

**Regular Meeting Agenda**  
**February 15, 2011**  
Placentia City Council  
Placentia Redevelopment Agency

*Mission Statement*

*The City Council is committed to keeping Placentia a pleasant place by providing a safe family atmosphere, superior public services and policies that promote the highest standards of community life.*

*Vision Statement*

*The City of Placentia will maintain an open, honest, responsive and innovative government that delivers quality services in a fair and equitable manner while optimizing available resources.*

Scott W. Nelson  
Mayor

Jeremy B. Yamaguchi  
Mayor Pro Tem

Joseph V. Aguirre  
Council Member

Constance M. Underhill  
Council Member

Chad P. Wanke  
Council Member

Patrick J. Melia  
City Clerk

Craig S. Green  
City Treasurer

Troy L. Butzlaff, ICMA-CM  
City Administrator

Andrew V. Arczynski  
City Attorney

Copies of all agenda materials are available for public review in the Office of the City Clerk, online at [www.placentia.org](http://www.placentia.org), and at Placentia Library Reference Desk. Persons who have questions concerning any agenda item may call the City Clerk's Office, (714) 993-8231, to make inquiry concerning the nature of the item described on the agenda.

**Procedures for Addressing the Council/Redevelopment Agency**

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the City Clerk BEFORE that portion of the agenda is called. Testimony for Public Hearings will only be taken at the time of the hearing. Any person who wishes to speak on a Public Hearing item should fill out a "Speaker Request Form" and give it to the City Clerk BEFORE the item is called.

The Council and Agency Board encourage free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, Council and Agency Board discourage clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL AND AGENCY BOARD ARE IN SESSION.

**Special Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

In compliance with California Government Code § 54957.5, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

Study Sessions are open to the public and held in the City Council Chambers or City Hall Community Room. Executive Sessions are held in the Council Caucus Room. While the public may be in attendance during oral announcements preceding Executive Sessions, Executive Sessions are not open to the public.

**City of Placentia**  
**401 E Chapman Avenue**  
**Placentia, CA 92870**

**Phone: (714) 993-8117**

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**PLACENTIA  
CITY COUNCIL AND REDEVELOPMENT AGENCY  
REGULAR MEETING AGENDA – EXECUTIVE SESSION  
February 15, 2011  
5:00 p.m. – City Council Chambers  
401 E. Chapman Avenue, Placentia, CA**

**CALL TO ORDER:**

**ROLL CALL:** Mayor/Agency Chairman Nelson  
Mayor Pro Tem/Agency Vice Chairman Yamaguchi  
Councilmember/Agency Member Aguirre  
Councilmember/Agency Member Underhill  
Councilmember/Agency Member Wanke

**ORAL COMMUNICATIONS:**

At this time the public may address the City Council/Redevelopment Agency Board of Directors concerning any items on the Executive Session Agenda only.

The City Council/Redevelopment Agency Board of Director will recess to the City Council Caucus Room for the purpose of conducting its Executive Session proceedings.

**CITY COUNCIL:**

1. Pursuant to Government Code Section 54956.9(a) for Conference with Legal Counsel Regarding Two (2) Items of Existing Litigation:
  - A. Jose Morales, et al. v City of Placentia, et al., Orange County Superior Court Case No. 30-2011-00437960
  - B. City of Placentia vs. Woodruff, Spradlin & Smart, Orange County Superior Court Case No. 30-2010-00367949
2. Pursuant to Government Code Section 54956.9(b) for Conference with Legal Counsel Regarding Anticipated Litigation – One (1) Item
3. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding the Initiation of Litigation – Two (2) Items
4. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
  - A. Property: 700 De Jesus Drive, Placentia, CA 92870 APN: 340-461-13  
Agency Negotiator: Troy Butzlaff, City Administrator/Executive Director  
Property Negotiator: Alta Placentia Homeowners Association  
Under Negotiations: Price and Terms of Payment
  - B. Property: 2301 North Kraemer Blvd., Placentia, CA 92870 APN: 336-30-101, 336-30-105, 336-54-111  
City Negotiator: Troy Butzlaff, City Administrator/Executive Director  
Negotiating Party: Orange County  
Under Negotiations: Price and Terms of Payment

**RDA:** None

**RECESS:** - The City Council/Redevelopment Agency will adjourn to their 6:00 p.m. Study Session.

**PLACENTIA  
CITY COUNCIL AND REDEVELOPMENT AGENCY  
REGULAR MEETING AGENDA – STUDY SESSION  
February 15, 2011  
6:00 p.m. – City Council Chambers  
401 E. Chapman Avenue, Placentia, CA**

**CALL TO ORDER:**

**ROLL CALL:** Mayor/Agency Chairman Nelson  
Mayor Pro Tem/Agency Vice Chairman Yamaguchi  
Councilmember/Agency Member Aguirre  
Councilmember/Agency Member Underhill  
Councilmember/Agency Member Wanke

**ORAL COMMUNICATIONS:**

At this time the public is invited to address the City Council/Board of Directors concerning the Study Session agenda items only.

**SS 1. Overview of the Redevelopment Agency**

**SS 2. Pavement Management Program**

**ADJOURNMENT** - The City Council/Redevelopment Agency will recess to their 7:00pm Regular Meeting.

**PLACENTIA  
CITY COUNCIL AND REDEVELOPMENT AGENCY  
REGULAR MEETING AGENDA  
February 15, 2011  
7:00 p.m. – City Council Chambers  
401 E. Chapman Avenue, Placentia, CA**

**CALL TO ORDER:**

**ROLL CALL:** Mayor/Agency Chairman Nelson  
Mayor Pro Tem/Agency Vice Chairman Yamaguchi  
Councilmember/Agency Member Aguirre  
Councilmember/Agency Member Underhill  
Councilmember/Agency Member Wanke

**INVOCATION:** Richard Kryder, Police Chaplain

**PLEDGE OF ALLEGIANCE:**

**PRESENTATIONS:**

- a. Proclamation Designating the Week of February 20-26, 2011, as Placentia Rotary Week in Placentia, California  
Presenter: Mayor Nelson  
Recipient: Hugh Wood, President
  
- b. Proclamation Designating the Month of February 2011, as Career Technical Education Month  
Presenter: Mayor Nelson  
Recipient: Karin Freeman, President of the North Orange County ROP Board of Trustees and Vice-President of the Board of Trustees for Placentia-Yorba Linda Unified School District
  
- c. Presentation of Check for the 2010 Las Posadas and Tamale Festival  
Presenter: Placita Santa Fe Merchants Association

**EXECUTIVE SESSION REPORT:**

**CITY ADMINISTRATOR REPORT:**

**ORAL COMMUNICATIONS:**

At this time the public may address the City Council/Redevelopment Agency Board of Directors concerning any agenda item, which is not a public hearing item, or on matters within the jurisdiction of the City Council/Redevelopment Agency Board of Directors.

**CITY COUNCIL/AGENCY MEMBER COMMENTS AND REPORTS:**

The purpose of these reports is to provide information on projects and programs that are discussed at interagency board, committee, and commission meetings. No decisions are to be made on these issues. If a Council/Agency Member would like formal action on any of the discussed items it will be placed on a future Council/Agency Agenda.

**1. CONSENT CALENDAR (Items 1.a. through 1.k.):**

All items on the Consent Calendar are considered routine and are enacted by one motion approving the recommended action listed on the Agenda. Any Member of the City

Council/Redevelopment Agency or City Administrator may request an item be removed from the Consent Calendar for discussion. All items removed shall be considered immediately following action on the remaining items.

**COUNCIL/AGENCY CONSENT CALENDAR:**

- a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**  
Financial Impact: None  
Recommended Action: Approve
- b. **Minutes**  
**City Council/Agency Regular Meeting – February 1, 2011**  
Recommended Action: Approve
- c. **City Warrant Register for February 2, 2011 through February 15, 2011**  
Financial Impact: \$697,000.45  
Recommended Action: Approve
- d. **Agency Warrant Register for February 2, 2011 through February 15, 2011**  
Financial Impact: \$44,457.70  
Recommended Action: Approve

**COUNCIL CONSENT CALENDAR:**

- e. **Approval of Funding Agreement for Implementation of Water Quality Monitoring, Reporting and Studies for Coyote Creek with the County of Orange and Orange County Flood Control District**  
Financial Impact: Fiscal Year Budget 2011/2012  
Expense \$3,600.00  
Recommendation: It is recommended that the City Council:
  - 1) Approve the attached agreement between the City of Placentia, County of Orange, and Orange County Flood Control District, "Agreement to fund implementation of water quality monitoring, reporting and studies to comply with the requirements of the San Gabriel River/Coyote Creek total maximum daily loads for copper lead and zinc
  - 2) Authorize the Mayor to sign the subject agreement on behalf of the City
- f. **Award of Contract to United Paving Company for Construction of the Van Buren Street Improvement Project and Approval of Plans and Specifications Prepared by Willdan Engineering for the Van Buren Street Improvement Project**  
Financial Impact:  
Expense: \$124,712.90 for construction; budgeted in FY 2010-2011 Budget, Account# 333552-6185 J/L 61057  
Revenue: Proposition 1B, Community Development Block Grant  
Recommendation: It is recommended that the City Council:
  - 1) Approve plans and specifications prepared by Willdan Engineering dated December 20, 2010 for the Van Buren Street Improvement Project
  - 2) Award the construction contract to the lowest responsive and responsible bidder, United Paving Company, for an amount not to exceed \$124,712.90
  - 3) Reject all other bids

- 4) Authorize the City Administrator, or his designee, to approve construction change orders pursuant to the requirements set forth in the construction contract and in an aggregate amount not to exceed 15-percent of the project construction costs
  - 5) Authorize the City Administrator to execute contract documents on behalf of the City , in a form approved by the City Attorney
- g. **Approval of Contract Change Order with Avi-Con, Inc. DBA CA Construction for the Edwin T. Powell Building Renovation Project**  
Financial Impact:  
Expense: Not to exceed \$15,000, Account# 333554 – 6185 / 6104340023  
Funding: Park Development  
Recommendation: It is recommended that the City Council:
- 1) Authorize a contract change order to CA Construction in an amount not to exceed \$15,000 for the Edwin T. Powell Building Project
  - 2) Authorize the City Administrator, or his designee, to approve construction change orders pursuant to the requirements set forth in the construction contract
- h. **September and December 2010 Preliminary Financial Update Reports (Fiscal year 2010-11)**  
Financial Impact: None  
Recommendation: It is recommended that the City Council:
- 1) Receive and file both the September and December 2010 Preliminary Financial Update reports
- i. **September – December 2010 Treasurer’s Reports**  
Financial Impact: None  
Recommendation: It is recommended that the City Council:
- 1) Receive and file the Treasurer’s Reports for the period ended December 31, 2010
- j. **Revised Cooperative Agreement with OCTA for Metrolink Station**  
Financial Impact: Expense N/A  
Revenues: Agreement provides up to \$100,000 in cost recovery for City related expenses on the project  
Recommendation: It is recommended that the City Council:
- 1) Rescind the Cooperative Agreement with OCTA that was approved on June 15, 2010
  - 2) Approve a revised Cooperative Agreement with OCTA establishing the specific roles and responsibilities that will be followed in the design, construction, right-of-way acquisition and funding of the Placentia Metrolink Station
  - 3) Authorize the Mayor to execute all documents necessary to effectuate this agreement

**AGENCY CONSENT CALENDAR:**

- k. **Approval of Resolutions making findings for use of Low-Moderate Income Housing Funds for Agency owned properties located at 323 Baker Street and 229 Alta Street**  
Financial Impact: None  
Recommendation: It is recommended that the City Council:

- 1) Adopt Resolution RA-2011-03, A resolution of the Board of Directors of the Redevelopment Agency of the City of Placentia approving the expenditure and making findings for use of Low-Moderate Housing Income Funds for Agency-owned property at 229 Alta Street
- 2) Adopt Resolution RA-2011-04, A resolution of the Board of Directors of the Redevelopment Agency of the City of Placentia approving the expenditure and making findings for use of Low-Moderate Housing Income Funds for Agency-owned property at 323 Baker Street

**2. PUBLIC HEARINGS:**

**COUNCIL:** None

**AGENCY:** None

**3. OLD BUSINESS:** None

**4. NEW BUSINESS:**

**COUNCIL/AGENCY**

a. **Amendment of Chapter 1.10 of Title 1 of the Placentia Municipal Code Relating to Administrative Citations, Procedures for Mailing Courtesy Notices and Length of Appeal**

Financial Impact: Expenditure reduction due to reduce mailing costs

Recommendation: It is recommended that the City Council:

- 1) Approve Ordinance No. O-2011-01, An Ordinance of the City Council of the City of Placentia, California, amending Sections 1.10.040, 1.10.70, 1.10.100 and 1.10.130 of Chapter 1.10 of Title 1 of the Placentia Municipal Code relating to service of administrative citations, pre-citations and courtesy notices, time to appeal and service of hearing officer decisions and notices

b. **Adopting Resolutions of the City of Placentia Approving a City-wide Document Retention Schedule and Amendments to the City Policy and Procedure Manual Regarding Audio Recordings and Records Retention**

Financial Impact: Expense: None

Recommendation: It is recommended that the City Council:

- 1) Adopt Resolutions No. 2011-04, A resolution of the City of Placentia adopting the City-wide retention schedule and authorizing destruction of certain city records
- 2) Adopt Resolution No. 2011-05, A resolution of the City Council of the City of Placentia approving and adopting amendments to the City of Placentia Policy and Procedure Manual regarding audio recordings and records retention

**COUNCIL NEW BUSINESS:** None

**AGENCY NEW BUSINESS:** None

**CITY COUNCIL/AGENCY MEMBER REQUESTS:**

Council/Agency members may make requests or ask questions of staff. If a Council/Agency member would like to have formal action taken on a requested matter, it will be placed on a future Council/Agency Agenda.

**ADJOURNMENT:**

The City Council/Redevelopment Agency Board of Directors will adjourn to March 1, 2011.

**CERTIFICATION OF POSTING**

I, Tania Moreno, Deputy City Clerk for the City of Placentia and Assistant Secretary of the Placentia Redevelopment Agency, hereby certify that the Agenda for the February 15, 2011, meetings of the City Council and Redevelopment Agency was posted on February 10, 2011.

