume operations after a disaster. Each Department Head is responsible for identifying the vital records under his/her control and ensuring that the Vital Records are maintained according to the following procedures:

- All vital records shall be stored in a secure, safe and controlled environment, to protect the records from theft or damage (i.e. vault or Records Center).
- Vital records which are in use but are required to be kept in a secured area, should be returned to the secured area at the end of each workday. Vital records should not be allowed to accumulate on desks or in unprotected areas.

Section II Retention Schedule – Department Specific Information

CITY OF PARLIER RECORDS MANAGEMENT PROCEDURES FOR ALL DEPARTMENTS

These procedures establish a standardized process for records management for the City of Parlier Administration to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records..

The following attached schedule lists the file series and includes the applicable retention period, the appropriate legal citation, if applicable, and a description of the file series.

The Department Records Coordinator, as designated by the Department Head, will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Executive Assistant/Deputy City Clerk to update the retention schedule and improve the safekeeping and retrieval of records.

In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a “permanent” document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an "Active" period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

RECORD RETENTION SCHEDULE CLASSIFICATIONS

ADMINISTRATION

Audit
Community Services
Elections
General Subject
Grants
Human Resources
Information Services
Legal/Legislative
Municipal Clerk
Policies & Procedures
Public Information
Public Financing Authority
Risk Management

COMMUNITY DEVELOPMENT

Administration
Building
Code Enforcement
Engineering
Environmental Quality
Housing
Municipal Facilities
Planning
Property

PUBLIC SAFETY

Animal Control*
Emergency Management
Fire Safety
 Administration
 Personnel
 Property
 Reports
Hazardous Materials
Health & Welfare
Law Enforcement
 Administration
 Investigations
 Patrol
 Services

PUBLIC WORKS

Parks
Sanitation Solid Waste/
Wastewater
Streets/Alleys
Utilities
Water

Redevelopment

FINANCE

Accounting
Administrative Services
Fixed Assets
License
Payroll
Purchasing
Reports
Treasurer

TRANSPORTATION

Administration
Airport
Ground Transportation
Harbor

LEGEND

Records Retention

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

CITATIONS

B&P = California Business & Professional Code
CAC = California Administrative Code
CCP = Code of Civil Procedure
CCR = Code of California Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
FMLA = Family & Medical Leave Act, 1993
GC = California Government Code
H&S = California Health and Safety Code
HUD = Housing and Urban Development
OSHA = Occupational Safety & Health Agency
PC = California Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

RECORD RETENTION SCHEDULE

ADMINISTRATION

Record Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
COMMUNITY SERVICES			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
HUMAN RESOURCES			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ;	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946,	EEOC/ADEA
Recruitment	CL + 3	Reference : GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
LEGAL/ LEGISLATIVE			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3	GC 34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
POLICIES/ PROCEDURES			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC 34090	

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29;*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410 ; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2 ; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

DEVELOPMENT

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds	CL + 10	CCP 337.5	Housing; Industrial Development
Development			
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090; 48 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
BUILDING			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34090a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC3409	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
MUNICIPAL FACILITY			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	* GC50110
Denied	CU + 3	GC65103; *	
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Disposition			
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

FINANCE

Record Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
PAYROLL			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (<i>PERS Public Employee Retirement System</i>) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
PURCHASING			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001- 1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001- 1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
TREASURER			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
Mutual Aid, Strategic Plans	S + 2	GC34090	
FIRE SAFETY ADMINISTRATION			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
PERSONNEL			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
PROPERTY			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
REPORTS			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
HAZARDOUS MATERIALS			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
LAW ENFORCEMENT ADMINISTRATION			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication Inventory	T + 2 S + 2	GC34090 GC34090	Retained until termination of equipment use; Manuals, instructions, procedures Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions Survey Response Files	CU + 2 CU + 2	GC34090 GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
INVESTIGATIONS			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c)	Initiated by citizens' complaints or internally initiated; includes complaint, reports, findings

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Asset Forfeiture	CL + 2	GC34090	
Investigations/ Proceedings Case File			
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Record Series	Retention	Citation	Descriptor
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Logs Auto Theft	S		
Case Assignment	CU + 1		
Daily Activit	CU + 2	GC34090	
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Report Summary	CU + 2	GC34090	Report numbers, type, names, dates retained for research value
Investigative (Pre-Arrest)	CL + 10	GC34090	Retained by division until cases are suspended and closed
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room
Rap Sheet	CL + 2	GC34090	Requests for criminal history
Subpoena	CU + 2	GC34090	Subpoenas received/served daily
Pawn Slips/Tickets	CU + 3	B & P 21628	
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
Inmates (Negatives)	CU + 20		By Prisoner number

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within jurisdiction		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Mandatory Destruction (Upon notice from Department of	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felonies With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felonies Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudicated/ disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu- ant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Manda-tory Destruc-tion upon and pursu- ant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Se curity Video (Jail)	CU + 13	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Exception: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
PATROL			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S	
11357b H&S, 11357c H&S, 11360b H&S	CL + 2	11361. 5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
SERVICES			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Cards- Photo Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
PARKS			
Agendas, Board	CU + 2	GC34090	
Grants (<i>refer to Admin.</i>)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
SANITATION/ SOLID WASTE/ WASTEWATER			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	

PUBLIC WORKS (CONTINUED)

Record Series	Retention	Citation	Descriptor
STREETS/ALLEYS			
Abandonment / Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of-Way	P	GC34090	
Field Books	P	GC34090	
Grants (see Admin.)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	

PUBLIC WORKS (CONTINUED)

Record Series	Retention	Citation	Descriptor
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
UTILITIES			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs

PUBLIC WORKS (CONTINUED)

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports / Grants (see Admin.)	CL + 2	GC34090	
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Eliminatio n System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinkin g Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation

PUBLIC WORKS (CONTINUED)

Record Series	Retention	Citation	Descriptor
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variations, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

TRANSPORTATION

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
AIRPORT			
Airport Certification	P	14 CFR 139.207b & 171.13-171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4

APPENDIX A – FORMS

REQUIRED FORMS: The following forms are to be utilized by all Department Heads or their designees in order to efficiently and accurately identify, inventory, transfer to storage, retrieve, and destroy records under his/her control: (Each form, including instructions, is attached).

Records Management Inventory Worksheet (Appendix A, Form 1)

This form is used to collect the inventory and appraisal information needed to develop retention periods for public records under the control of each City Department. The records inventory is a detailed review of the quantity, type, function, and organization of records by category or record “series”. This information is used by the Director of Human Resources or Executive Assistant/Deputy City Clerk to research and apply the retention periods to each record “series” per legal and/or administrative requirements. When more than one legal citation applies to a particular record, the longest retention period shall apply. Once completed, the inventory forms are retained by the Office of the Director of Human Resources or Executive Assistant/Deputy City Clerk. It is desirable that one staff person conducts the inventory, which provides the following advantages:

- Consistency of Information
- Recognition of Duplicate Information
- Realization of Filing System Problems
- Greater Understanding of Departmental Records

Records Retention Schedule Form (Appendix A, Form 2)

This form governs the mandatory disposition of City records by indicating the minimum length of time records shall be maintained in the office and in storage, and the time period after which they may be destroyed.