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Tania Moreno, Deputy City Clerk

**PLACENTIA  
CITY COUNCIL AND REDEVELOPMENT AGENCY  
REGULAR MEETING MINUTES  
February 1, 2011  
6:00 p.m. – City Council Chambers  
401 E. Chapman Avenue, Placentia, CA**

**CALL TO ORDER:** Mayor/Chair Nelson called the meeting to order at 6:04 pm.

**ROLL CALL:**

PRESENT: Council/Agency Members Nelson, Yamaguchi, Aguirre, Underhill, Wanke  
ABSENT: None

**ORAL COMMUNICATIONS:** None

**CITY COUNCIL:**

1. Pursuant to Government Code Section 54956.9(b) for Conference with Legal Counsel Regarding Anticipated Litigation – Four (4) Items
2. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding the Initiation of Litigation – Two (2) Items
3. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8  
Property: 700 De Jesus Drive, Placentia, CA 92870 APN: 340-461-13  
Agency Negotiator: Troy Butzlaff, City Administrator/Executive Director  
Property Negotiator: Alta Placentia Homeowners Association  
Under Negotiations: Price and Terms of Payment

**RDA:** None

Mayor/Chair Nelson reconvened the meeting at 7:00 pm.

**ROLL CALL:**

PRESENT: Council/Agency Members Nelson, Yamaguchi, Aguirre, Underhill, Wanke  
ABSENT: None

**STAFF PRESENT:** City Administrator/Executive Director, Troy L. Butzlaff; City Attorney/Agency Counsel, Andrew V. Arczynski; City Clerk/Agency Secretary, Patrick J. Melia; Assistant City Administrator, Ken Domer; Director of Administrative and Community Services, Steve Pischel; Public Works Director, Steve Drinovsky; Finance Director, Karen Ogawa; Finance Manager, Mike Nguyen; Police Chief, James Anderson; Neighborhood Services Manager, Jon Nicks; Captain, Ward Smith; Recreation Service Manager, Mike Kudron; Associate Engineer, Jonathan Wu; Accountant, Eric Hendrickson; Management Analyst, Maggie Le-Nguyen; City Clerk's Office staff, Vida Barone

**INVOCATION:** Police Chief Anderson

**PLEDGE OF ALLEGIANCE:** Girl Scout Troop 1242

Following pledge all Scouts in attendance received a special certificate from Mayor Nelson.

## **PRESENTATIONS:**

- a. Employee of the Quarter – Public Works Department/Joe Higgins, Crew Leader  
Presenter: City Administrator Butzlaff/Public Works Director Drinovsky
- b. Paint Your Heart Out Program  
Presenter: Executive Director Debbie Schultz
- c. Cultural Arts Program for Every Student (CAPES) Program Presentation  
Presenter: Cultural Arts Commissioners – Evelyn Lawrence/Dan Davis
- d. Introduction of Miss Placentia and Miss Outstanding Teen Pageant Participants  
Presenter: Kathryn E. Baldwin
- e. Police Explorer Recognition for Participation in the Explorer Tactical Competition, Chandler, Arizona  
Presenter: Police Chief Anderson/Police Officer Sean Malone

**EXECUTIVE SESSION REPORT:** City Attorney/Agency Counsel Arczynski reported the Council/Agency met in Executive Session to discuss the items listed on the agenda. He noted there were no reportable actions taken in Executive Session.

**CITY ADMINISTRATOR REPORT:** City Administrator Butzlaff reported on the following items: City Council/Executive Team Goal Setting Workshop, upcoming Study Sessions and Neighborhood Conversation Event at Koch Park.

## **ORAL COMMUNICATIONS:**

Scott Riorden, resident, spoke regarding traffic concerns at Golden and Valencia Avenue.

Blake Larson, resident, spoke regarding traffic concerns at Golden and Valencia Avenue.

Josh Rodriguez, resident, spoke regarding traffic concerns at Golden and Valencia Avenue.

Robert Fluehe, property owner, spoke regarding notification of Edison construction work on Bradford Avenue and in appreciation for efforts of Public Works Director Drinovsky.

Craig Green, City Treasurer, provided an update on former Councilmember Greg Sowards.

## **CITY COUNCIL/AGENCY MEMBER COMMENTS AND REPORTS:**

Councilmember Wanke reported on the following items: expressed condolences to the victims of the recent traffic accident, attended the League of California Cities New Councilmembers' Seminar and meetings with State legislators, Sacramento Delta site visit and Golden State Water sites within the City of Placentia, and the Mosquito and Vector Control District Conference.

Councilmember Aguirre reported on the following items: Congratulated all citizens and students who were recognized this evening and expressed his condolences to the victims and families of the recent traffic accident within the City.

Councilmember Underhill reported on the following items: The Goal Setting Workshop.

Mayor Pro Tem Yamaguchi reported on the following items: Chase Bank, Foundation Meeting, Metropolitan Water District Infrastructure Tour, the Goal Setting Workshop, and commented regarding the traffic concerns at the Golden and Valencia intersection. He requested a copy of the most recent traffic study conducted at the intersection of Golden and Valencia Avenues.

Mayor Nelson reported on the following items: Condolences to the victims and families of the recent traffic incident in Placentia, League of California Cities conference in Sacramento, the impact of the Governor's proposal to eliminate redevelopment agencies in California, and the Placentia Community Foundation Meeting.

**1. CONSENT CALENDAR (Items 1.a. through 1.h.):**

A motion was made by Councilmember Wanke, seconded by Mayor Pro Tem Yamaguchi, and carried (5 – 0) to approve Consent Calendar Items 1.a. through 1.h., with the following exceptions: Item 1.g. was removed from consideration and Councilmember Wanke abstained on Item 1.b.

**COUNCIL/AGENCY CONSENT CALENDAR:**

- a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**  
Financial Impact: None  
Recommended Action: Approve  
**(APPROVED 5 – 0, as recommended)**
  
- b. **Minutes**  
**City Council/Agency Regular Meeting – January 18, 2011**  
Recommended Action: Approve  
**(APPROVED 4 – 0, Wanke abstention, as recommended)**
  
- c. **City Warrant Register for January 19, 2011 through February 1, 2011**  
Financial Impact: \$803,450.95  
Recommended Action: Approve  
**(APPROVED 5 – 0, as recommended)**
  
- d. **Agency Warrant Register for January 19, 2011 through February 1, 2011**  
Financial Impact: \$1,963.27  
Recommended Action: Approve  
**(APPROVED 5 – 0, as recommended)**
  
- e. **Award of Contract to Urban Futures, Inc. for Consultant Services for Affordable Housing Programs Administration, Compliance and Monitoring**  
Financial Impact:  
Expense: First year \$5,480; Second Year \$2,640 (347536-6001)  
Recommended Action: It is recommended that the City Council:  
1) Award an agreement to Urban Futures, Inc. for consultant services for affordable housing programs administration, compliance and monitoring  
2) Authorize the Executive Director to execute the agreement in the form approved by Agency Counsel and accepted by consultant  
**(APPROVED 5 – 0, as recommended)**

- f. **Approval of Fee Agreement with Kosmont Companies for Real Estate Advisory Services**  
Financial Impact: Determined by individual projects and City Council/Agency approved budgeted line items  
Recommended Action: It is recommended that the City Council:  
 1) Approve an agreement with Kosmont Companies for real estate advisory services for City Council/Agency Director approved projects and budgeted line items and authorize the City Administrator/Executive Director to execute the agreement  
**(APPROVED 5 – 0, as recommended)**

**COUNCIL CONSENT CALENDAR:**

- g. **Approval of Contract Change Order with Yakar, Inc. for Construction of the Bradford/Madison Avenue Street Improvement Project. Contract Change Order with Willdan Engineering for Construction Management Related to this Change Order**

This item was removed from the agenda at the request of City Administrator Butzlaff.

- h. **Approval of Agreement for Building Inspection Services**  
Financial Impact:  
 Expenditure: Not to exceed \$90,000 over two years  
 Offsetting revenue from development project  
Recommended Action: It is recommended that the City Council:  
 1) Approve the agreement with Mr. Al Almond for Building Inspection Services and authorize the City Administrator to execute the agreement  
**(APPROVED 5 – 0, as recommended)**

**AGENCY CONSENT CALENDAR:** None

**2. PUBLIC HEARINGS:**

**COUNCIL:** None

**AGENCY:** None

**3. OLD BUSINESS:** None

**4. NEW BUSINESS:**

**COUNCIL/AGENCY:**

- a. **Fiscal Year 2010-11 Budget Amendments**  
Financial Impact: Appropriation adjustments: City \$1,185,961 RDA \$190,000  
Recommended Action: It is recommended that the City Council:  
 1) Approve Resolution No. R-2011-03, A Resolution of the City Council of the City of Placentia authorizing a budget amendment in Fiscal Year 2010/11 in the aggregate amount of \$1,185,961.00 in compliance with City Charter requiring sufficient appropriations for actual expenditures

- 2) Approve Resolution No. RA-2011-02, A Resolution of the Redevelopment Agency of the City of Placentia, authorizing a budget amendment amount of \$190,000.00 in compliance with City Charter requiring sufficient appropriations for actual expenditures  
**(APPROVED 5 – 0, as recommended)**

City Administrator Butzlaff and Director Finance Karen Ogawa provided an overview of the mid-year status of the Fiscal Year 2010-2011 budget, a two-year financial forecast, revenue and expenditure trends, and other related items.

Council and staff discussion ensued on various topics related to the City's current and projected financial program.

A motion was made by Mayor Pro Tem/Vice Chair Yamaguchi, seconded by Council/Agency Member Aguirre, and carried (5 – 0) to approve Resolution No. R-2011-03 and Resolution No. RA-2011-02. The motion passed unanimously.

**COUNCIL NEW BUSINESS:** None

**AGENCY NEW BUSINESS:** None

**CITY COUNCIL/AGENCY MEMBER REQUESTS:**

Councilmember Aguirre requested that the minutes from the recent Goal Setting Council/Agency Study Session be placed on the City's website.

Mayor Pro Tem Yamaguchi requested the traffic study for the intersection of Golden and Valencia.

Councilmember Wanke reiterated that all members of the Placentia Police Department should treat members of the public with courtesy and respect.

Mayor Nelson requested that the Council consider bi-annual Goal Setting Workshops.

**ADJOURNMENT:**

The City Council/Redevelopment Agency Board of Directors adjourned at 9:00 p.m. to February 15, 2011.

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PATRICK J. MELIA, CITY CLERK/AGENCY  
SECRETARY

ATTEST:

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SCOTT W. NELSON, MAYOR/AGENCY CHAIR

**City of Placentia  
Warrant Register  
For 02/15/2011**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount Invoice#	PO #	Check #	Check Date
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Grand Total: 697,000.45

Fund Name	Warrant Totals by Fund
101-General Fund	384,839.63
225-Asset Seizure	1,606.34
230-Supplemental Law Enforcement	65.11
235-Park Development	47,018.00
265-Landscape Maintenance	7,184.61
275-Sewer Maintenance	920.02
280-Misc Grants Fund	16,786.10
401-City Capital Projects	21,853.41
501-Refuse Administration	27,117.89
505-CNG Fueling Station	32,068.43
601-Employee Health & Welfare	10,544.39
605-Risk Management	22,586.53
615-Information Technology	695.56
620-Citywide Services	98,223.15
701-Special Deposits	17,692.54
715-Community Facilities District	7,798.74

Void Total: 0.00  
Warrant Total: 697,000.45

LEGEND	
EP	Electronic Payment
MW IP	Machine Written (Immediate Pay)
MW OH	Machine Written (Open Hold)
RV	Reversed Warrant

Warrant Total: 697,000.45

1c

February 15, 2011

K

**City of Placentia  
Warrant Register  
For 02/15/2011**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
EP	ICMA RETIREMENT TRUST V000496	P/E 2/5/11 PD DATE 2/11/11	0038-2170 Deferred Comp Payable - ICMA	PY11003	15.00	2995/1101003		00002028	02/11/2011
EP	ICMA RETIREMENT TRUST V000496	P/E 2/5/11 PD DATE 2/11/11	0037-2170 Deferred Comp Payable - ICMA	PY11003	109.50	2995/1101003		00002028	02/11/2011
EP	ICMA RETIREMENT TRUST V000496	P/E 2/5/11 PD DATE 2/11/11	0010-2170 Deferred Comp Payable - ICMA	PY11003	6,881.78	2995/1101003		00002028	02/11/2011
EP	ICMA RETIREMENT TRUST V000496	P/E 2/5/11 PD DATE 2/11/11	0043-2170 Deferred Comp Payable - ICMA	PY11003	50.00	2995/1101003		00002028	02/11/2011
EP	ICMA RETIREMENT TRUST V000496	P/E 2/5/11 PD DATE 2/11/11	0048-2170 Deferred Comp Payable - ICMA	PY11003	106.75	2995/1101003		00002028	02/11/2011
EP	ICMA RETIREMENT TRUST V000496	P/E 2/5/11 PD DATE 2/11/11	0029-2170 Deferred Comp Payable - ICMA	PY11003	54.50	2995/1101003		00002028	02/11/2011
				<b>Vendor Total:</b>	<b>7,217.53</b>				
				<b>Type Total:</b>	<b>7,217.53</b>				
MW IP	A-1 AUTO BODY AND TOWI V005848	JULY CSUFPPD TOWING SRVS	103041-6181 / 50208-6181 Towing Services	ITK20311	767.25	JULY 10 CSUFI	P04650	00071564	02/03/2011
MW IP	A-1 AUTO BODY AND TOWI V005848	OCT TOWING SERVICES	103041-6181 Towing Services	ITK20311	5,205.75	OCT 10	P04691	00071564	02/03/2011
MW IP	A-1 AUTO BODY AND TOWI V005848	OCT CSUFPPD TOWING SRVS	103041-6181 / 50208-6181 Towing Services	ITK20311	676.50	OCT 10 CSUFP	P04692	00071564	02/03/2011
MW IP	A-1 AUTO BODY AND TOWI V005848	AUG TOWING SERVICES	103041-6181 Towing Services	ITK20311	6,311.25	AUG 10	P04693	00071564	02/03/2011
MW IP	A-1 AUTO BODY AND TOWI V005848	AUG CSUFPPD TOWING SRVS	103041-6181 / 50208-6181 Towing Services	ITK20311	165.00	AUG 10 CSUFP	P04694	00071564	02/03/2011
MW IP	A-1 AUTO BODY AND TOWI V005848	SEPT CSUFPPD TOWING SRVS	103041-6181 / 50208-6181 Towing Services	ITK20311	330.00	SEPT 10 CSUFI	P04697	00071564	02/03/2011
MW IP	A-1 AUTO BODY AND TOWI V005848	SEPT TOWING SERVICES	103041-6181 Towing Services	ITK20311	8,563.50	SEPT 10	P04698	00071564	02/03/2011
MW IP	A-1 AUTO BODY AND TOWI V005848	JULY TOWING SERVICES	103041-6181 Towing Services	ITK20311	9,537.00	JULY 10	P04705	00071564	02/03/2011