The Retention Schedules are created by the Office of the Director of Human Resources or Executive Assistant/Deputy City Clerk based on a detailed examination of the Records Management Inventory Worksheet, and interviews with each department to determine the legal, vital, administrative, or historical value of the records. Applicable codes and statutes are referenced to determine the required retention period. Retention schedules and amendments thereto are approved by the City Attorney, Director of Human Resources or Executive Assistant/Deputy City Clerk and Department Head, and authorized by City Council resolution.

The Retention Schedule Forms will cite the minimum legal requirement the City is required to maintain of each record series. It will also indicate the staff recommendation

for retention of each record series. The staff recommendation may be for longer than the minimum legal requirement but cannot be less. The staff recommendation will only be filled out when it is greater than the minimum legal requirement.

Authority to Destroy Obsolete Records Form (Appendix A, Form 3)

This form is prepared by the department wishing to destroy records. The Director of Human Resources or Executive Assistant/Deputy City Clerk or his/her designee reviews the form and forwards it to the City Attorney for approval. Once approved by the City Attorney, the records are destroyed. The form is then signed by the department verifying destruction and returned to the Office of the Director of Human Resources or Executive Assistant/Deputy City Clerk for permanent retention.



AGENDA ITEM: VI-A3
MEETING DATE: 04/06/2016
DEPARTMENT: Administration

REPORT TO CITY COUNCIL

SUBJECT:

Southeast Fresno Regional Park and Soccer Complex Authority,

RECOMMENDATION:

Honorable Mayor and Councilmembers:

The following recommendations may be taken into consideration,

1. Authorize the City Manager or Mayor to sign the Joint Powers Agreement creating the Southeast Fresno Regional Park and Soccer Complex Authority.
2. Do not participate in the Joint Powers Agreement for creating the Southeast Fresno Regional Park and Soccer Complex Authority.
3. Authorize the City manager or Mayor to sign a letter of support of the Southeast Fresno Regional Park and Soccer Complex application for funding.
4. No Action taken

BACKGROUND:

Enclosed, I am providing the council a copy of the exhibits:

1. Joint Powers Agreement creating the Southeast Fresno Regional Park and Soccer C omplex Authority (Exhibit A)
2. Letter from the Uited States Department of the Interior (Exhibit B)
3. Proposed Project Site (Exhibit C)
4. 2016 Proposed Southeast Fresno Regional Park and Soccer Complex (Exhibit D)
5. Joint Powers Authority Board (Exhibit E)
6. Letter From Jose Leon-Barraza, President and CEO, Southeast Fresno Community Economic Development Program, Inc. (Exhibit F)

The Fresno Region ranks at the bottom of national parks survey and the availability of Park and soccer fields in low income communities continues to be very limited. Parks and soccer fields are an important tool to improve the quality of life and health of residents, provide a positive environment for our youth and reduce crime and promote a more positive economic and community development impact.

The National Park Services (NPS) of the US Department of the Interior has notified SEDCEDA of the opportunity to consider an application/proposal for the donation of a 49-acre property located at 2155 South Peach Avenue. TTherefore, SEFCEDA is working in the formation of a Joint Powers Authority to file a proposal with the NPS before the April 15, 2016 deadline.

It is anticapted that the Southeast Fresno Regional Park and Soccer Complex will serve and benefit the residents of the communities of Calwa, Malaga, Del Rey, and the cities fof Sanger, Fowler, Parlier, Selma and City and County of Fresno.

Report Written By,


Israel Lara Jr.

City Manager

**JOINT POWERS AGREEMENT CREATING THE
SOUTHEAST FRESNO REGIONAL PARK AND SOCCER COMPLEX AUTHORITY**

This Joint Powers Agreement (hereinafter "Agreement") among the local Member Agencies which are signatory to this Agreement is for the purpose of working together in seeking the private and public resources necessary to address the need for more parks and soccer fields in the Southeast Fresno Region.

This Agreement is effective as to individual Member Agencies when it is executed as set out herein. The member agencies shall be the local public entities listed in Exhibit "A"

RECITALS

This Agreement is predicated upon the following facts:

WHEREAS, the following State laws, among others, authorize the Member Agencies to enter into this Agreement:

a) California Government Code section 990.8, permitting two or more public agencies to enter into an agreement to jointly fund expenditures under the authority of California Government Code sections 65000 through 6515; and

b) California Government Code sections 6500 through 6515, permitting two or more local public entities to jointly exercise, under an agreement, any power which is common to each of them; and

WHEREAS, the National Park Service of the U. S. Department of the Interior under its Federal Land to Parks Program has 49 acres of land available for the construction of a park and recreational facilities; and

WHEREAS Southeast Fresno public entities organized and operating under the laws of the State of California are creating a Joint Powers Authority to apply for seeking the donation of said land and prepare a proposal for the construction and ongoing operation of a regional park and soccer complex on that site; and

WHEREAS, the Member Agencies have determined that, in order to broaden the support of a regional park and soccer complex proposal, it is necessary and desirable to encourage the participation of partners and use of volunteer work from community-based service organizations, green space and parks advocates, soccer leagues and sports organizations, professional engineering and park associations, corporations and foundations and interested individuals in the work of this Authority; and

WHEREAS, it has been determined that more parks and soccer facilities provide opportunities for more constructive activities and healthy environment for our youth, families and senior citizen to promote better health and have a more positive impact in the reduction of crime in our communities; and

WHEREAS, it has been determined that regional soccer tournaments and community festivals and other regional events generate tourism and bring more visitors to the region and generate more revenues to the hotel, restaurant and retail sectors of the area, and it is possible that promotion of these tournaments be combined and connected with facilities located in the communities of the Member Agencies; and.

WHEREAS, the revenue generated from regional soccer tournaments, community festivals and events, user fees of soccer facilities, advertising charges, concession stands sales and other promotional and fundraising campaigns would contribute to offsetting the financing costs and ongoing costs associated with this project. The ultimate goal is to make this project a self-funded regional park and soccer complex.

NOW, THEREFORE, for and in consideration of all the mutual benefits, covenants, and agreements contained herein, the parties hereto agree as follows:

ARTICLE 1. PURPOSE

This Agreement is entered into by Member Agencies pursuant to the provisions of California Government Code section 6500, et seq., in order for the Authority to seek the private and public resources necessary to address the need for more parks and soccer fields in the Southeast Fresno Region. This project is based on the premise that regional park space deficiencies require regional solutions.

The first step in this process will be the preparation of a proposal/application for construction of the Southeast Fresno Regional Park and Soccer Complex to be submitted to the National Park Service for the donation of a 49-acre park site. Said proposal will contain a conceptual plan and tentative components of a regional park and soccer complex proposed for construction on that site. This project will require the continued partnership of the Authority with community-based service organizations, green space and parks advocates, soccer leagues and sports organizations, professional engineering and park associations, corporations and foundations and interested individuals. Volunteers will be encouraged to participate in the development, implementation and ongoing operation of this project.

The Authority will play an important role in coordinating fundraising efforts for the regional park and soccer complex. Fundraising will include carrying out a major fundraising campaign nationwide, including the search of corporate sponsors and private foundations that provide funding for this type of project. Grant applications will be submitted to State and Federal sources. Contributions will also be sought from local businesses and developers. The donation of professional services will be sought from environmental experts, professional engineers, architects, educational institutions, park associations.

Organizations like the Trust of Public Land that help communities in obtaining funding for these type of projects will be asked to help the Authority.

The Authority will also assess the feasibility of using revenue bonds or new market tax credits that can be paid from revenues to be generated by this project.

It is also the purpose of this Agreement to provide for the removal of participating agencies for cause or upon request.

ARTICLE 2. DEFINITIONS

Unless the context otherwise requires:

- (a) "Authority" means the Southeast Fresno Regional Park and Soccer Complex Authority created by this Agreement;
- (b) "Board" means the governing Board of Directors of the Authority, the composition of which is defined by Article 6(a) of this Agreement;
- (c) "Joint Powers Law" means Title I, Division 7, Chapter 5, Articles 1 through 4, (commencing with section 6500) of the California Government Code.

(d) Member Agency" means any of the local public entities which are parties to this Agreement and members of Authority;

ARTICLE 3. PARTIES TO THE AGREEMENT

Each party to this Agreement certifies that it intends to, and does, contract with all other parties which are signatory to this Agreement and, in addition, with such other parties as may later be added as parties and signatories to this Agreement pursuant to Article 21 of this Agreement. Each party to this Agreement also certifies that the withdrawal of any party from the remaining parties' intent to contract as described above with the other parties then remaining on this Agreement.

ARTICLE 4. CREATION OF THE AUTHORITY

Pursuant to the Joint Powers Law, it is reaffirmed that the authority is created as a public entity, separate and apart from the parties to this Agreement. Notice of the creation of this Authority shall be sent to the office of the California Secretary of State within thirty (30) days after the effective date of this Agreement.

This Agreement is effective as against each Member Agency as of the date such Member Agency executes this Agreement and continues until this Agreement is terminated as hereinafter provided.

ARTICLE 5. POWERS OF THE AUTHORITY

a) The Authority is authorized, in its own name, to engage in all acts necessary for the exercise of those powers referred to in the second recital hereinbefore, including but not limited to, each of the following:

(1) Promote and support the creation of better parks and recreational facilities in the Southeast Fresno Region.

(2) to apply for, accept, receive and disburse grants, loans and other aids from any Agency or subdivision of the United States of America, the State of California, or the County and the City of Fresno.

(3) to make and enter into contracts;

(4) to incur debts, liabilities and obligations and to encumber real or personal property; but no debt, liability or obligation of the Authority is a debt, liability or obligation of any Member Agency which is party to this Agreement, except as otherwise provided by Articles 20 and 21 of this Agreement;

(5) to acquire, hold and dispose of personal property;

(6) to receive, hold and dispose of contributions and donations of property, funds, services and other forms of assistance from any source;

(7) to sue and be sued in its own name, and settle any claims against it;

(8) to employ agents and employees;

(9) to receive, collect, invest and disburse monies;

(10) to receive and use contributions and advances from Member Agencies as provided in California Government Code section 6504, including contributions or advances of personnel, equipment or property;

(11) to appoint a Treasurer and invest any money in its treasury that is not required for its immediate necessities, pursuant to California Government Code section 6505.5;

(12) to exercise other reasonable and necessary powers in furtherance or support of any purpose of the Authority or power granted by the Joint Powers Law, this Agreement, or the Bylaws of the Authority.

(b) These powers shall be exercised in the manner provided by law and in accordance with the requirements of the Board where specifically designated in this Agreement, and except as expressly set forth in this Agreement, subject only to those restrictions upon the manner of exercising the powers which are imposed upon local public entities in the exercise of similar powers.

ARTICLE 6. GOVERNING BOARD

a) Composition of the Board. The Authority shall be governed by a Board of Directors. Each Member Agency shall be entitled to one Director on the Board with an alternate to be appointed by the Member Agency to serve in the absence of each Member Agency's Director. Each Director shall be entitled to vote on all decisions of the Board. The Board shall elect its own officers from among the Directors. Officers of the Board shall consist of a Chairperson and a Vice-Chairperson. Each of the two officers of the Board shall have a term of twelve (12 months). Each Member Agency shall appoint as its Director and representative of the Board a member of the Member's Agency City Council or Special District Board. A Director is not entitled to compensation from the Authority. However, the Board may authorize reimbursement for actual expenses, consistent with Board policies, incurred by a Director in connection with the Director's duties, as authorized by the Board. The Board shall appoint a Treasurer to handle the fiscal affairs of the Authority.

(b) Vacancy in Board Leadership. Any vacancy created in the officers of the Board shall be filled as soon as practicable by a majority vote of the Board.

(c) Removal from the Board. A Director or Alternate Director shall be removed from the Board upon occurrence of anyone of the following events:

(1) Receipt by the Authority of written notice from the appointing Member Agency of the removal of the Director or Alternate Director, together with a certified copy of the resolution of the legislative body of the Member Agency effecting such removal;

(2) the withdrawal of the Member Agency from this Agreement;

(3) the death or resignation of the Director or Alternate Director, or

(4) receipt by the Authority or written notice from the Member Agency that the Director or Alternate Director is no longer qualified as provided for in section (a) of this article.

(d) Powers of the Board. The Board shall have the following powers:

(1) except as otherwise provided in this Agreement, to exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons;

(2) to form, as provided in Article 9(a) of this Agreement, such committees as it deems appropriate to conduct the business of the Authority; and the membership of such committees may consist in whole or in part of persons who are not members of the Board; and any committee, a majority, a majority of which is Directors, may function only in an advisory capacity;

(3) to cause to be prepared, and to review, modify as necessary, and adopt, the annual operating budget of the Authority, which adoption may not be delegated;

(4) to appoint a Treasurer;

(5) to appoint a Secretary;

(6) to appoint a Chief Executive Officer

(6) to receive, review and act upon periodic reports and audits of funds of the Authority, as required by Article 15 of this Agreement;

(7) to assess Members Agencies and disburse funds as herein provided;

(8) to establish an annual budget as required;

(9) to adopt such Bylaws and regulations for the conduct of meetings as are necessary; and

(10) such other powers and duties as are reasonably necessary to carry out the purpose of the Authority.

ARTICLE 7. BOARD MEETINGS AND VOTING.

(a) Regular and Special Meetings. The Board shall hold at least one regular meeting each year. The Board shall fix the date, hour and place for each regular meeting. The Chairperson may request special meetings as necessary. Special meetings may also be called upon written request by a majority of the Member Agencies. Notice of such special meetings shall be delivered personally or by US mail or electronic mail to each Director at least twenty-four(24) hours before the time of such meeting.