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MW OH	AA EQUIPMENT RENTALS C V000051	RAKE FOR GROOMER	0043-1505 Auto Supply Inventory	Vendor Total: TK0207A	31,556.25	762.60 7909153	P03819	00071568	02/15/2011
MW OH	ABBA TERMITE & PEST CON V000087	CON BEE TRAPS	433654-6130 Repair & Maintn/Facilities	Vendor Total: TK0207A	762.60	180.00 15765B	P04500	00071569	02/15/2011
MW OH	ABBA TERMITE & PEST CON V000087	CON BEE TRAPS	433654-6130 Repair & Maintn/Facilities	TK0207A	180.00	15766B	P04500	00071569	02/15/2011
MW OH	ADMINSURE V004980	DEC WORKERS COMP CLAIMS AD	404580-6025 Third Party Administration	Vendor Total: TK0207A	360.00	3,255.53 5146	P04687	00071570	02/15/2011
MW OH	ALARM CENTRAL INC. V006825	JAN ALARM MONITORING	433654-6127 Alarm Monitoring	Vendor Total: TK0207A	3,255.53	1,134.00 R20317	P03859	00071571	02/15/2011
MW OH	ALCALA, JASON V006564	HONOR GUARD-TRAVEL,MEALS	103041-6250 Staff Training	Vendor Total: TK0207A	1,134.00	154.95 020111	P04707	00071572	02/15/2011
MW OH	AMERICAN RED CROSS V000058	SWIM INSTRUCTOR TRAINING	104071-6099 / 79510-6099 Other Professional Services	Vendor Total: TK0207A	154.95	900.00 P053201-1793	P04661	00071573	02/15/2011
MW OH	ANAHEIM FULLERTON TOW V006631	OCT TOWING SERVICES	103041-6181 Towing Services	Vendor Total: TK0207A	900.00	5,324.00 OCT 10	P04688	00071574	02/15/2011
MW OH	ANGEL, BRYCE V002886	CHIA TRAINING-MEALS,HOTEL	103042-6245 Meetings & Conferences	Vendor Total: TK0207A	5,324.00	728.65 020111	P04723	00071575	02/15/2011
MW OH	ANTHEM LIFE INSURANCE V000046	FEB OPTIONAL LIFE INSURANCE	0010-2186 Optional Life Insurance	Vendor Total: TK0207A	728.65	5.00 2012011		00071576	02/15/2011

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				<b>Vendor Total:</b>	<b>5.00</b>				
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	155.99	502-5458229	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	64.59	502-5458230	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	155.99	502-5476321	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	95.34	502-5476322	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	155.99	502-5494417	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	64.59	502-5494418	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	253.30	502-5512762	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	95.34	502-5512763	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	177.85	502-5530990	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	64.59	502-5530991	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	180.47	502-5549091	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	95.34	502-5549092	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	229.43	502-5567242	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	64.59	502-5567243	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	155.99	502-5585337	P04564	00071577	02/15/2011

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MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	95.34	502-5585338	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	202.33	502-5603405	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	64.59	502-5603406	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	155.99	502-5621422	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	95.34	502-5621423	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	197.58	502-5639421	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	64.59	502-5639422	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	155.99	589-5035951	P04564	00071577	02/15/2011
MW OH	ARAMARK UNIFORM SERV V004232	UNIFORM SERVICE	103650-6360 Uniforms	TK0207A	95.34	589-5035952	P04564	00071577	02/15/2011
				<b>Vendor Total:</b>	<b>3,136.48</b>				
MW OH	ARCZYNSKI, ANDREW V V005588	JAN CITY ATTORNEY FEES	101005-6005 Legal Services	TK0207D	23,230.87	020111	P04125	00071578	02/15/2011
				<b>Vendor Total:</b>	<b>23,230.87</b>				
MW OH	AT&T V004144	MONTHLY PHONE CHARGES	431010-6215 Telephone	TK0207A	3,915.89	010111		00071579	02/15/2011
MW OH	AT&T V004144	MONTHLY PHONE CHARGES	296561-6215 Telephone	TK0207A	258.61	010111		00071579	02/15/2011
MW OH	AT&T V004144	MONTHLY PHONE CHARGES	0010-1220 Accts Rec/Plac Library Dist	TK0207A	7.58	010111		00071579	02/15/2011
				<b>Vendor Total:</b>	<b>4,182.08</b>				
MW OH	ATHENS SERVICES	NOV STREET SWEEPING	374387-6099	TK0207A	13,718.25	3899191110	P03862	00071580	02/15/2011

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	V006622		Other Professional Services						
MW OH	ATHENS SERVICES V006622	DEC STREET SWEEPING	374387-6099 Other Professional Services	TK0207A	12,876.50	3899191210	P03862	00071580	02/15/2011
			<b>Vendor Total:</b>		<b>26,594.75</b>				
MW OH	B & M LAWN & GARDEN CE V000127	GARDEN CE SMALL EQUIPMENT	0043-1505 Auto Supply Inventory	TK0207A	72.10	570179	P03845	00071581	02/15/2011
MW OH	B & M LAWN & GARDEN CE V000127	GARDEN CE SMALL EQUIPMENT	0043-1505 Auto Supply Inventory	TK0207A	83.95	570181	P03845	00071581	02/15/2011
MW OH	B & M LAWN & GARDEN CE V000127	GARDEN CE SMALL EQUIPMENT	0043-1505 Auto Supply Inventory	TK0207A	65.42	570182	P03845	00071581	02/15/2011
MW OH	B & M LAWN & GARDEN CE V000127	GARDEN CE SMALL EQUIPMENT	0043-1505 Auto Supply Inventory	TK0207A	50.17	570183	P03845	00071581	02/15/2011
MW OH	B & M LAWN & GARDEN CE V000127	GARDEN CE CLUTCH REPAIR	0043-1505 Auto Supply Inventory	TK0207A	158.19	556399	P04639	00071581	02/15/2011
MW OH	B & M LAWN & GARDEN CE V000127	GARDEN CE CARBURETOR REPAIR	0043-1505 Auto Supply Inventory	TK0207A	402.00	559915	P04639	00071581	02/15/2011
			<b>Vendor Total:</b>		<b>831.83</b>				
MW OH	BATTERY SYSTEMS V002360	BATTERIES	0043-1505 Auto Supply Inventory	TK0207A	347.78	11-244686	P04641	00071582	02/15/2011
			<b>Vendor Total:</b>		<b>347.78</b>				
MW OH	BISHOP CO V000107	SAFETY EQUIPMENT	103652-6301 Special Department Supplies	TK0207A	1,621.98	330316	P03863	00071584	02/15/2011
			<b>Vendor Total:</b>		<b>1,621.98</b>				
MW OH	BUREAU VERITAS NORTH / V004481	ENGIN SERVICES/OC GATEWAY P	333552-6185 / 61056-6185 Construction Services	TK0207A	3,587.50	1106152	P04168	00071586	02/15/2011
			<b>Vendor Total:</b>		<b>3,587.50</b>				
MW OH	BURKE WILLIAMS & SOREN V006247	NOV LEGAL SERVICES	101005-6005 Legal Services	TK0207A	6,542.00	142383	P04742	00071587	02/15/2011
			<b>Vendor Total:</b>		<b>6,542.00</b>				
MW OH	BUSINESS PRODUCTS DISTI V000107	OFFICE SUPPLIES	103550-6315	TK0207A	17.70	17890.1	P03720	00071588	02/15/2011

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	V000152		Office Supplies						
MW OH	BEARD ELECTRIC V004055	MELROSE PUMP SERVICE	103652-6301 Special Department Supplies	Vendor Total: TK0207A	17.70	2,096.10 48057	P04625	00071583	02/15/2011
MW OH	CALIFORNIA STATE DISBUY V004813	P/E 2/5/11 PD DATE 2/11/11	0029-2196 Garnishments W/H	Vendor Total: PY11003	2,096.10	55.41 2700/1101003		00071717	02/11/2011
MW OH	CALIFORNIA STATE DISBUY V004813	P/E 2/5/11 PD DATE 2/11/11	0010-2196 Garnishments W/H	PY11003	1,200.09	2700/1101003		00071717	02/11/2011
MW OH	CALIFORNIA STATE DISBUY V004813	P/E 2/5/11 PD DATE 2/11/11	0048-2196 Garnishments W/H	PY11003	83.08	2700/1101003		00071717	02/11/2011
MW OH	CALIFORNIA STATE DISBUY V004813	P/E 2/5/11 PD DATE 2/11/11	0010-2196 Garnishments W/H	PY11003	147.55	2702/1101003		00071716	02/11/2011
MW OH	CALIFORNIA STATE DISBUY V004813	P/E 2/5/11 PD DATE 2/11/11	0029-2196 Garnishments W/H	PY11003	22.70	2702/1101003		00071716	02/11/2011
MW OH	CALIFORNIA STATE DISBUY V004813	P/E 2/5/11 PD DATE 2/11/11	0048-2196 Garnishments W/H	PY11003	56.75	2702/1101003		00071716	02/11/2011
MW OH	CALIFORNIA STATE UNIVEI V006510	OCT CSUFPPD IMPOUND FEES	103041-6183 / 50208-6183 CSUF PD Reimburse Impound Fee	Vendor Total: TK0207B	1,565.58	1,949.64 OCT CSUFPPD	P04704	00071589	02/15/2011
MW OH	CALIFORNIA YELLOW V003323	DEC SR. TRANSPORTATION	101572-6401 Community Programs	Vendor Total: TK0207B	1,949.64	2,917.20 DEC 2010	P04743	00071590	02/15/2011
MW OH	CALIFORNIA YELLOW V003323	NOV SR. TRANSPORTATION	101572-6401 Community Programs	TK0207B	3,456.20	NOV 2010	P04743	00071590	02/15/2011
MW OH	CALIFORNIA, STATE OF V000264	2010 EPA ID VERIFICATION	374386-6257 Licenses & Permits	Vendor Total: TK0207E	6,373.40	200.00 2010	P04696	00071591	02/15/2011
MW OH	CARLSON, DALE	OFFICER INVOLVED SHOOTING-N	103042-6250	Vendor Total: TK0207B	200.00	16.00 020111	P04643	00071592	02/15/2011

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	V003437		Staff Training						
MW OH	CERTIFION CORPORATION V003588	DEC EPO ACCESS	103042-6299 Other Purchased Services	Vendor Total: TK0207B	16.00	104.95 37459	P03656	00071593	02/15/2011
MW OH	CITY CLERK MANAGEMENT V007045	JAN CITY CLERK SERVICES	101002-6099 Other Professional Services	Vendor Total: TK0207D	104.95	1,147.50 11-01	P04732	00071594	02/15/2011
MW OH	CITY OF CLAREMONT V006053	LEGAL SERVICES-GSW PROTEST	101005-6005 Legal Services	Vendor Total: TK0207B	1,147.50	51.63 34550	P03671	00071595	02/15/2011
MW OH	CITY OF TUSTIN V005980	CALPACS 2011 MEMBERSHIP	101512-6255 Dues & Memberships	Vendor Total: TK0207B	51.63	275.00 2011	P04654	00071596	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES V005847	LIEN SRVS 12/10-12/31	103041-6182 Lien Services	Vendor Total: TK0207B	275.00	273.00 279A	P04689	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES V005847	LIEN SRVS 12/10-12/31	103041-6182 Lien Services	TK0207B	13.00	285A	P04689	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES V005847	LIEN SRVS 12/10-12/31	103041-6182 Lien Services	TK0207B	78.00	289A	P04689	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES V005847	LIEN SRVS 1/7	103041-6182 Lien Services	TK0207B	104.00	294	P04689	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES V005847	LIEN SRVS 12/10-12/31	103041-6182 Lien Services	TK0207B	150.00	3291	P04689	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES V005847	LIEN SRVS 12/10-12/31	103041-6182 Lien Services	TK0207B	90.00	3293	P04689	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES V005847	LIEN SRVS 12/10-12/31	103041-6182 Lien Services	TK0207B	30.00	3294	P04689	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES V005847	LIEN SRVS 12/10-12/31	103041-6182 Lien Services	TK0207B	26.00	599	P04689	00071597	02/15/2011

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MW OH	CLEAR CHOICE LIEN SALES CSUFPPD LIEN SRVS V005847		103041-6182 / 50208-6182 Lien Services	TK0207B	90.00	3291A	P04690	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES CSUFPPD LIEN SRVS V005847		103041-6182 / 50208-6182 Lien Services	TK0207B	30.00	3293A	P04690	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES CSUFPPD LIEN SRVS V005847		103041-6182 / 50208-6182 Lien Services	TK0207B	30.00	3295	P04690	00071597	02/15/2011
MW OH	CLEAR CHOICE LIEN SALES CSUFPPD LIEN SRVS V005847		103041-6182 / 50208-6182 Lien Services	TK0207B	40.00	7802	P04690	00071597	02/15/2011
			<b>Vendor Total:</b>		<b>954.00</b>				
MW OH	CLEMENTS, CYNDI V007412	DEPOSIT REFUND - TRI CITY	100000-4385 / 79188-4385 Facility Rental	TK0207B	50.00	66776		00071598	02/15/2011
			<b>Vendor Total:</b>		<b>50.00</b>				
MW OH	COAST RECREATION INC V000170	BIKE RACK	103655-6301 Special Department Supplies	TK0207B	567.81	8297	P04673	00071599	02/15/2011
			<b>Vendor Total:</b>		<b>567.81</b>				
MW OH	COMMUNITY HEALTH CHA V000192	P/E 2/5/11 PD DATE 2/11/11	0037-2194 CHAD	PY11003	1.00	2640/1101003		00071718	02/11/2011
MW OH	COMMUNITY HEALTH CHA V000192	P/E 2/5/11 PD DATE 2/11/11	0010-2194 CHAD	PY11003	14.00	2640/1101003		00071718	02/11/2011
			<b>Vendor Total:</b>		<b>15.00</b>				
MW OH	COUNTY OF ORANGE V000701	3RD QTR 800 MHZ ALLOCATION	103043-6137 Repair Maint/Equipment	TK0207B	8,020.00	SC05193	P04679	00071600	02/15/2011
			<b>Vendor Total:</b>		<b>8,020.00</b>				
MW OH	CRAFCO INC V002870	POT HOLE MATERIALS	103652-6301 Special Department Supplies	TK0207B	19.12	00366523	P03865	00071601	02/15/2011
MW OH	CRAFCO INC V002870	POT HOLE MATERIALS	103652-6301 Special Department Supplies	TK0207B	698.18	417356	P03865	00071601	02/15/2011
MW OH	CRAFCO INC V002870	POT HOLE MATERIALS	103652-6301 Special Department Supplies	TK0207B	95.00	417410	P03865	00071601	02/15/2011
			<b>Vendor Total:</b>		<b>812.30</b>				