(b) The Ralph M. Brown Act. Each meeting of the Board, including without limitation, regular, adjourned regular, and special meetings, shall be called, noticed, held and conducted in accordance with the Ralph M. Brown Act, California Government Code section 54950, et seq.

(c) Minutes. The Secretary of the Authority shall keep minutes of regular, adjourned regular, and special meetings of the Authority. As soon as practicable after each meeting, the Secretary shall forward to each Director a copy of the minutes of such meeting.

(d) Quorum. A majority of the Directors is a quorum for the transaction of business. A vote of the majority of a quorum at a meeting is sufficient to take action.

(e) Each Director shall have one (1) vote.

ARTICLE 8-SELECTION OF OFFICERS

Except as may be otherwise provided by the Bylaws of the Authority, the Board shall elect a new Chairperson and Vice-Chairperson as the annual membership meeting. Each Director shall assume the duties of his or her office upon election or appointment. The Chairperson shall preside at and conduct all meetings of the Board. The Chairperson shall preside at and conduct all meetings of the Board. In the absence or inability of the Chairperson to act, the Vice-Chairperson shall preside. If any Director ceases to be a member of the Board, the resulting vacancy shall be filled as soon as practicable by the City Council or Special District Board of the Member Agency with the Board vacancy.

ARTICLE 9. COMMITTEES

a) The Board may establish committees, as it deems appropriate to conduct the business of the Authority. Members of Committees shall be appointed by the Board. Each Committee shall have the duties as determined by the Board. Each Committee shall meet on the call of its Chairperson or a majority of the committee members, and shall report to the Executive Committee and the Board at their regular meetings.

b) There shall be established an Executive Committee composed of the City Managers/Special District General Managers of each Member Agency. The Chief Executive Officer shall serve as staff and nonvoting member of the Executive Committee and the Board. The Chief Executive Officer will periodically report to these bodies as requested.

The officers of the Executive Committee will reflect the structure of the Board of the Authority as to the Chair and Vice-Chair, Treasurer and Secretary positions as they represent the participating agencies of the Authority. The incumbents on these positions shall participate in the meetings of the Executive Committee as voting members.

The Executive Committee shall have the following duties, subject to the control and authority of the Board:

- 1) to review recommendations regarding the use of personnel and equipment from Member Agencies;
- 2) to review appeals and make the final decision as to whether consultants or independent contractors should be retained by the Authority;
- 3) to facilitate the availability of information and resources to the Authority to encourage the preparation of grant applications for the Southeast Fresno Regional Park and Soccer Complex including, designations or eligibility for Federal, State or local parks programs for the benefit of the region.
- 4) to regularly report to the City Councils and Boards of Special Districts of the Member Agencies on the status of various projects and programs of the Authority.
- 5) Consider appointment recommendations from the Chief Executive Officer for the selection of members of the Regional Park, Soccer Complex and Fundraising Committee. Members of the Executive Committee may also nominate individuals for appointment consideration by the entire Executive Committee.

c) There shall be established three committees and their chairs who are appointed by a majority of each committee shall participate on the Executive Committee as voting members. The role of these committees is to make recommendations to the Board and the Executive Committee on matters pertaining to their respective area. Those committees shall include:

1. A Regional Park Committee. This Committee will make recommendations on all items relating to the operation of the regional park component of this project. Including but not limited on the programs, services, amenities and recreation and cultural opportunities and charges to the public to be included in said park.
2. Soccer Complex Committee. This Committee will make recommendations on all items relating to the operation of the soccer park component of this project. Including but not limited on the programs, services, amenities and opportunities to be included in said park.
3. Fundraising Committee. This Committee will make recommendations on fundraising strategies, events, and opportunities to seek donations from various sources to develop and improve this regional park and soccer complex project.

ARTICLE 10. STAFF

The Board shall provide for the appointment of such staff as may be necessary for the administration of the Authority. The Board shall appoint the Chief Executive Officer of the Authority and set the compensation level of the selected individual as mutually agreed. Members of the staff or employees of the Authority shall be compensated in such a manner as shall be approved by the Board as permitted by applicable law.

The duties of the Chief Executive Officer shall be as follows:

- 1) Manage the day-to-day operations and projects of the Authority and do all things necessary to implement the policies of the Board regarding the regional park and soccer complex.
- 2) to supervise and direct the actions of staff, independent contractors or others implementing the work program of the Authority
- 3) Coordinate the fundraising efforts and grant preparation work for the Authority.
4. Work with all committees created by the Board and/or the Executive Committee
5. Hire, train, evaluate, discipline and fire staff of the Authority.
6. Monitor expenditures and revenues of the Authority and recommend changes to the budget as necessary.

ARTICLE 11. FISCAL YEAR.

The "fiscal year" of the Authority is the period from the first day of July of each year to and including the last day of June of the next year. The first partial fiscal year for the Authority shall be the period of time from the effective date of this Agreement through June 30, 2016.

ARTICLE 12. ESTABLISHMENT AND ADMINISTRATION OF FUNDS.

- a) The Authority, through its Treasurer, may establish such funds, as the Board considers necessary.
- b) All Authority funds shall be deposited in one or more of the following:
 - 1) The treasury of the Member Agency from which the Treasurer of the Authority is selected;
 - 2) a bank or savings and loan association selected by the Board; or
 - 3) the treasury of the State of California

c) The Treasurer shall invest and reinvest the Authority's funds in compliance with California Government Code section 53601 or any other provision of law governing the investment of public agency monies as may be enacted and become effective from time to time. All interest received on the Authority's invested funds shall be credited to the respective fund or the Authority from which the investment was made.

d) The Treasurer shall authorize the drawing of warrants on funds only in accordance with procedures established by the Board.

ARTICLE 13-BUDGET

The authority shall adopt an annual budget no later than August 1st for each fiscal year.

ARTICLE 14. ASSESSMENT OF FEES

a) Member Agencies. The Board may establish such fees or costs of administration of the Authority as it deems necessary, and may establish assessments to the Member Agencies as necessary to pay for the administration of the Authority as shown in the adopted budget. The Board shall adopt an annual budget, including any necessary assessments by a unanimous vote of the full Board. Member Agencies shall be provided a reasonable explanation of all assessments or fees and shall be provided a period of ninety (90) days after July 1st. of each year within which to make payment.

b) Notwithstanding any other provisions of this Agreement any Member Agency may withdraw from this agreement within sixty (60) days after the approval of any assessment of fee and shall not be assessed and shall not be responsible to pay any such fee or assessment.

ARTICLE 15. ACCOUNTS, RECORDS AND AUDITS

a)Accounts and Records. The Treasurer shall establish and maintain the funds and accounts in accordance with generally accepted accounting practices and shall maintain such other records as the Board requires. Books and Records of the Authority in the possession of the Treasurer shall be open to inspection at all reasonable times by designated representatives of the Member Agencies. Within ninety (90) days after the close of each fiscal year, the Treasurer shall give a complete written report of all financial activities for that fiscal year to each Member Agency. The Authority shall adhere to the standard of strict accountability for funds as set forth in the Joint Powers Law.

b) Audits. The Board shall contract with a Certified Public Accountant to perform an annual audit of the accounts and records of the Authority at the end of each fiscal year in which a budget is established. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under California Government Code section 26909 and shall conform to generally accepted auditing standards. When an audit is completed, the authority shall have a copy of the audit report filed as a

public record with each Member Agency. The audit report shall be filed within six (6) months after the end of the fiscal year under examination. The Authority shall bear the costs of the audit, which costs are a charge against the operating funds of the Authority.

///

ARTICLE 16. RESPONSIBILITY FOR MONIES AND PROPERTY

The Treasurer of the Authority shall have custody of and shall disburse Authority funds as directed by the Board or in the case of authority delegated to the Executive Committee, as directed by the Executive Committee or in the case of authority delegated to the Chief Executive Officer, as directed by the Chief Executive Officer.

ARTICLE 17. MEMBER AGENCY RESPONSIBILITY

Each Member Agency has the following responsibilities:

- a) to appoint a Director and an Alternate Director to represent the interests at Authority Board meetings and to remove such persons, if necessary, as provided in Article 7 of this Agreement;
- b) to pay its assessments, costs and fees, and any adjustments thereto, unless it withdraws pursuant to Article 14(b) or Article 19(a) promptly when due to the Authority. After withdrawal or termination, such a Member Agency shall pay promptly to the Authority its share of any unpaid costs and fees, when and if required of it by the Board under Article 19 and 20 of this Agreement.
- c) to provide the Authority with such other information or assistance as may be necessary for the Authority to carry out the parks and soccer complex programs under this Agreement; and
- d) to provide an appointee to the Executive Committee as specified in this Agreement.

ARTICLE 18. CANCELLATION

The Authority shall have the right to cancel any Member Agency's or Affiliate member's membership in the Authority upon two-thirds vote of the full Board for non-payment of assessments or for other violations of the rules and regulations of the Authority. Any Member Agency or Affiliate Member so cancelled shall, on the effective date of the cancellation, be treated the same as if the Member Agency or Affiliate Member had voluntarily withdrawn from this Agreement.

ARTICLE 19-WITHDRAWAL

a) A Member Agency may withdraw from membership in the Authority upon adoption of a resolution authorizing withdrawal and the filing of notice thereof with the Authority at any time. If a Member Agency withdraws within one (1) year after signing this Agreement is shall not be responsible for payment of any assessment or fees upon withdrawal.

b) A Member Agency that withdraws as a party to this Agreement shall not be reconsidered for new membership until the expiration of one year from the effective date of the Member Agency's withdrawal.

c) The withdrawal of any Member Agency from this Agreement shall not terminate this Agreement, and no Member Agency, by withdrawing, shall be entitled to payment for, or return of, any property paid or donated by the Member Agency to the Authority, or to any distribution of assets except as provided for in the Agreement.

d) If a Member Agency provides less than the required notification of termination or withdrawal, or if such notice is not clear and unequivocal, the Member Agency shall remain a participant for the next fiscal year.

ARTICLE 20- TERMINATION OF THE AUTHORITY AND DISTRIBUTION OF ASSETS

This Agreement may be terminated only by the written consent of two-thirds (2/3) of the Member Agencies; provided, however, that this Agreement and the Authority shall continue to exist for the purpose of disposition of all claims, distribution of assets, and all other functions necessary to wind up the affairs of the Authority.

Upon termination of this Agreement, all assets of the Authority shall, after payment of all unpaid costs, expenses and charges incurred under this Agreement, be distributed among the parties that have been participants.

The Board is vested with all powers of the Authority for the purpose of concluding and dissolving the business affairs of the Authority. The decision of the Board under this Article shall be final.

ARTICLE 21-NEW MEMBERS

Additional qualified agencies shall be permitted to become parties to this Agreement with the written approval of a majority of the members of the Board and upon compliance with all applicable requirements of the Joint Powers Law, this Agreement, and the requirements of the Board. Local public entities joining the Authority under this Article shall be required to pay their share of organizational expenses as determined by the Board. The Board may also charge an entrance fee to new members, which fee shall be distributed on a pro rata basis among the original Member Agencies of the Authority to pay their initial expenses in creating the Authority. The date of admission of a new member to the Authority shall be determined by the Board.

ARTICLE 22. LIABILITY OF MEMBER AGENCIES, DIRECTORS, OFFICERS AND COMMITTEE MEMBERS.

The debts, liabilities, and obligations of the Authority shall not be the debts, liabilities and obligations of the Member Agencies. Any Member Agency may separately contract or assume responsibility for specific debts, liabilities, or obligations of the Authority pursuant to section 895.2 of the California Government Code.

The members of the Board and officers and committee members of the Authority shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement. They shall not be liable for any mistake of judgment or any other action made, taken or omitted by any agent, employee or independent contractor selected with reasonable care, nor for loss incurred through investment of Authority funds, or failure to invest. No Director, officer or committee member shall be responsible for any action taken or omitted by any other Director, officer or committee member. No Director, officer or committee member shall be required to give a bond or other security to guarantee the faithful performance of his or her duties pursuant to this Agreement.

ARTICLE 23. NOTICE

Notices and other communications to Member Agencies under this Agreement shall be sufficient if delivered or sent by first-class mail to the office of the City Manager or Special District General Manager of the respective Member Agency. Each Member Agency under this Agreement shall provide the Authority with the address to which such communications are to be sent. Notices and other communications to the Authority shall be sufficient if delivered or sent by first-class mail to the office of the Chairperson of the Authority. The Authority shall provide each Member Agency with the address of such officer promptly after his or her election.

ARTICLE 24. PROHIBITION AGAINST ASSIGNMENT

No Member Agency may assign any right, claim, or interest item may have under this Agreement, and any purported assignment shall be void. No Creditor, assignee, or third party beneficiary of any Member shall have the right, claim, or title to any part, share, interest, fund, premium or Asset of the Authority

ARTICLE 25. AMENDMENT OF THIS AGREEMENT.

This Agreement may be amended from time to time with the consent of a majority of the Member Agencies of the Authority, acting through their legislative bodies, and in compliance with all applicable requirements of the Joint Powers Law. Except, however, that amendments relating to the fiscal or budgetary provisions of this Agreement shall only be approved by a unanimous vote of the city council or the special district boards of the Member Agencies. Any amendment to this Agreement shall become effective upon receipt by the Authority of notice of the approval of such amendment by the legislative bodies of a majority of the Member Agencies and satisfaction of the applicable requirements of the Joint Powers Law.

ARTICLE 26. AGREEMENT COMPLETE.

The forgoing constitutes the full and complete agreement of the parties with respect to the matters set forth in this Agreement.

Should any portion, term, condition or provision of the Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered

unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

ARTICLE 27. FILING WITH THE SECRETARY OF STATE.

The Secretary of the Board shall file a copy of the Agreement with the Office of the California Secretary of State within thirty (30) days of its execution as required by California Government Code section 6503.5.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers.