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MW OH	CREATIVE BENEFITS INC V000283	P/E 2/5/11 PD DATE 2/11/11	0010-2188 Health Care SSA	PY11003	170.09	2655/1101003		00071719	02/11/2011
MW OH	CREATIVE BENEFITS INC V000283	P/E 2/5/11 PD DATE 2/11/11	0037-2188 Health Care SSA	PY11003	0.96	2655/1101003		00071719	02/11/2011
MW OH	CREATIVE BENEFITS INC V000283	P/E 2/5/11 PD DATE 2/11/11	0048-2190 Dependent Care SSA	PY11003	18.47	2660/1101003		00071719	02/11/2011
MW OH	CREATIVE BENEFITS INC V000283	P/E 2/5/11 PD DATE 2/11/11	0010-2190 Dependent Care SSA	PY11003	266.16	2660/1101003		00071719	02/11/2011
MW OH	CREATIVE BENEFITS INC V000283	P/E 2/5/11 PD DATE 2/11/11	0038-2190 Dependent Care SSA	PY11003	27.69	2660/1101003		00071719	02/11/2011
MW OH	CREATIVE BENEFITS INC V000283	P/E 2/5/11 PD DATE 2/11/11	0037-2190 Dependent Care SSA	PY11003	18.46	2660/1101003		00071719	02/11/2011
				<b>Vendor Total:</b>	<b>501.83</b>				
MW OH	DALEY & HEFT ATTORNEY: V005914	AUG LEGAL SRVS-A. PIKE CLAIM	404582-6006 Litigation	TK0207B	2,301.58	37291	P04699	00071602	02/15/2011
MW OH	DALEY & HEFT ATTORNEY: V005914	SEPT LEGAL SRVS-A. PIKE CLAIM	404582-6006 Litigation	TK0207B	2,730.03	37466	P04699	00071602	02/15/2011
MW OH	DALEY & HEFT ATTORNEY: V005914	OCT LEGAL SRVS-A. PIKE CLAIM	404582-6006 Litigation	TK0207B	120.53	37612	P04699	00071602	02/15/2011
				<b>Vendor Total:</b>	<b>5,152.14</b>				
MW OH	DARDEN, ELIZABETH V007402	SR. CENTER PERFORMANCE	101572-6301 Special Department Supplies	TK0207B	100.00	010711	P04663	00071603	02/15/2011
MW OH	DELTACARE USA V005298	FEB DENTAL INSURANCE PREMIL	395083-5162 Dental Insurance Premiums	TK0207A	450.69	3937888		00071604	02/15/2011
MW OH	DELTACARE USA V005298	FEB DENTAL INSURANCE PREMIL	395000-4720 ISF Dental Ins Reimbursement	TK0207A	1,423.04	3937888		00071604	02/15/2011
				<b>Vendor Total:</b>	<b>1,873.73</b>				
MW OH	DISTINGUISHED PEST CONTROL V003466	PEST CONTROL	433654-6130 Repair & Maint/Facilities	TK0207B	965.00	7267	P03878	00071605	02/15/2011

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MW OH	DUDEK & ASSOCIATES INC V004114	WDR STEERING MTG ATTENDANC Special Studies	484356-6017	Vendor Total: TK0207B	965.00 419.50	20104105	P04346	00071606	02/15/2011
MW OH	E.B.A. & M CORP V000362	FEB DENTAL INSURANCE PREMIL ISF Dental Ins Reimbursement	395000-4720	Vendor Total: TK0207D	419.50 431.25	FEB 11		00071607	02/15/2011
MW OH	E.B.A. & M CORP V000362	FEB DENTAL INSURANCE PREMIL Dental Insurance Premiums	395083-5162	TK0207D	523.25	FEB 11		00071607	02/15/2011
MW OH	E.J. WARD INC V001108	FUEL READER SUPPORT	0043-1505 Auto Supply Inventory	Vendor Total: TK0207C	954.50 303.40	0030573-IN	P03846	00071608	02/15/2011
MW OH	EDUCATIONAL CREDIT MG V004608	P/E 2/5/11 PD DATE 2/11/11	0048-2196 Garnishments W/H	Vendor Total: PY11003	303.40 46.92	2711/1101003		00071720	02/11/2011
MW OH	EDUCATIONAL CREDIT MG V004608	P/E 2/5/11 PD DATE 2/11/11	0010-2196 Garnishments W/H	PY11003	551.93	2711/1101003		00071720	02/11/2011
MW OH	EDUCATIONAL CREDIT MG V004608	P/E 2/5/11 PD DATE 2/11/11	0029-2196 Garnishments W/H	PY11003	31.27	2711/1101003		00071720	02/11/2011
MW OH	EL DORADO HIGH SCHOOL V007407	CAPE GRANT RECIPIENT	0044-2040 / 79484-2040 Special Deposits	Vendor Total: TK0207C	630.12 499.00	011311	P04670	00071609	02/15/2011
MW OH	EL DORADO HIGH SCHOOL V007407	CAPE GRANT RECIPIENT	0044-2040 / 79484-2040 Special Deposits	TK0207C	495.84	011311	P04670	00071609	02/15/2011
MW OH	EL MAISTRO TRANSMISSIO V004643	TRANSMISSION REPAIR	0043-1505 Auto Supply Inventory	Vendor Total: TK0207C	994.84 124.81	16993	P03833	00071610	02/15/2011
MW OH	EMERGENCY RESPONSE V003861	CRIME SCENE CLEAN UP/BIO-HAZ Other Purchased Services	103043-6299	Vendor Total: TK0207C	1,000.00	T2011-102	P04682	00071611	02/15/2011

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MW OH	ESTRADA, ALBA V007414	DEPOSIT REFUND - TRI CITY	100000-4385 / 79188-4385 Facility Rental	Vendor Total: TK0207C	1,000.00	50.00 66681		00071612	02/15/2011
MW OH	EVAN'S GUNSMITHING'S SH DEC RANGE FEES V003336		103043-6160 / 50040-6160 Facility Rental	Vendor Total: TK0207C	50.00	52.00 5005	P04680	00071613	02/15/2011
MW OH	FAIRWAY FORD V000376	VEHICLE PARTS	0043-1505 Auto Supply Inventory	Vendor Total: TK0207C	52.00	163.26 161069	P03840	00071614	02/15/2011
MW OH	FAIRWAY FORD V000376	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207C	99.75	C21161	P03840	00071614	02/15/2011
MW OH	FERGUSON PRAET & SHERN PROFESSIONAL SRVS-MC CLARY V000396		404582-6006 / 20021-6006 Litigation	Vendor Total: TK0207C	263.01	1,961.00 14355	P04701	00071615	02/15/2011
MW OH	FLEET SERVICES V007269	GASOLINE-FLEET	433658-6345 Gasoline & Diesel Fuel	Vendor Total: TK0207C	1,961.00	1,416.54 25077556	P04341	00071617	02/15/2011
MW OH	FLEET SERVICES INC V000400	ACCELERATION TEST	0043-1505 Auto Supply Inventory	Vendor Total: TK0207C	1,416.54	225.00 203430032	P03844	00071616	02/15/2011
MW OH	GAS CO, THE V000909	MONTHLY GAS CHARGES	431010-6340 Natural Gas	Vendor Total: TK0207C	225.00	753.39 012111		00071618	02/15/2011
MW OH	GLADWELL GOVERNMENT, EDMS MASTER PLAN V007230		422023-6136 Software Maintenance	Vendor Total: TK0207C	753.39	686.00 2387	P04496	00071619	02/15/2011
MW OH	GOLDEN STATE WATER CO MONTHLY WATER CHARGES V000928		296561-6335 Water	Vendor Total: TK0207C	686.00	6,457.81 011411		00071620	02/15/2011

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MW OH	GOLDEN STATE WATER CO V000928	MONTHLY WATER CHARGES	431010-6335 Water	TK0207C	15,191.85	011411		00071620	02/15/2011
MW OH	GONSALVES & SON, JOE V005577	FEB ADVOCACY SERVICES	101001-6099 Other Professional Services	Vendor Total: TK0207C	21,649.66 4,000.00	2253	P03630	00071621	02/15/2011
MW OH	GREAT WEST V006983	P/E 2/5/11 PD DATE 2/11/11	0048-2172 Deferred Comp Pay. - Gr West	Vendor Total: PY11003	4,000.00 8.21	2607/1101003		00071721	02/11/2011
MW OH	GREAT WEST V006983	P/E 2/5/11 PD DATE 2/11/11	0010-2172 Deferred Comp Pay. - Gr West	PY11003	351.45	2607/1101003		00071721	02/11/2011
MW OH	GREAT WEST V006983	P/E 2/5/11 PD DATE 2/11/11	0029-2172 Deferred Comp Pay. - Gr West	PY11003	5.47	2607/1101003		00071721	02/11/2011
MW OH	GREENE, LYNN V007415	DEPOSIT REFUND - TRI CITY	100000-4385 / 79188-4385 Facility Rental	Vendor Total: TK0207C	365.13 100.00	66675		00071622	02/15/2011
MW OH	GUTIERREZ, NEPHTALI V007416	DEPOSIT REFUND - BACKS BLDG	100000-4385 / 79161-4385 Facility Rental	Vendor Total: TK0207C	100.00 150.00	66676		00071623	02/15/2011
MW OH	HARRIS & ASSOCIATES V007293	PAVEMENT MANAGEMENT PROG	503901-6017 Special Studies	Vendor Total: TK0207C	150.00 16,786.10	12600	P04457	00071624	02/15/2011
MW OH	HIMES, CAMILLE V007417	CLASS REFUND	100000-4340 / 79348-4340 Recreation Programs	Vendor Total: TK0207C	16,786.10 60.00	66679		00071625	02/15/2011
MW OH	IN & OUT PAINT & BODY CI PAINT & BODY REPAIR V000520		0043-1505 Auto Supply Inventory	Vendor Total: TK0207C	60.00 600.00	10679	P03832	00071626	02/15/2011
MW OH	IN & OUT PAINT & BODY CI PAINT/BODY REPAIR V000520		0043-1505 Auto Supply Inventory	TK0207C	3,241.86	10606	P04640	00071626	02/15/2011

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MW OH	INTERNAL CONTROL V000504	5 PRE-EMPLOYMENT SCREENING:	103040-6099 Other Professional Services	Vendor Total: TK0207C	3,841.86 625.00	10308	P03652	00071627	02/15/2011
MW OH	KBI & ASSOCIATES V002106	YOUTH BASKETBALL UNIFORM S	104071-6301 Special Department Supplies	Vendor Total: TK0207C	625.00 894.14	12172	P04660	00071628	02/15/2011
MW OH	KOSMONT COMPANIES V006131	DECEMBER LEGAL SRVS - SCIED	0044-2042 / 45014-2042 Construction Deposits	Vendor Total: TK0207C	894.14 1,391.00	0903.0.17	P04738	00071629	02/15/2011
MW OH	KRAEMER MIDDLE SCHOOL V007406	CAPES GRANT RECIPIENT	0044-2040 / 79484-2040 Special Deposits	Vendor Total: TK0207C	1,391.00 415.50	011311	P04669	00071630	02/15/2011
MW OH	LE BARD & UNDERWOOD H V004044	PD MOTOR REPAIR	0043-1505 Auto Supply Inventory	Vendor Total: TK0207C	415.50 270.73	W083965	P03842	00071631	02/15/2011
MW OH	LE BARD & UNDERWOOD H V004044	PD MOTOR REPAIR	0043-1505 Auto Supply Inventory	TK0207C	1,058.58	W084085	P03842	00071631	02/15/2011
MW OH	LE BARD & UNDERWOOD H V004044	PD MOTOR REPAIR	0043-1505 Auto Supply Inventory	TK0207C	278.66	W084093	P03842	00071631	02/15/2011
MW OH	LEE, KATHY V005919	DEPOSIT REFUND - TYNES GYM	100000-4340 / 79191-4340 Recreation Programs	Vendor Total: TK0207C	1,607.97 100.00	66868		00071632	02/15/2011
MW OH	LOMA VISTA NURSERY V000595	PLANTS & FLOWERS	103655-6301 Special Department Supplies	Vendor Total: TK0207C	100.00 30.45	146539	P04672	00071633	02/15/2011
MW OH	LOS ANGELES TIMES V006731	NEWSPAPER SUBSCRIPTION	101001-6320 Books & Periodicals	Vendor Total: TK0207C	30.45 293.80	121610	P04716	00071634	02/15/2011
				Vendor Total:	293.80				

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MW OH	MARIPOSA HORTICULTURA V000647	NOV LANDSCAPE SRVS	103655-6115 Landscaping	TK0207C	49,799.77	50027	P03854	00071635	02/15/2011
MW OH	MARIPOSA HORTICULTURA V000647	NOV LANDSCAPE SRVS	103655-6115 Landscaping	TK0207C	180.00	50135	P03854	00071635	02/15/2011
MW OH	MARIPOSA HORTICULTURA V000647	DEC LANDSCAPE SRVS	103655-6115 Landscaping	TK0207C	49,799.77	50319	P03854	00071635	02/15/2011
MW OH	MARK'S OLD TOWNE SERV V000648	FUEL FILTER	0043-1505 Auto Supply Inventory	Vendor Total:	99,779.54				
MW OH	MARSDEN, CHRISTINE V007075	CLASS REFUND	100000-4340 / 79348-4340 Recreation Programs	TK0207C	245.01	226856	P04674	00071636	02/15/2011
MW OH	MATTHEW BENDER & CO V000163	CA PENAL CODE 2011 EDITION	103040-6320 Books & Periodicals	Vendor Total:	245.01				
MW OH	MC ELHINNEY, JAMES V003620	HONOR GUARD-TRAVEL,MEALS	103041-6250 Staff Training	TK0207C	60.00	66677	P04681	00071637	02/15/2011
MW OH	MC FADDEN-DALE HARDW V000635	MISC PARTS	0043-1505 Auto Supply Inventory	Vendor Total:	373.50				
MW OH	MEDICI, JAMES L. V002067	ADDITIONAL SANTA VISITS	104071-6060 Instructional Services	TK0207C	373.50	123110	P04681	00071638	02/15/2011
MW OH	MEE, BARBARA V005144	CLASS REFUND	100000-4340 / 79340-4340 Recreation Programs	Vendor Total:	195.05				
MW OH	METROPICS INC	PHONE EQUIPMENT	103042-6301	TK0207C	195.05	020111	P04646	00071639	02/15/2011
MW OH	MARIPOSA HORTICULTURA V000647	NOV LANDSCAPE SRVS	103655-6115 Landscaping	Vendor Total:	33.65				
MW OH	MARIPOSA HORTICULTURA V000647	NOV LANDSCAPE SRVS	103655-6115 Landscaping	TK0207C	33.65	126642	P03816	00071640	02/15/2011
MW OH	MARIPOSA HORTICULTURA V000647	DEC LANDSCAPE SRVS	103655-6115 Landscaping	Vendor Total:	33.65				
MW OH	MARIPOSA HORTICULTURA V000647	DEC LANDSCAPE SRVS	103655-6115 Landscaping	TK0207C	40.00	WINTER 2010	P04671	00071641	02/15/2011
MW OH	MARIPOSA HORTICULTURA V000647	DEC LANDSCAPE SRVS	103655-6115 Landscaping	Vendor Total:	40.00				
MW OH	MARIPOSA HORTICULTURA V000647	DEC LANDSCAPE SRVS	103655-6115 Landscaping	TK0207C	68.00	66678		00071642	02/15/2011
MW OH	MARIPOSA HORTICULTURA V000647	DEC LANDSCAPE SRVS	103655-6115 Landscaping	Vendor Total:	68.00				
MW OH	MARIPOSA HORTICULTURA V000647	DEC LANDSCAPE SRVS	103655-6115 Landscaping	TK0207C	200.00	73231	P04678	00071643	02/15/2011