Date _____

CITY/DISTRICT OF _____

By: _____

ATTEST:

By: _____

RECORDED VOTE ACTION:

Yes:

No:

Abstained:

Absent:

,

MEMBERS AGENCIES OF

THE SOUTHEAST FRESNO REGIONAL PARK AND SOCCER COMPLEX AUTHORITY

(List with their address)



AGENDA ITEM: VI-A4
MEETING DATE: 04/06/2016
DEPARTMENT: Administration

REPORT TO CITY COUNCIL

SUBJECT:

Contract for ECONsolutions by HDL,

RECOMMENDATION:

Honorable Mayor and Councilmembers:

Approve the contract for ECONsolutions by HDL in the amount of \$ 11,000.00.

BACKGROUND:

The City of Parlier held the first Local Economic Advisory Program (LEAP) on February 16 & 17, 2016. LEAP team has submitted a draft of the LEAP report for your review. Based on the report it is in the best interest the city begin to work with professional consultants who can start the process in coordinating meetings and building a data base to encourage big box stores to Parlier. Based on current DATA the City of Parlier has the potential to raise our General Fund revenue by supporting local economic development. Surrounding cities have seen an increase in tax revnue specifically sales tax revenue by 100% for some cities this is a 5 million incease in sales tax revenue toward the general fund.

I have included two exhibits A and B from ECON solutions.

Prepared by,

Israel Lara Jr. City Manager

February 29, 2016

Mr. Israel Lara
City of Parlier
1100 E. Parlier Avenue
Parlier, CA 93648

Mr. Lara:

I enjoyed our phone conversation today on possible ways that ECONSolutions by HdL might help Parlier with the upcoming ICSC-RECON event in Las Vegas. Please look at the website to see the many different types of economic development services we can offer, along with clients we work with. The website is www.ECONSolutionsbyHdL.com

Following is the proposal that I believe will be most cost-effective for Parlier:

Task 1

Preparation of the ECONSolutions-Gold package for Parlier including:

- Consumer Demographic Profile (includes the City as a whole and one trade area)
- Consumer Demand & Market Supply Assessment (includes the City and one trade area)
- Employment Profile (includes the City and one trade area)
- Household Segmentation Profile (includes the City and one trade area)
- Community Profile (can also be uploaded to your website as source for useful information)

Task 2

Preparation of a Void Analysis & Market Profile for Parlier trade area that will provide a list of retail and restaurants to target for voids in the marketplace. This report is supported by a database of over 1,000 retailers with over 131,00 locations within the State of California.

Task 3

Pursue scheduling meetings for ICSC-Las Vegas, along with support to Parlier at the meetings.

The total cost for the services for the three tasks shall be \$11,000. Please note this pricing is for the complete proposal and represents a 28% discount from the regular pricing if these services were don't independently.

In addition to ECONSolutions vast economic development experience and long-term relationships with retailers and restaurants, HdL utilizes cutting edge software, along with having the largest privately held data base in California with its sales tax data base having over 90% of all the sales tax data in the State of California.

Please let me know if you have questions and next steps. I can be reached at 909.861.4335. Please go the website to see samples of the reports contained in the proposal.

Sincerely

Barry Foster
Principal

February 29, 2016

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City of Parlier
1100 E. Parlier Avenue
Parlier, CA 93648

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Barry Foster
Principal



Barry Foster
1340 Valley Vista Drive
Suite 200
Diamond Bar

909.861.4335
Mobile 951.233.0414
Fax 909.861.7726
www.hdlcompanies.com

February 29, 2016

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Sincerely



Barry Foster
Principal



AGENDA ITEM: VI-B1
MEETING DATE: 04-06-16
DEPARTMENT: _____

REPORT TO CITY COUNCIL

SUBJECT:

Program Supplement No. O-018 Agreement for ATP – Cycle 1, Manning Avenue Sidewalk Project.

RECOMMENDATION:

Staff recommends the City Council approve Resolution 2016-____, approving Program Supplement No. O-018 to Administering Agency-State Agreement for State Funded Projects No. 00-346S and authorize the City Manager to execute the agreement on behalf of the City.

BACKGROUND:

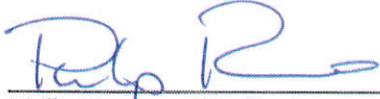
The City of Parlier has received an allocation of ATP State Transportation funds for the construction of curb, gutter, sidewalk and pavement on Manning Avenue from Mendocino Avenue to the Stor-Max Storage. The State funds are administered through Caltrans, and the City has an existing Master Agreement to administer these projects. Each individual project requires a separate Program Supplement in order for the City to be reimbursed for expenses incurred on the project.

The allocation for funding is divided into three phases: environmental, preliminary design and construction, and this Program Supplement is for the environmental phase. The Preliminary Engineering phase is scheduled for the summer 2016 and Construction in 2017. The City cannot receive any State ATP Funds programmed for the project without executing the Program Supplement.

FISCAL IMPACT:

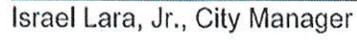
The funds programmed for the environmental phase is \$5,000.00. The State portion of this phase is \$3,000.00. The City portion of this phase be \$2,000.00 in local transportation funds.

Prepared By:



Philip Romero, City Engineer
Yamabe & Horn Engineering, Inc.

Approved By:



Israel Lara, Jr., City Manager

Attachments: Resolution 2016-____
Program Supplement No. O-018

____ Finance Director

____ Attorney



____ City Manager

RESOLUTION NO. 2016- ____

CITY OF PARLIER

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER, CALIFORNIA,
APPROVING PROGRAM SUPPLEMENT NO. O-018 TO ADMINISTERING AGENCY-STATE
AGREEMENT FOR STATE FUNDED PROJECTS NO. 00-346S AND AUTHORIZING CITY
MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY**

WHEREAS, the City of Parlier is eligible to receive Federal and/or State funding for certain transportation projects, through the California Department of Transportation; and

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer agreements need to be executed with the California Department of Transportation before such funds could be claimed;

WHEREAS, the City of Parlier wishes to delegate authorization to execute these agreements and any amendments thereto.

NOW THEREFORE, IT IS HERBY RESOLVED by the City Council of the City of Parlier as follow:

1. Approve Program Supplement No. O-018 to Administering Agency-State Agreement for State Funded Projects No. 00-346S for ATPL-5252(023), Manning Avenue Sidewalk and Mendocino/Tuolumne Avenues Intersection Project.
2. Authorize the City Manager to execute all Master Agreements, Program Supplement Agreements, Fund Exchanges, Fund Transfer Agreements and/or any amendments thereto with the California Department of Transportation on behalf of the City.

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted by the City Council of the City of Parlier at a meeting thereof held on the 6th day of April, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Dorothy Garza, City Clerk

PROGRAM SUPPLEMENT NO. O18
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 00346S

Adv Project ID Date: March 4, 2016
0616000019 Location: 06-FRE-0-PAR
Project Number: ATPL-5252(023)
E.A. Number:
Locode: 5252

This Program Supplement, effective _____, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00346S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 10/06/11 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION:

Intersection Mendocino and Tuolumne, north side of Manning Ave from Mendocino to 1285' east of Mendocino.