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	V005973		Special Department Supplies						
MW OH	MUNOZ, MARTHA V007418	DEPOSIT REFUND - BACKS BLDG	100000-4385 / 79161-4385 Facility Rental	Vendor Total: TK0207C	200.00	150.00 66773		00071644	02/15/2011
MW OH	NATIONAL CONSTRUCTION V002550	RESTROOM RENTAL	384359-6137 Repair Maint/Equipment	Vendor Total: TK0207D	150.00	85.38 3071003	P03817	00071645	02/15/2011
MW OH	NATIONAL CONSTRUCTION V002550	RESTROOM RENTAL	384359-6137 Repair Maint/Equipment	TK0207D	85.38	3106385	P03817	00071645	02/15/2011
MW OH	NICKEY PETROLEUM COMF V006696	GASOLINE	433658-6345 Gasoline & Diesel Fuel	Vendor Total: TK0207D	170.76	26,709.93 296861	P04718	00071647	02/15/2011
MW OH	NIKPOUR, MOHAMMED V006632	FALL REFREE ASSINGING FEES	104071-6275 / 79105-6275 Officiating	Vendor Total: TK0207D	26,709.93	192.00 PCSD 55	P04659	00071648	02/15/2011
MW OH	NORTH STAR ELECTRONICS V004179	PD EQUIPMENT	0043-1505 Auto Supply Inventory	Vendor Total: TK0207D	192.00	234.26 3864	P03843	00071649	02/15/2011
MW OH	O'BRIEN, WALTER V007425	REFUND - FUTSAL LEAGUE	100000-4340 / 79105-4340 Recreation Programs	Vendor Total: TK0207D	234.26	170.00 66897		00071650	02/15/2011
MW OH	OC-HRC V007399	OCHRC 2011 MEMBERSHIP	101512-6255 Dues & Memberships	Vendor Total: TK0207D	170.00	250.00 2011	P04652	00071651	02/15/2011
MW OH	OCE FINANCIAL SERVICES V007048	FEB COPIER MAINT	432024-6175 Office Equipment Rental	Vendor Total: TK0207D	250.00	353.23 1482380	P03680	00071652	02/15/2011
MW OH	OCE FINANCIAL SERVICES V007048	FEB COPIER MAINT	432024-6175 Office Equipment Rental	TK0207D	1,622.56	1482381	P03680	00071652	02/15/2011

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MW OH	oce FINANCIAL SERVICES V007048	FEB COPIER MAINT	432024-6175 Office Equipment Rental	TK0207D	353.23	1483465	P03680	00071652	02/15/2011
MW OH	ONYX ARCHITECTS V006691	ARCHITECTURAL DESIGN SERVIC	333554-6015 / 6106615023-6015 Engineering Services	<b>Vendor Total:</b> TK0207D	<b>2,329.02</b> 996.50	10644	P04348	00071653	02/15/2011
MW OH	ONYX ARCHITECTS V006691	ARCHITECTURAL DESIGN SERVIC	333554-6015 / 6106615023-6015 Engineering Services	TK0207D	1,993.16	10686	P04348	00071653	02/15/2011
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 2/5/11 PD DATE 2/11/11	0043-2176 PCEA/OCEA Assoc Dues	<b>Vendor Total:</b> PY11003	<b>2,989.66</b> 19.24	2610/1101003		00071722	02/11/2011
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 2/5/11 PD DATE 2/11/11	0037-2176 PCEA/OCEA Assoc Dues	PY11003	10.58	2610/1101003		00071722	02/11/2011
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 2/5/11 PD DATE 2/11/11	0048-2176 PCEA/OCEA Assoc Dues	PY11003	28.85	2610/1101003		00071722	02/11/2011
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 2/5/11 PD DATE 2/11/11	0029-2176 PCEA/OCEA Assoc Dues	PY11003	10.56	2610/1101003		00071722	02/11/2011
MW OH	ORANGE COUNTY EMPLOY V000699	P/E 2/5/11 PD DATE 2/11/11	0010-2176 PCEA/OCEA Assoc Dues	PY11003	296.33	2610/1101003		00071722	02/11/2011
MW OH	ORANGE COUNTY REGISTE V003211	DEC LEGAL ADVERTISING	101002-6225 Advertising/Promotional	<b>Vendor Total:</b> TK0207D	<b>365.56</b> 346.92	011111	P03960	00071654	02/15/2011
MW OH	ORANGE COUNTY REGISTE V006600	HERITAGE FESTIVAL ADVERTISIN	0044-2067 / 79392-2067 Heritage Committee	<b>Vendor Total:</b> TK0207D	<b>346.92</b> 2,683.92	103110	P04658	00071655	02/15/2011
MW OH	ORANGE COUNTY SHERIFF V005007	P/E 2/5/11 PD DATE 2/11/11	0010-2196 Garnishments W/H	<b>Vendor Total:</b> PY11003	<b>2,683.92</b> 112.50	2714/1101003		00071723	02/11/2011
MW OH	ORANGE COUNTY SHERIFF V005007	P/E 2/5/11 PD DATE 2/11/11	0048-2196 Garnishments W/H	PY11003	22.50	2714/1101003		00071723	02/11/2011
MW OH	ORANGE COUNTY SHERIFF	P/E 2/5/11 PD DATE 2/11/11	0029-2196	PY11003	15.00	2714/1101003		00071723	02/11/2011

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	V005007		Garnishments W/H						
MW OH	ORANGE COUNTY SHERIFF V006998	P/E 2/5/11 PD DATE 2/11/11	0010-2196 Garnishments W/H	Vendor Total: PY11003	150.00	581.82 2715/1101003		00071724	02/11/2011
MW OH	ORBEGOSO, OLGUITA V007419	CLASS REFUND	100000-4340 / 79340-4340 Recreation Programs	Vendor Total: TK0207D	581.82	60.00 66680		00071656	02/15/2011
MW OH	PAK WEST PAPER & PACKA V000815	JANITORIAL SUPPLIES	433654-6301 Special Department Supplies	Vendor Total: TK0207D	60.00	1,848.15 847907-00	P03870	00071657	02/15/2011
MW OH	PARKER, LIZ V005071	PLACENTIA QUARTELY DESIGN	104070-6230 Printing & Binding	Vendor Total: TK0207D	1,848.15	1,920.00 011911PQ	P04647	00071658	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	Vendor Total: TK0207D	1,920.00	36.41 57132	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	9.48	57376	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	37.91	58772	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	6.13	59031	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	102.30	59540	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	24.80	60770	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	17.55	61329	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	43.26	61432	P03929	00071659	02/15/2011

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MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	31.30	64466	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	72.25	69083	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	89.12	69139	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	27.80	69949	P03929	00071659	02/15/2011
MW OH	PARTS SOURCE V000817	VEHICLE PARTS	0043-1505 Auto Supply Inventory	TK0207D	9.10	70329	P03929	00071659	02/15/2011
				<b>Vendor Total:</b>	<b>507.41</b>				
MW OH	PASCARELLA, RICHARD V002546	POST MNGMT-HOTEL, TRAVEL, ME	103041-6250 Staff Training	TK0207D	669.42	020211	P04706	00071660	02/15/2011
MW OH	PASCARELLA, RICHARD V002546	TRAFFIC SAFETY CLASS	103041-6250 Staff Training	TK0207D	673.88	020111	P04708	00071660	02/15/2011
				<b>Vendor Total:</b>	<b>1,343.30</b>				
MW OH	PATTERSON, MYLENE V004403	CLASS REFUND	100000-4340 / 79308-4340 Recreation Programs	TK0207D	88.00	66777		00071661	02/15/2011
				<b>Vendor Total:</b>	<b>88.00</b>				
MW OH	PAULS PET FOOD V006389	DOG FOOD	103041-6301 / 50060-6301 Special Department Supplies	TK0207D	72.86	268318	P03653	00071662	02/15/2011
				<b>Vendor Total:</b>	<b>72.86</b>				
MW OH	PCEA C/O NORTH ORANGE V000679	P/E 2/5/11 PD DATE 2/11/11	0048-2176 PCEA/OCEA Assoc Dues	PY11003	0.70	2615/1101003		00071725	02/11/2011
MW OH	PCEA C/O NORTH ORANGE V000679	P/E 2/5/11 PD DATE 2/11/11	0010-2176 PCEA/OCEA Assoc Dues	PY11003	7.72	2615/1101003		00071725	02/11/2011
MW OH	PCEA C/O NORTH ORANGE V000679	P/E 2/5/11 PD DATE 2/11/11	0037-2176 PCEA/OCEA Assoc Dues	PY11003	0.28	2615/1101003		00071725	02/11/2011
MW OH	PCEA C/O NORTH ORANGE V000679	P/E 2/5/11 PD DATE 2/11/11	0043-2176 PCEA/OCEA Assoc Dues	PY11003	0.50	2615/1101003		00071725	02/11/2011

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MW OH	PCEA C/O NORTH ORANGE V000679	P/E 2/5/11 PD DATE 2/11/11	0029-2176 PCEA/OCEA Assoc Dues	PY11003	0.30	2615/1101003		00071725	02/11/2011
MW OH	PETE'S ROAD SERVICE INC V000767	TIRE REPAIR	0043-1505 Auto Supply Inventory	<b>Vendor Total:</b> TK0207D	9.50 30.00	546030-00	P03839	00071663	02/15/2011
MW OH	PICKARD ARCHITECTS V007365	ANIMAL SHELTER DESIGN CONC	476562-6099 Other Professional Services	<b>Vendor Total:</b> TK0207D	30.00 3,156.65	0016202	P04711	00071664	02/15/2011
MW OH	PICKARD ARCHITECTS V007365	ANIMAL SHELTER PROJECT REVII	476562-6099 Other Professional Services	TK0207D	4,642.09	0016199	P04712	00071664	02/15/2011
MW OH	PLACENTIA FOUNDERS SOC V001568	REIMBURSE-LIABILITY INSURAN	404582-6201 Liability Insurance Premiums	<b>Vendor Total:</b> TK0207D	7,798.74 6,619.00	012011	P04662	00071665	02/15/2011
MW OH	PLACENTIA POLICE MANAC V000839	P/E 2/5/11 PD DATE 2/11/11	0010-2180 Police Mgmt Assn Dues	<b>Vendor Total:</b> PY11003	6,619.00 995.66	2625/1101003		00071726	02/11/2011
MW OH	PLACENTIA POLICE OFFICE V003519	P/E 2/5/11 PD DATE 2/11/11	0010-2178 Placentia Police Assoc Dues	<b>Vendor Total:</b> PY11003	995.66 2,830.44	2620/1101003		00071727	02/11/2011
MW OH	PLACENTIA POLICE OFFICE V003519	P/E 2/5/11 PD DATE 2/11/11	0022-2178 Placentia Police Assoc Dues	PY11003	65.11	2620/1101003		00071727	02/11/2011
MW IP	PLACENTIA, CITY OF V000773	CERT MEETING SUPPLIES	101514-6245 Meetings & Conferences	<b>Vendor Total:</b> ITK20311	2,895.55 44.25	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	PARKING/MTG MEETING	102021-6240 Mileage Reimbursement	ITK20311	1.25	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	CAL TRANS PARKING	102021-6245 Meetings & Conferences	ITK20311	38.75	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	LEADERSHIP TRAINING CLASSES	102531-6245 Meetings & Conferences	ITK20311	151.74	020211		00071565	02/03/2011

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MW IP	PLACENTIA, CITY OF V000773	PLANNING DIRECTOR LUNCHEON	102531-6245 Meetings & Conferences	ITK20311	20.00	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	POSTAGE	102531-6325 Postage	ITK20311	6.60	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	CPRS SEMINAR	104071-6235 Travel	ITK20311	10.00	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	CAL TRANS-PARKING	103550-6245 Meetings & Conferences	ITK20311	45.75	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	OCEMO MEETING	101514-6245 Meetings & Conferences	ITK20311	24.00	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	HERITAGE SUPPLIES	0044-2067 / 79392-2067 Heritage Committee	ITK20311	29.22	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	MILEAGE REIMBURSEMENT	101002-6240 Mileage Reimbursement	ITK20311	12.00	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	CITY CLERK MEETING	101002-6245 Meetings & Conferences	ITK20311	15.00	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	PARKING/BUSINESS MTG	101511-6245 Meetings & Conferences	ITK20311	3.00	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	LUNCH-INTERVIEW PANEL	101512-6245 Meetings & Conferences	ITK20311	23.95	020211		00071565	02/03/2011
MW IP	PLACENTIA, CITY OF V000773	RACES MEETING SUPPLIES	101514-6245 Meetings & Conferences	ITK20311	5.98	020211		00071565	02/03/2011
				<b>Vendor Total:</b>	<b>431.49</b>				
MW OH	PLACENTIA, CITY OF V000822	SHIPPING CHARGES	103040-6325 Postage	TK0207B	18.35	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	OC COMMANDER LUNCHEON - CA	103040-6245 Meetings & Conferences	TK0207B	18.00	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	SHIPPING CHARGES	103040-6325 Postage	TK0207B	8.60	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	KEYS-M. GREEN	103043-6301 Special Department Supplies	TK0207B	4.81	012011	P04686	00071666	02/15/2011