TYPE OF WORK: Pedestrian and Bike Path

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$5,000.00	\$3,000.00		\$2,000.00	\$0.00

CITY OF PARLIER

By _____
Title _____
Date _____
Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer:  Date 3/4/16 \$3,000.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT will be administered in accordance with the applicable CTC STIP guidelines and the Active Transportation Program guidelines as adopted or amended, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. This PROJECT is programmed to receive State funds from the Active Transportation Program (ATP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. Unless otherwise determined, the effective date of the component specific allocation will constitute the start of reimbursable expenditures.

C. STATE and ADMINISTERING AGENCY agree that any additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and STATE Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.

D. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. Funds transferred between allocated project components retain their original timely use of funds deadlines, but an approved time extension will revise the timely use of funds criteria for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof. Documentation will consist of a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

E. This PROJECT is subject to the timely use of funds provisions enacted by the Active Transportation Program guidelines, as adopted or amended, and by approved CTC and State procedures as outlined below.

Funds allocated for the environmental & permits (E&P), plan specifications & estimate (PS&E), and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

Funds allocated for the construction component are subject to an award deadline and contract completion deadline. ADMINISTERING AGENCY agrees to award the contract within 6 months of the construction fund allocation and to complete and accept the construction within 36 months of award.

F. Award information shall be submitted by the ADMINISTERING AGENCY to the District

SPECIAL COVENANTS OR REMARKS

Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits (E&P), plans specifications & estimate (PS&E), and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM and the Active Transportation Program (ATP) Guidelines.

I. ADMINISTERING AGENCY agrees to comply with Office of Management and Budget (OMB) Circular A-87, Cost Principles for State and Local Governments, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Notwithstanding the foregoing, ADMINISTERING AGENCY will not be required to comply with 49 CFR, Part 18.36 (i), subsections (3), (4), (5), (6), (8), (9), (12), and (13).

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.



AGENDA ITEM: VI-B2
MEETING DATE: 04-06-16
DEPARTMENT: Public Works

REPORT TO CITY COUNCIL

SUBJECT:

Superior Pool Care Agreement.

RECOMMENDATION:

Staff recommends the City Council authorize the agreement between Superior Pool Care and the City of Parlier for pool inspection, cleaning and water treatment services and authorizing the City Manager to execute the agreement.

BACKGROUND:

The City of Parlier currently has the Public Works Department responsible for handling the maintenance work for the City Pool. Due to limited staff in the Public Works Department, staff has looked to outsource the pool maintenance service to free up the limited resources of the Public Works Department to concentrate on other projects in the City.

Superior Pool Care, owned and operated by Eddie Reed, opened in March of 1989, has been servicing the City Pool for as a consultant on an as-needed basis.

Under this agreement, Superior Pool Care scope of service will include weekly inspections and cleaning of the pool, including water chemical analysis, appropriate treatment chemicals, as well as inspection of component equipment to include, but not limited to, all pumps, heaters, filters and skimmers.

FISCAL IMPACT:

The agreement will for Superior Pool Care to provide pool service 1 time weekly in the amount of \$550.00 per month.

Prepared By:

Philip Romero, City Engineer
Yamabe & Horn Engineering, Inc.

Approved By:

Israel Lara, Jr., City Manager

Attachments: Superior Pool Care Agreement

_____ Finance Director

_____ Attorney

 City Manager

Superior Pool Care

- Free Estimates
- Weekly Service & Repairs
- Commercial & Residential

Contract Agreement / Service Agreement

For Property:
Parlier Community Center Pool

Contract Agreement /
Scope of Service
Pool Inspection, Cleaning, and Water Treatment

The scope of service includes weekly inspections and cleaning of the community pool area, to include water chemical analysis, appropriate treatment chemicals, as well as inspection of component equipment to include, but not limited to, all pumps heaters, filters and skimmers.

Superior Pool Care shall provide pool service **1 time** weekly, In the amount of **\$550.00** per month.

This service shall Begin On _____ and end on _____.

Parlier Community Center Pool shall supply the chlorine and acid on an "as need basis" at **Parlier Community Center Pools** expense. Specialty chemicals shall be provided at an extra cost by the pool service company required to maintain proper water balance, i.e.: clarifiers, algaecides, sanitizers or any additional chemicals needed to maintain pool for proper operation.

A written report, indicating items inspected, existing conditions, actions taken and recommendations is to be provided to the Property Manager immediately upon completion of the inspection. *Life Safety or Code* compliance issues are to be brought to the immediate attention of the property manager.

_____/____

Inspection Criteria

1. **Superior Pool Care** shall provide and maintain a water log for Health Department.
2. Inspect pool area and equipment for Life Safety or Code issues, including, but not limited to, condition of deck surface and joints, coping and coping deck joints, pool and step surface, handrails, existence and availability of safety equipment and markings, and correct operation of gates. Record any concerns or recommendations and report deficiencies immediately to the property manager.
3. Skim pool surface for removal of floating debris.
4. Inspect all skimmers. Remove any debris and clean baskets. Inspect intakes for blockage and to insure appropriate intake of pool water. Remove any obstructions to flow.
5. Brush walls and steps with a brush and pool specifically designed for the purpose and for the specific surface of the pool.
6. Vacuum pool with a vacuum type vacuum head.
7. Check pressure at gauge on filter. If pressure is 8 psi or more over the starting or clean pressure for the pool, backwash or clean the filter in the appropriate manner for type of filter installed, per manufacture's specifications. Bleed trapped air from filter using air-relief valve. Record findings and actions taken.
8. Clean basket strainer upstream of pump, removing debris and check condition of O-ring seal prior to replacement. If O-ring is damaged, replace. Check pump for correct operation.

_____ / _____

9. All chemicals for pool water treatment are to be supplied by **Superior Pool Care** and carried to and from the property as a part of the process of each inspection. No chemicals are to be stored on the property by the **Superior Pool Care**. Chemical containers of any kind are to be appropriately identified, stored and handled. MSDS sheets are to be provided for all chemicals in use by Superior Pool Care. *Correct storage and use of chemicals remains the responsibility of the Contractor. Record and report immediately to Property Manager any spills or similar incidents that may occur.*

10. Check pool water for total alkalinity. Property range is 80-120 ppm. If below or above, add appropriate chemicals at the proper rate for size of pool and required increase or decrease in alkalinity.

11. Test pool water for PH level. Proper range is 7.4 – 7.6 with ideal being 7.4. If above or below, add appropriate chemicals at the proper rate for size of pool and required increase or decrease. *Do not attempt to adjust PH until appropriate alkalinity range has been reached. Retest the water 4 hours after adjustment and retreat if necessary.*

12. Test pool water for chlorine residual. Proper range for residual chlorine is at least 1.0 ppm. Appropriate range for free chlorine is 1.0 – 3.0 ppm with 3.0 ppm being ideal. If chlorine level is below range, add appropriate type of chlorine product for specific installation and need. Adjust regular chlorination as necessary. Shock or super chlorinate as necessary to remove swimmer waste, bacteria and algae.