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MW OH	PLACENTIA, CITY OF V000822	KITCHEN SUPPLIES	103040-6301 Special Department Supplies	TK0207B	36.04	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	TRAINING,MEAL-UCEDA	103042-6250 Staff Training	TK0207B	8.00	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	TRAINING,MEALS-UCEDA	103042-6250 Staff Training	TK0207B	16.00	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	TRAINING-MEAL-C. ANDERSON	103041-6250 Staff Training	TK0207B	8.00	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	POSTAGE	103040-6325 Postage	TK0207B	67.61	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	TRAINING,MEALS-MALONE	103041-6250 Staff Training	TK0207B	24.00	012011	P04686	00071666	02/15/2011
MW OH	PLACENTIA, CITY OF V000822	KEYS FOR VEHICLE	103043-6301 Special Department Supplies	TK0207B	5.98	012011	P04686	00071666	02/15/2011
				<b>Vendor Total:</b>	<b>215.39</b>				
MW OH	PLANNING DIRECTORS ASS 2011 MEMBERSHIP DUES V007401		102531-6255 Dues & Memberships	TK0207D	125.00	011411	P04730	00071667	02/15/2011
				<b>Vendor Total:</b>	<b>125.00</b>				
MW OH	PRINCIPAL LIFE INSURANC V000844	FEB LIFE INSURANCE PREMIUMS	104072-5163 Life Insurance Premiums	TK0207D	55.94	FEBRUARY 11		00071668	02/15/2011
MW OH	PRINCIPAL LIFE INSURANC V000844	FEB LIFE INSURANCE PREMIUMS	101512-5163 Life Insurance Premiums	TK0207D	126.23	FEBRUARY 11		00071668	02/15/2011
MW OH	PRINCIPAL LIFE INSURANC V000844	FEB LIFE INSURANCE PREMIUMS	103650-5163 Life Insurance Premiums	TK0207D	234.87	FEBRUARY 11		00071668	02/15/2011
MW OH	PRINCIPAL LIFE INSURANC V000844	FEB LIFE INSURANCE PREMIUMS	101511-5163 Life Insurance Premiums	TK0207D	286.92	FEBRUARY 11		00071668	02/15/2011
MW OH	PRINCIPAL LIFE INSURANC V000844	FEB LIFE INSURANCE PREMIUMS	103040-5163 Life Insurance Premiums	TK0207D	244.32	FEBRUARY 11		00071668	02/15/2011
MW OH	PRINCIPAL LIFE INSURANC V000844	FEB LIFE INSURANCE PREMIUMS	102531-5163 Life Insurance Premiums	TK0207D	90.95	FEBRUARY 11		00071668	02/15/2011
MW OH	PRINCIPAL LIFE INSURANC V000844	FEB LIFE INSURANCE PREMIUMS	102020-5163	TK0207D	86.73	FEBRUARY 11		00071668	02/15/2011

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	V000844		Life Insurance Premiums						
MW OH	PTM DOCUMENT SYSTEMS V005062	W-2 FORMS & ENVELOPES	102020-6315 Office Supplies	Vendor Total: TK0207D	1,125.96 237.12	14415	P04651	00071669	02/15/2011
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103043-6360 Uniforms	Vendor Total: TK0207E	237.12 65.24	R501991200014	P03668	00071670	02/15/2011
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103042-6360 Uniforms	TK0207E	211.99	R5020060000019	P03668	00071670	02/15/2011
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103043-6360 Uniforms	TK0207E	144.03	R5020164000019	P03668	00071670	02/15/2011
MW OH	QUARTERMASTER UNIFORMS V005761	UNIFORMS	103043-6360 Uniforms	TK0207E	168.53	R502016501014	P03668	00071670	02/15/2011
MW OH	QUARTERMASTER UNIFORMS V005761	PATROL DIVISION UNIFORMS	103041-6360 Uniforms	TK0207E	43.50	R5020195000013	P03668	00071670	02/15/2011
MW OH	QUARTERMASTER UNIFORMS V005761	PATROL DIVISION UNIFORMS	103041-6360 Uniforms	TK0207E	271.82	R5020384000013	P03668	00071670	02/15/2011
MW OH	QUARTERMASTER UNIFORMS V005761	PATROL DIVISION UNIFORMS	103041-6360 Uniforms	TK0207E	65.24	R502038501018	P03668	00071670	02/15/2011
MW OH	RADOMSKI, DAVID V002832	CHIA TRAINING-MEALS	103042-6245 Meetings & Conferences	Vendor Total: TK0207D	970.35 160.00	020111	P04720	00071671	02/15/2011
MW OH	RAY-LITE ENERGY MANAG V006931	VARIOUS LIGHT TESTS	433654-6130 Repair & Maint/Facilities	Vendor Total: TK0207D	160.00 185.50	1007	P04642	00071672	02/15/2011
MW OH	RAY-LITE ENERGY MANAG V006931	VARIOUS LIGHT TESTS	433654-6130 Repair & Maint/Facilities	TK0207D	162.50	1010	P04642	00071672	02/15/2011
MW OH	RAY-LITE ENERGY MANAG V006931	VARIOUS LIGHT TESTS	433654-6130 Repair & Maint/Facilities	TK0207D	585.00	1011	P04642	00071672	02/15/2011
MW OH	RAY-LITE ENERGY MANAG V006931	VARIOUS LIGHT TESTS	433654-6130 Repair & Maint/Facilities	TK0207D	632.50	1012	P04642	00071672	02/15/2011

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	V006931		Repair & Maint/Facilities						
MW OH	RAY-LITE ENERGY MANAG V006931	VARIOUS LIGHT TESTS	433654-6130 Repair & Maint/Facilities	TK0207D	130.00	1013	P04642	00071672	02/15/2011
MW OH	RAY-LITE ENERGY MANAG V006931	VARIOUS LIGHT TESTS	433654-6130 Repair & Maint/Facilities	TK0207D	2,276.75	1014	P04642	00071672	02/15/2011
MW OH	RAY-LITE ENERGY MANAG V006931	VARIOUS LIGHT TESTS	433654-6130 Repair & Maint/Facilities	TK0207D	198.28	1015	P04642	00071672	02/15/2011
			<b>Vendor Total:</b>		<b>4,170.53</b>				
MW OH	RESENDIZ, SOLEDAD V007420	DEPOSIT REFUND - BACKS BLDG	100000-4340 / 79161-4340 Recreation Programs	TK0207D	150.00	66869		00071673	02/15/2011
			<b>Vendor Total:</b>		<b>150.00</b>				
MW OH	REYES, KARLA V007421	DEPOSIT REFUND - KRAEMER	100000-4385 / 79175-4385 Facility Rental	TK0207D	100.00	66775		00071674	02/15/2011
			<b>Vendor Total:</b>		<b>100.00</b>				
MW OH	RODRIGUEZ, AFRICA V007422	DEPOSIT REFUND - TYNES GYM	100000-4340 / 79188-4340 Recreation Programs	TK0207D	50.00	66867		00071675	02/15/2011
			<b>Vendor Total:</b>		<b>50.00</b>				
MW OH	RODRIGUEZ, DESIREE V006489	FALL 10 TUITION REIMBURSEMENT	431010-5150 Tuition Reimbursement	TK0207D	1,636.20	012511	P04653	00071676	02/15/2011
			<b>Vendor Total:</b>		<b>1,636.20</b>				
MW OH	RYDIN DECAL V005931	PERMIT PARKING DECALS	103043-6301 Special Department Supplies	TK0207D	907.59	259460	P04575	00071677	02/15/2011
			<b>Vendor Total:</b>		<b>907.59</b>				
MW OH	SA AQUATICS V002842	OCT FOUNTAIN MAINT	0010-1220 Accts Rec/Plac Library Dist	TK0207E	142.50	202874		00071678	02/15/2011
MW OH	SA AQUATICS V002842	DEC FOUNTAIN MAINT	0010-1220 Accts Rec/Plac Library Dist	TK0207E	142.50	202919		00071678	02/15/2011
MW OH	SA AQUATICS V002842	OCT FOUNTAIN MAINT	103655-6115 Landscaping	TK0207E	142.50	202874	P03853	00071678	02/15/2011
MW OH	SA AQUATICS V002842	DEC FOUNTAIN MAINT	103655-6115	TK0207E	142.50	202919	P03853	00071678	02/15/2011

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	V002842		Landscaping						
MW OH	SCIENTIA CONSULTING GRI JAN MDC MAINT SERVICES V005617		103043-6099 Other Professional Services	Vendor Total: TK0207E	570.00	6325	P04127	00071679	02/15/2011
MW OH	SCULL, NAOMI V004064	CLASS REFUND	100000-4340 Recreation Programs	Vendor Total: TK0207E	1,254.00	27400		00071680	02/15/2011
MW OH	SHRED-IT LOS ANGELES V000905	SHRED/RECYCLE DOCS	374386-6299 Other Purchased Services	Vendor Total: TK0207E	60.00		P03933	00071681	02/15/2011
MW OH	SOUTHERN CALIFORNIA EI MONTHLY ELECTRIC CHARGES V000910		0010-1224 AR/City of Fullerton	Vendor Total: TK0207E	180.36	020211		00071682	02/15/2011
MW OH	SOUTHERN CALIFORNIA EI MONTHLY ELECTRIC CHARGES V000910		0010-1232 Accts Rec/Other Agencies	TK0207E	162.29	020211		00071682	02/15/2011
MW OH	SOUTHERN CALIFORNIA EI MONTHLY ELECTRIC CHARGES V000910		296561-6330 Electricity	TK0207E	50.23	020211		00071682	02/15/2011
MW OH	SOUTHERN CALIFORNIA EI MONTHLY ELECTRIC CHARGES V000910		0010-1220 Accts Rec/Plac Library Dist	TK0207E	267.84	020211		00071682	02/15/2011
MW OH	SOUTHERN CALIFORNIA EI MONTHLY ELECTRIC CHARGES V000910		383559-6330 Electricity	TK0207E	3,412.39	020211		00071682	02/15/2011
MW OH	SOUTHERN CALIFORNIA EI MONTHLY ELECTRIC CHARGES V000910		431010-6330 Electricity	TK0207E	3,234.27	020211		00071682	02/15/2011
MW OH	SOUTHERN CALIFORNIA G/ NGV STATION REPAIR V000993		384359-6137 Repair Maint/Equipment	Vendor Total: TK0207E	12,474.64	020211	P03815	00071682	02/15/2011
MW OH	SOUTHERN CALIFORNIA G/ NGV STATION FUEL V002682		384359-6340 Natural Gas	Vendor Total: TK0207E	19,601.66	91063293		00071683	02/15/2011
MW OH	SOUTHERN CALIFORNIA G/ NGV STATION FUEL V002682		384359-6340 Natural Gas	TK0207E	868.15		P03841	00071684	02/15/2011
MW OH	SOUTHERN CALIFORNIA G/ NGV STATION FUEL V002682		384359-6340	TK0207E	13,760.64	DECEMBER 10	P03841	00071684	02/15/2011
MW OH	SOUTHERN CALIFORNIA G/ NGV STATION FUEL V002682		384359-6340	TK0207E	13,991.92	OCTOBER 10	P03841	00071684	02/15/2011

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	V002682		Natural Gas						
MW OH	SPARKLETTIS V000967	WATER DELIVERY	431010-6301 Special Department Supplies	Vendor Total: TK0207E	27,752.56 48.29	4106122 011711	P03631	00071685	02/15/2011
MW OH	SPRINT V006126	DEC FRAME RELAY CHARGES	431010-6215 Telephone	Vendor Total: TK0207E	48.29 557.06	926622274		00071687	02/15/2011
MW OH	SPRINT V006533	DEC PD RELAY CHARGES	431010-6215 Telephone	Vendor Total: TK0207E	557.06 786.46	521311782-033		00071686	02/15/2011
MW OH	SPRINT V006533	JAN PD RELAY CHARGES	431010-6215 Telephone	TK0207E	1,574.92	521311782-034		00071686	02/15/2011
MW OH	STANDARD INSURANCE CO V000904	JAN LTD/LIFE INSURANCE PREMIUM	395000-4725 ISF Life Ins Reimbursements	Vendor Total: TK0207E	2,361.38 1,806.95	FEB 11		00071688	02/15/2011
MW OH	STANDARD INSURANCE CO V000904	JAN LTD/LIFE INSURANCE PREMIUM	395083-5163 Life Insurance Premiums	TK0207E	1,048.15	FEB 11		00071688	02/15/2011
MW OH	STANDARD INSURANCE CO V000904	JAN LTD/LIFE INSURANCE PREMIUM	395000-4730 ISF LTD Ins Reimbursements	TK0207E	4,861.06	FEB 11		00071688	02/15/2011
MW OH	STAPLES ADVANTAGE V007323	2 DESKS	102021-6855 Furniture & Fixtures	Vendor Total: TK0207C	7,716.16 430.63	3147030585	P04737	00071689	02/15/2011
MW OH	SULLIVAN HILL LEWIN REZ V003555	LEGAL SERVICES: MEGAWAY V. I	404582-6006 Litigation	Vendor Total: TK0207E	430.63 5,598.86	134151	P04713	00071690	02/15/2011
MW OH	SUNSTATE EQUIPMENT CO V000963	LIGHT TOWER RENTAL-TAMALE I	104071-6301 Special Department Supplies	Vendor Total: TK0207E	5,598.86 442.68	4825551-001	P04664	00071691	02/15/2011
MW OH	SUNSTATE EQUIPMENT CO	ELECTRICAL EQUIPMENT RENTAL	0044-2067 / 79392-2067	TK0207E	455.85	4786912	P04745	00071691	02/15/2011

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	V000963		Heritage Committee						
MW OH	SUNSTATE EQUIPMENT CO. V000963	ELECTRICAL EQUIPMENT RENTAL	0044-2067 / 79392-2067	TK0207E	191.50	4786914	P04745	00071691	02/15/2011
MW OH	SUNSTATE EQUIPMENT CO. V000963	ELECTRICAL EQUIPMENT RENTAL	0044-2067 / 79392-2067	TK0207E	100.69	4786920	P04745	00071691	02/15/2011
MW OH	SUNSTATE EQUIPMENT CO. V000963	ELECTRICAL EQUIPMENT RENTAL	0044-2067 / 79392-2067	TK0207E	87.26	4786921	P04745	00071691	02/15/2011
MW OH	SUNSTATE EQUIPMENT CO. V000963	ELECTRICAL EQUIPMENT RENTAL	0044-2067 / 79392-2067	TK0207E	564.65	4786923	P04745	00071691	02/15/2011
MW OH	SUNSTATE EQUIPMENT CO. V000963	ELECTRICAL EQUIPMENT RENTAL	0044-2067 / 79392-2067	TK0207E	60.15	4786924	P04745	00071691	02/15/2011
MW OH	SUNSTATE EQUIPMENT CO. V000963	ELECTRICAL EQUIPMENT RENTAL	0044-2067 / 79392-2067	TK0207E	508.46	4786970	P04745	00071691	02/15/2011
		<b>Vendor Total:</b>			<b>2,411.24</b>				
MW OH	T-MOBILE V004339	CELL PHONE CHARGES	431010-6215 Telephone	TK0207F	1,385.73	010211		00071692	02/15/2011
MW OH	T-MOBILE V004339	CELL PHONE CHARGES	431010-6215 Telephone	TK0207F	1,493.27	010511		00071692	02/15/2011
		<b>Vendor Total:</b>			<b>2,879.00</b>				
MW OH	TASHJIAN, SOSSI V007423	DEPOSIT REFUND - AGUIRRE	100000-4385 / 79160-4385 Facility Rental	TK0207E	100.00	66774		00071693	02/15/2011
		<b>Vendor Total:</b>			<b>100.00</b>				
MW OH	TCM GROUP V007292	GEOTECHNICAL SRVS-BRAD/MAL	333552-6120 / 6100415600-6015 R & M/Sewer & Storm Drain	TK0207F	6,982.00	962	P04354	00071694	02/15/2011
		<b>Vendor Total:</b>			<b>6,982.00</b>				
MW OH	TRI-CITY PARK AUTHORITY V001012	TCP MEMBERS CONTRIBUTION	104075-6499 Other Program Expenditures	TK0207F	100,000.00	2010-11	P04676	00071695	02/15/2011
MW OH	TRI-CITY PARK AUTHORITY V001012	TCP MEMBERS CONTRIBUTION	234075-6499 Other Program Expenditures	TK0207F	47,018.00	2010-11	P04676	00071695	02/15/2011
		<b>Vendor Total:</b>			<b>147,018.00</b>				

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MW OH	TUFFREE MIDDLE SCHOOL V007403	CAPE GRANT RECIPIENT	0044-2040 / 79484-2040 Special Deposits	TK0207F	497.03	011311	P04665	00071696	02/15/2011
MW OH	UCEDA, JOSE V005936	ICI CLASS-MEALS	103042-6250 Staff Training	<b>Vendor Total:</b> TK0207F	<b>497.03</b> 80.00	020111	P04644	00071697	02/15/2011
MW OH	UCEDA, JOSE V005936	SIMUMINION INSTRUCTOR-MEALS	103043-6250 Staff Training	TK0207F	24.00	020111	P04721	00071697	02/15/2011
MW IP	UNITED STATES POSTAL SE	SPRING QUARTERLY POSTAGE	104070-6325 Postage	<b>Vendor Total:</b> ITK02041	<b>104.00</b> 3,700.00	SPRING 11	P03722	00071567	02/03/2011
MW OH	UNITED WAY OF ORANGE C V001062	P/E 2/5/11 PD DATE 2/11/11	0010-2193 Charity	<b>Vendor Total:</b> PY11003	<b>3,700.00</b> 23.00	2635/1101003		00071728	02/11/2011
MW OH	UNITED WAY OF ORANGE C V001062	P/E 2/5/11 PD DATE 2/11/11	0037-2193 Charity	PY11003	2.00	2635/1101003		00071728	02/11/2011
MW OH	URBAN GRAFFITI ENTERPR V001077	OCT GRAFFITI REMOVAL	103652-6290 Dept. Contract Services	<b>Vendor Total:</b> TK0207F	<b>25.00</b> 6,793.00	PLA210010	P03861	00071699	02/15/2011
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0043-2131 Employer PARS/ARS Payable	<b>Vendor Total:</b> TK0207F	<b>6,793.00</b> 19.83	126110		00071698	02/15/2011
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0048-2126 Employee PARS/ARS W/H	TK0207F	60.29	126110		00071698	02/15/2011
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0048-2131 Employer PARS/ARS Payable	TK0207F	60.29	126110		00071698	02/15/2011
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0042-2126 Employee PARS/ARS W/H	TK0207F	4.78	126110		00071698	02/15/2011
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0010-2126 Employee PARS/ARS W/H	TK0207F	1,742.65	126110		00071698	02/15/2011
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0042-2131	TK0207F	4.78	126110		00071698	02/15/2011

City of Placentia  
Warrant Register  
For 02/15/2011

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V006596		Employer PARS/ARS Payable						
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0010-2131 Employer PARS/ARS Payable	TK0207F	1,742.65	126110		00071698	02/15/2011
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0043-2126 Employee PARS/ARS W/H	TK0207F	19.83	126110		00071698	02/15/2011
			<b>Vendor Total:</b>		<b>3,655.10</b>				
MW OH	VALENCIA HIGH SCHOOL V003007	CAPE GRANT RECIPIENT	0044-2040 / 79484-2040 Special Deposits	TK0207F	310.62	011311	P04667	00071700	02/15/2011
MW OH	VAN BUREN ELEMENTARY V007404	CAPE GRANT RECIPIENT	0044-2040 / 79484-2040 Special Deposits	TK0207F	310.62	011311	P04666	00071701	02/15/2011
			<b>Vendor Total:</b>		<b>500.00</b>				
MW OH	VANTAGEPOINT TRANSFER LOAN PAYMENT V007191	P/E/22 PD1/28	0010-2170 Deferred Comp Payable - ICMA	TK0207F	101.90	12611N		00071702	02/15/2011
MW OH	VANTAGEPOINT TRANSFER LOAN PAYMENT V007191	P/E/22 PD1/28	0029-2170 Deferred Comp Payable - ICMA	TK0207F	5.14	12611N		00071702	02/15/2011
MW OH	VANTAGEPOINT TRANSFER LOAN PAYMENT V007191	P/E/22 PD1/28	0048-2170 Deferred Comp Payable - ICMA	TK0207F	7.71	12611N		00071702	02/15/2011
			<b>Vendor Total:</b>		<b>114.75</b>				
MW OH	VAVRINEK TRINE DAY & C V004862	AUG AUDITING SRVS	102021-6010 Accounting & Auditing Service	TK0207F	11,500.00	0074545-IN	P04736	00071703	02/15/2011
MW OH	VAVRINEK TRINE DAY & C V004862	NOV AUDITING SRVS	102021-6010 Accounting & Auditing Service	TK0207F	18,000.00	0076540-IN	P04736	00071703	02/15/2011
			<b>Vendor Total:</b>		<b>29,500.00</b>				
MW OH	VULCAN MATERIALS COMI PAVING ASPHALT V001102		103652-6301 Special Department Supplies	TK0207F	293.03	308858	P03875	00071704	02/15/2011
MW OH	VULCAN MATERIALS COMI PAVING ASPHALT V001102		103652-6301 Special Department Supplies	TK0207F	356.65	313590	P03875	00071704	02/15/2011
MW OH	VULCAN MATERIALS COMI PAVING ASPHALT V001102		103652-6301 Special Department Supplies	TK0207F	353.82	313591	P03875	00071704	02/15/2011

**City of Placentia  
Warrant Register  
For 02/15/2011**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	VULCAN MATERIALS V001102	COMI PAVING ASPHALT	103652-6301 Special Department Supplies	TK0207F	372.32	316958	P03875	00071704	02/15/2011
MW OH	VULCAN MATERIALS V001102	COMI PAVING ASPHALT	103652-6301 Special Department Supplies	TK0207F	89.18	316959	P03875	00071704	02/15/2011
MW OH	VULCAN MATERIALS V001102	COMI PAVING ASPHALT	103652-6301 Special Department Supplies	TK0207F	373.80	319733	P03875	00071704	02/15/2011
MW OH	VULCAN MATERIALS V001102	COMI PAVING ASPHALT	103652-6301 Special Department Supplies	TK0207F	373.80	319734	P03875	00071704	02/15/2011
MW OH	VULCAN MATERIALS V001102	COMI PAVING ASPHALT	103652-6301 Special Department Supplies	TK0207F	89.18	319735	P03875	00071704	02/15/2011
MW OH	VULCAN MATERIALS V001102	COMI PAVING ASPHALT	103652-6301 Special Department Supplies	TK0207F	326.25	321421	P03875	00071704	02/15/2011
			<b>Vendor Total:</b>		<b>2,628.03</b>				
MW OH	WAGNER ELEMENTARY V007405	CAPE GRANT RECIPIENT	0044-2040 / 79484-2040 Special Deposits	TK0207F	470.00	011311	P04668	00071705	02/15/2011
			<b>Vendor Total:</b>		<b>470.00</b>				
MW OH	WALKER PARKING CONSUI V006458	PARKING STRUCTURE ANALYSIS	0044-2042 / 45014-2042 Construction Deposits	TK0207F	5,300.00	37822100001	P04710	00071706	02/15/2011
			<b>Vendor Total:</b>		<b>5,300.00</b>				
MW OH	WEST COAST LIGHTS & SIR V006106	MODIFICATIONS TO FLEET VEHIC	0043-1505 Auto Supply Inventory	TK0207F	9,315.52	4044	P04352	00071707	02/15/2011
MW OH	WEST COAST LIGHTS & SIR V006106	INSTALL EMERGENCY EQUIPMEN	213041-6840 / 50017-6840 Machinery & Equipment	TK0207F	1,606.34	3411	P04744	00071707	02/15/2011
			<b>Vendor Total:</b>		<b>10,921.86</b>				
MW OH	WILLDAN ASSOCIATES V001127	ENGINEERING SRVS TRACT	16839 0044-2048 / 45013-2048 Engineering Plan Check Deposit	TK0207F	1,126.72	003-10526A	P04695	00071708	02/15/2011
MW OH	WILLDAN ASSOCIATES V001127	SEC-YORBA LINA & ROSE	0044-2048 / 45016-2048 Engineering Plan Check Deposit	TK0207F	420.00	003-10526B	P04695	00071708	02/15/2011
MW OH	WILLDAN ASSOCIATES V001127	ENGINEERING SRVS TRACT	16839 0044-2048 / 45013-2048 Engineering Plan Check Deposit	TK0207F	632.50	003-10726A	P04695	00071708	02/15/2011

**City of Placentia  
Warrant Register  
For 02/15/2011**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
MW OH	WILLDAN ASSOCIATES V001127	SEC-YORBA LINA & ROSE	0044-2048 / 45016-2048 Engineering Plan Check Deposit	TK0207F	175.00	003-10726B	P04695	00071708	02/15/2011
MW OH	WILLDAN ASSOCIATES V001127	GRADING-523 LA JOLLA	0044-2048 / 45017-2048 Engineering Plan Check Deposit	TK0207F	632.50	003-10785B	P04695	00071708	02/15/2011
MW OH	WILLDAN ASSOCIATES V001127	GRADING - 1636 OAK	0044-2048 / 45019-2048 Engineering Plan Check Deposit	TK0207F	145.13	003-10785C	P04695	00071708	02/15/2011
			<b>Vendor Total:</b>		<b>3,131.85</b>				
MW OH	WILLDAN ENGINEERING V006688	CONTRUCTION MNGMT/INSPECTI	333554-6015 / 6104315023-6015 Engineering Services	TK0207F	7,435.50	004-10605	P04425	00071709	02/15/2011
			<b>Vendor Total:</b>		<b>7,435.50</b>				
MW OH	WILLDAN ENGINEERING V006689	OCT TRAFFIC ENGINEERING	103550-6015 Engineering Services	TK0207F	4,480.00	006-10542	P03625	00071710	02/15/2011
			<b>Vendor Total:</b>		<b>4,480.00</b>				
MW OH	WILLDAN ENGINEERING V006831	VAN BUREN IMPROVEMENT PROJ	333552-6015 / 6105715600-6015 Engineering Services	TK0207F	858.75	006-10502	P04255	00071711	02/15/2011
			<b>Vendor Total:</b>		<b>858.75</b>				
MW OH	WILLIAMS, MIKE V005935	HONOR GUARD-TRAVEL,MEALS	103041-6250 Staff Training	TK0207F	247.63	020111	P04645	00071712	02/15/2011
			<b>Vendor Total:</b>		<b>247.63</b>				
MW OH	WU, JONATHAN V006550	REIMBURSEMENT-ASCE LUNCHE	103550-6255 Dues & Memberships	TK0207F	35.00	011111	P04675	00071713	02/15/2011
			<b>Vendor Total:</b>		<b>35.00</b>				
MW OH	YORBA LINDA WATER DIST V001148	MONTHLY WATER CHARGES	431010-6335 Water	TK0207F	438.77	011111		00071714	02/15/2011
			<b>Vendor Total:</b>		<b>438.77</b>				
MW OH	YORBA LINDA WATER DIST V006633	MONTHLY SEWER CHARGES	431010-6335 Water	TK0207F	250.00	5817		00071715	02/15/2011
			<b>Vendor Total:</b>		<b>250.00</b>				
			<b>Type Total:</b>		<b>689,782.92</b>				

**City of Placentia  
Warrant Register  
For 02/15/2011**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
				<b>Warrant Total:</b>	<b>697,000.45</b>				

**City of Placentia  
Redevelopment Agency Warrant Register  
For 02/15/11**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount Invoice#	PO #	Check #	Check Date
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Grand Total: 77,457.70

<b>Fund Name</b>	<u>Warrant Totals by Fund</u>	Void Total:	0.00
405-Low & Moderate Housing	37,435.50	Warrant Total:	77,457.70
410-RDA Capital Projects	40,022.20		

Warrant Total: 77,457.70

LEGEND	
EP	Electronic Payment
MW IP	Machine Written (Immediate Pay)
MW OH	Machine Written (Open Hold)
RV	Reversed Warrant