13. Record all actions taken regarding the chemical level of the pool water, including all chemicals used and the rate or volume at which and the method used to introduce them into the pool water.

____ / ____

14. Inspect pool heater for correct operation. Yearly, cause to have inlet gas pressure checked and adjusted, as necessary, recording pressure and adjustments. Inspect combustion air intake and insure unobstructed airflow to heater. Test temperature rise across heat exchanger to insure rise is within manufacturer's specifications. Test flow switch and any safety control devices for correct operation. Record results and recommendations in report. *Life Safety or code compliance issues are to be reported to the Property Manager immediately.*

15. Test swimming pool lighting for proper operation. Report any lamp burnouts to the Property Manager.

16. **Superior Pool Care** shall provide Commercial General Liability Insurance.

The Commercial General Liability Policy shall include, but not be limited to, Personal Injury, Medical Payments, Bodily Injury, and Property Damage with the minimum limits of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate insuring all liability assumed by Contractor pursuant to the separate agreement between **Parlier Community Center Pool** and **Superior Pool Care** if any.

_____/____

This agreement is entered into on: Date: _____

Parlier Community Center Pool

Superior Pool Care

Service proposal provided to:
Parlier Community Center Pool

Service proposal from:
Superior Pool Care
30105 Horseshoe Drive
Coarsegold, Ca 93614
(559) 681-7412
superiorpoolcare@sbcglobal.net

Owned and operated by:
Eddie Reed



AGENDA ITEM: VI-C1
MEETING DATE: 04/06/2016
DEPARTMENT: Finance

REPORT TO CITY COUNCIL

SUBJECT:

Request for Proposals for Professional Auditing Services.

RECOMMENDATION:

The City Council receives information regarding the Request for Proposals for Professional Auditing Services process.

BACKGROUND:

The City has engaged in auditing services with Price Paige & Company for prior fiscal years ending in 2014, and 2015. The City entered into a two year contract with Price Paige & Company ending with fiscal year 2015. Therefore, the City needs to issue a RFP to solicit new proposals for professional auditing services. All proposals will be due to the City Clerk by April 29, 2016. The attached RFP will solicit for proposal for the fiscal years ending 2016, 2017, and 2018 with an option to extend the contract for an additional two years. Staff will review the proposals received and make a recommendation to the City Council for approval.

FISCAL IMPACT:

To be determined based on the proposals received.

Prepared By:

Jasmin Bains
Finance Director

Attachments: Request for Proposal for Auditing Services

 Finance Director

_____ Attorney

 City Manager



A Community with a vision to the future.
Una Comunidad con visión al futuro.

Incorporated November 14, 1921

Founded 1876

Request for Proposal for Auditing Services

Date: April 6, 2016
To: Invited Parties
From: City of Parlier
Subject: Professional Auditing Services

The City of Parlier is soliciting proposals from qualified firms of certified public accountants to audit the City of Parlier's financial statements for the fiscal years ending 2016, 2017, and 2018, with the option of auditing the City of Parlier's financial statements for an additional two subsequent years.

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility- authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of the audits for the City.
3. A list of similar local governments or pertinent accounts served by your firm.
4. Your staff assignments and availability to complete the audit on a timely basis.
 - Participation of senior audit personnel assigned to the engagement.
 - Frequency of contact with fiscal personnel.
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history- what assurances can you provide the City regarding the assignment of your permanent personnel to the engagement.
6. Describe capability to audit computerized accounts receivable systems and to audit during the development of a completely computerized bookkeeping system.
7. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within the City structure.
8. Detailed audit plan.
9. References.

10. Resume.
11. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in audit fee will be immediately disclosed to the City Manager. This disclosure should include an estimation of the increased fees and the reason for the increase.
 - Fee proposal should include the fee to complete the following:
 - i. City Audit
 - ii. Preschool Audit
 - iii. Preparation of the Annual State Controller's Reports
12. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
13. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
14. Audit firm to produce statements and to print annual report.
15. Proof that the firm is certified to conduct municipal audits by the Board of Accountancy.
16. Each proposal must include a certificate of insurance showing:
 - The insurance carrier
 - Scope of coverage and limits
 - Deductibles and self-insured retention

Enclosed is a copy of the audit proposal information to provide you with information about the City of Parlier's financial records.

The final decision of the selection of the firm to conduct the audit will be made by the City Council of the City of Parlier. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting audits.

All questions and correspondence should be directed to Finance Director Jasmin Bains in writing at the above address or by calling (559) 646-3545 Ext. 222. Contact with the City of Parlier's personnel other than the Finance Director regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before April 29, 2016.

Sincerely,



Israel Lara, Jr.
City Manager

Audit Proposal Information

Sealed audit proposals will be accepted by the City of Parlier until 3:00 p.m. on April 29, 2016. Please direct proposals to the attention of Deputy City Clerk. All proposals become the property of the City of Parlier.

All proposals will become part of the requester's files without obligations.

Nature of Services Required

1. Audit period will be fiscal year Ended 2016, 2017 and 2018, with the option to audit additional two subsequent fiscal years.
2. Special Reports, exhibits, and schedules required:
 - Successor Agency to the City of Parlier Redevelopment Agency
 - Parlier Academy of Excellence (State Funded Preschool Program)
 - State Controller's Report
3. Conferences:
 - Exit conference with the City Council and City Manager
4. Description of Entity and Records to be audited:
 - General Ledger, fixed assets ledger, accounts receivable, general journal, accounts payable for the City of Parlier and the Parlier Academy of Excellence
5. Available Manuals and Information Sources:
 - Minutes of the council meetings of the City of Parlier.
 - Accounting function work description of General Ledger Bookkeeping.
 - By-laws
6. A budget is maintained and is available for examination.
7. Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior staff approval.
8. Work areas will be provided by the City of Parlier in close proximity with the financial records on the premises.
9. Report Requirements
 - The report will be addressed to the City Council of the City of Parlier.
 - State the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
 - Reports of compliance examinations must include a statement that the audit was conducted in according with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance and ineligible

expenditures must be presented in enough detail for management to be able to understand.

- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principle, and any other material matters.

10. Time Requirements

- Proposals will be delivered to the Parlier City Hall office at 1100 E. Parlier Ave, Parlier, CA 93648 no later than 3:00 p.m. on April 29, 2016.
- If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
- The City Council of the City of Parlier has made no decision as to the date of the award of the audit. All proposers will be notified of the decision in a timely manner.
- Once a contract has been signed, work may begin immediately to generate the audit in a progress manner with costs to be billed to the City of Parlier as the charges generated by the proposer in accordance with the original agreement.
- Preliminary work to close accounts can begin immediately.
- The preliminary report and exit conference will be completed prior to October of each year.

11. The City of Parlier Reserves the Right:

- To reject any and all proposals submitted.
- To request additional information from all proposers.