**City of Placentia  
Warrant Register  
For 02/15/2011**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount Invoice#	PO #	Check #	Check Date
EP	ICMA RETIREMENT TRUST V000496	P/E 2/5/11 PD DATE 2/11/11	0035-2170 Deferred Comp Payable - ICMA	PY11003	388.47 2995/1101003		00002028	02/11/2011
			<b>Vendor Total:</b>		<b>388.47</b>			
			<b>Type Total:</b>		<b>388.47</b>			
MW OH	ARCZYNSKI, ANDREW V V005588	JAN LEGAL SERVICES	347536-6005 Legal Services	TK0207D	1,001.00 020211A	P04139	00071578	02/15/2011
MW OH	ARCZYNSKI, ANDREW V V005588	JAN LEGAL SERVICE	357536-6005 Legal Services	TK0207D	671.00 020211B	P04140	00071578	02/15/2011
			<b>Vendor Total:</b>		<b>1,672.00</b>			
MW OH	BTI APPRAISAL V007009	APPRAISAL SRVS-235 S. BRADFORD	357536-6197 Appraisal Fees	TK0207A	2,250.00 N3713	P04657	00071585	02/15/2011
			<b>Vendor Total:</b>		<b>2,250.00</b>			
MW OH	CREATIVE BENEFITS INC V000283	P/E 2/5/11 PD DATE 2/11/11	0035-2190 Dependent Care SSA	PY11003	46.15 2660/1101003		00071719	02/11/2011
			<b>Vendor Total:</b>		<b>46.15</b>			
MW OH	NATIONAL DEMOLITION CC V007400	DEMOLITION-ATWOOD AUTOMOM1	347536-6499 Other Program Expenditures	TK0207D	32,496.50 2446	P04683	00071646	02/15/2011
			<b>Vendor Total:</b>		<b>32,496.50</b>			
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0035-2126 Employee PARS/ARS W/H	TK0207F	26.79 126110		00071698	02/15/2011
			<b>Vendor Total:</b>		<b>26.79</b>			
MW OH	Union Bank PARS #674602240 V006596	PARS/ARS P/E 1/22 PD 1/28	0035-2131 Employer PARS/ARS Payable	TK0207F	26.79 126110		00071698	02/15/2011
			<b>Vendor Total:</b>		<b>53.58</b>			
MW OH	VAVRINEK TRINE DAY & C V004862	AUG RDA AUDITING SRVS	357536-6010 Accounting & Auditing Service	TK0207F	4,000.00 0074545-IN	P04736	00071703	02/15/2011
			<b>Vendor Total:</b>		<b>4,000.00</b>			
MW OH	VAVRINEK TRINE DAY & C V004862	NOV RDA AUDITING	357536-6010 Accounting & Auditing Service	TK0207F	2,613.00 0076540-IN	P04736	00071703	02/15/2011
			<b>Vendor Total:</b>		<b>2,613.00</b>			
MW IP	VISIONS LIGHTING	ADVANCED RELOCATION CLAIM	357536-6099	ITK20311	30,000.00 013111	P04739	00071566	02/03/2011
			<b>Vendor Total:</b>		<b>6,613.00</b>			
			<b>ITK20311</b>		<b>30,000.00</b>			

**City of Placentia  
Warrant Register  
For 02/15/2011**

Type	Vendor Name/ID	Description	Account/Description	Batch ID	Amount	Invoice#	PO #	Check #	Check Date
	V007424		Other Professional Services						
MW OH	WILLDAN ASSOCIATES V001127	LOT LINE ADJUST-1616 ATWOOD ↓	347536-6499 Other Program Expenditures	TK0207F	3,938.00	003-10785D	P04684	00071708	02/15/2011
		<b>Vendor Total:</b>			<b>30,000.00</b>				
		<b>Vendor Total:</b>			<b>3,938.00</b>				
		<b>Type Total:</b>			<b>77,069.23</b>				
		<b>Warrant Total:</b>			<b>77,457.70</b>				



# Placentia City Council

## **AGENDA REPORT**

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF PUBLIC WORKS

DATE: FEBRUARY 15, 2011

SUBJECT: APPROVE FUNDING AGREEMENT FOR IMPLEMENTATION OF WATER QUALITY MONITORING, REPORTING AND STUDIES FOR COYOTE CREEK WITH THE COUNTY OF ORANGE AND ORANGE COUNTY FLOOD CONTROL DISTRICT

FINANCIAL FISCAL YEAR BUDGET 2011/2012

IMPACT: EXPENSE: \$3,600.00

### **INTRODUCTION:**

The California State Water Resources Control Board has delegated authority to the Santa Ana Regional Water Quality Control Board for administration of the NPDES stormwater permits within the boundaries of its Region. The NPDES stormwater permit requires the development and implementation of a source control plan and monitoring program for the Coyote Creek Watershed (CCW). This action will approve an agreement to fund water quality monitoring in fiscal year 2011/2012 between the watershed permittees, which include the City of Placentia, the County of Orange, and the Orange County Flood Control District.

### **RECOMMENDATION:**

It is recommended that City Council take the following actions:

1. Approve the attached agreement between the City of Placentia, County of Orange, and Orange County Flood Control District, "AGREEMENT TO FUND IMPLEMENTATION OF WATER QUALITY MONITORING, REPORTING AND STUDIES TO COMPLY WITH THE REQUIREMENTS OF THE SAN GABRIEL RIVER/COYOTE CREEK TOTAL MAXIMUM DAILY LOADS FOR COPPER LEAD AND ZINC".
2. Authorize the Mayor to sign the subject agreement on behalf of the City.

### **DISCUSSION:**

Congress in 1987, through the Water Quality Act, amended Section 402 of the Federal Clean Water Act to require the federal Environmental Protection Agency to promulgate regulations for applications for permits for stormwater discharges. These permit regulations require the control of pollutants from stormwater discharges by requiring a National Pollutant Discharge Elimination System (NPDES) permit which allows the lawful discharge of stormwater into waters of the United States. The California State Water Resources Control Board has delegated to the Santa Ana Regional Water Quality Control Board administration of the NPDES stormwater permits within its boundaries of its Region, District 12.

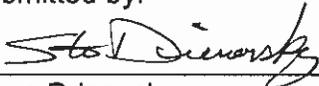
1e

February 15, 2011

City participation in the NPDES is mandatory. Under the Regional Water Quality Control Board – Santa Ana Region – Stormwater Permit, the County of Orange, Orange County Flood Control District, and cities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, and Seal Beach are required to develop and implement a source control plan and monitoring program for copper, lead, and zinc in the CCW. The plan is called a Source Control and Monitoring Plan. The CCW is a nearly built-out region, including some of the highest population densities in California. A dense network of freeways, buildings and urban infrastructure supports the area's roughly 1 million residents. The CCW crosses many jurisdictional boundaries and includes both La County and Orange County geography. Coyote Creek is roughly 15.8 miles (25.4 km) long and flows generally southwest, while its North Fork measures 8.3 miles (13.4 km). The longest single tributary is Fullerton Creek, which measures 13.2 miles (21.2 km), followed closely by Carbon Creek, which flows 12.8 miles (20.6 km). Two major flood control reservoirs, Brea Reservoir and Fullerton Reservoir, are located in the watershed and feed into Brea Creek and Fullerton Creek, respectively. Brea Creek and Tonner Canyon form the uppermost reaches of the watershed. Coyote Creek joins the San Gabriel very near its mouth in Long Beach.

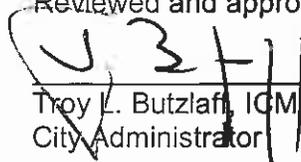
This agreement is necessary for the purpose of funding and performing water quality monitoring, reporting, research and studies related to copper, lead, and zinc in the CCW, as required by the TMDLs. The agreement shall continue in place until the requirement for performing monitoring, reporting, research and studies in the CCW is rescinded by the Regional Water Quality Control Board – Santa Ana Region. The cost share allocation calculations are based on population, land area and watershed area data. City Staff has participated in development of the funding agreement and a weighted average share cost percentage of 4.27% for the City of Placentia. The monitoring and testing of the CCW is State mandated under the City's existing Storm Water Permit. Should the City decide not to participate with the County's cost sharing plan, the City would then be responsible for sampling and monitoring which would cost significantly more, but also place the City at risk for future inspections, fines, penalties and auditing by the Regional Water Quality Control Board – Santa Ana Region.

Submitted by:



Steve Drinovsky,  
Director of Public Works

Reviewed and approved:



Troy L. Butzlaff, ICMA-CM  
City Administrator

Reviewed by:

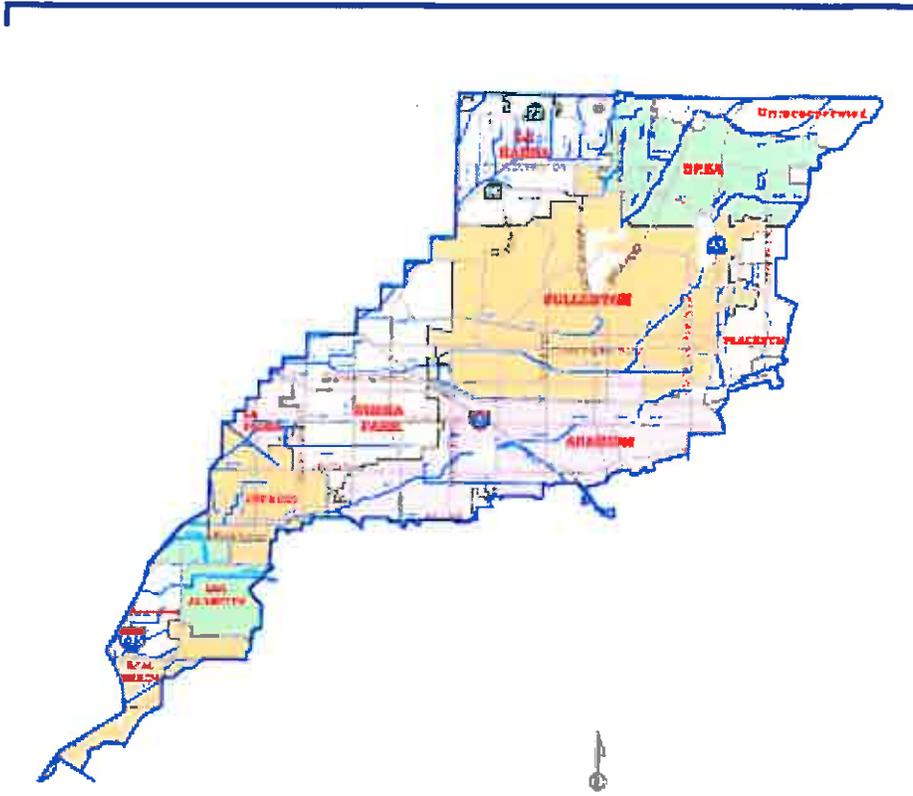


Kenneth A. Damer  
Assistant City Administrator

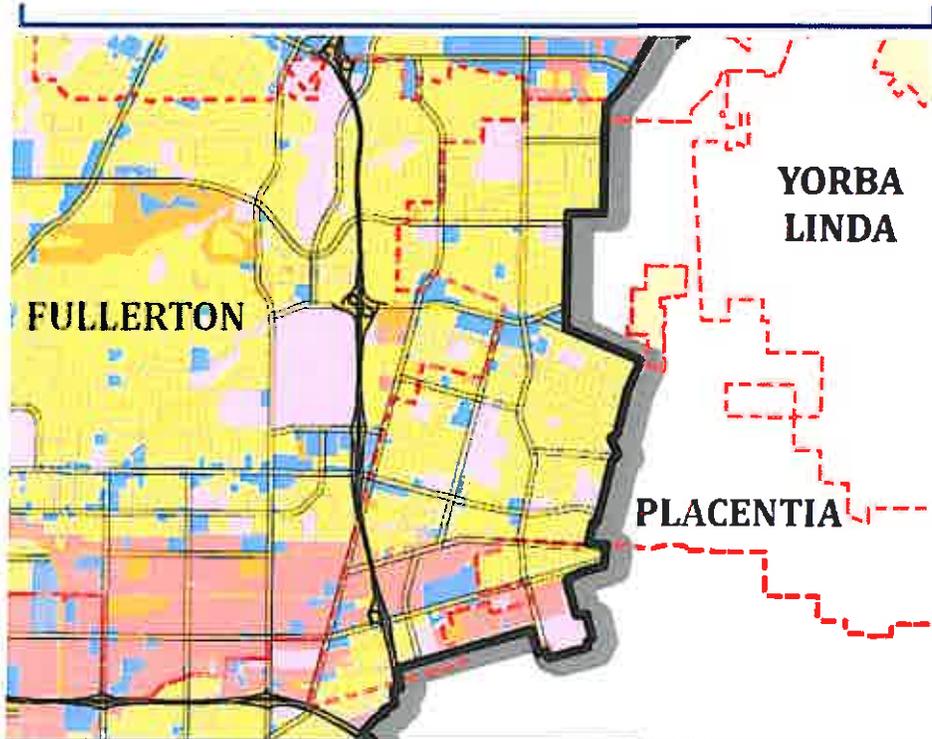
Attachments:

AGREEMENT TO FUND IMPLEMENTATION OF WATER QUALITY MONITORING, REPORTING AND STUDIES TO COMPLY WITH THE REQUIREMENTS OF THE SAN GABRIEL RIVER/COYOTE CREEK TOTAL MAXIMUM DAILY LOADS FOR COPPER LEAD AND ZINC

# Watershed Area Map for Coyote Creek



**San Gabriel-Coyote Creek**



Areas of City of Placentia within the Coyote Creek Watershed

1 AGREEMENT TO FUND IMPLEMENTATION OF WATER QUALITY MONITORING, REPORTING AND STUDIES TO  
2 COMPLY WITH THE REQUIREMENTS OF THE  
3 SAN GABRIEL RIVER/COYOTE CREEK TOTAL MAXIMUM DAILY LOADS FOR COPPER LEAD AND ZINC

4 THIS AGREEMENT, for purposes of identification numbered D10-071, is made and  
5 entered into this \_\_\_\_ day of \_\_\_\_, 2011, by and between the County of Orange  
6 (herein called COUNTY), the Orange County Flood Control District (herein called  
7 DISTRICT), and the cities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra,  
8 La Palma, Los Alamitos, Placentia, and Seal Beach, herein called WATERSHED CITY or  
9 collectively WATERSHED CITIES). The COUNTY, DISTRICT, and WATERSHED CITIES may be  
10 referred to collectively as WATERSHED PERMITTEES or individually as WATERSHED  
11 PERMITTEE in this AGREEMENT.

12 WITNESSETH

13 WHEREAS, Congress in 1987 through the Water Quality Act amended Section 402 of  
14 the Federal Clean Water Act (33 U.S.C.A. 1342(p)) to require the federal Environmental  
15 Protection Agency to promulgate regulations for applications for permits for  
16 stormwater discharges; and

17 WHEREAS, these permit regulations require the control of pollutants from  
18 stormwater discharges by requiring a National Pollutant Discharge Elimination System  
19 (herein called NPDES) permit which allows the lawful discharge of stormwater into  
20 waters of the United States; and

21 WHEREAS, the California State Water Resources Control Board has delegated  
22 authority to the Regional Water Quality Control Boards for administration of the NPDES  
23 stormwater permits within the boundaries of its Region; and

24 WHEREAS, the Environmental Protection Agency Region IX adopted the Total Maximum  
25 Daily Loads for Metals and Selenium San Gabriel River and Impaired Tributaries  
26 (hereafter called TMDL) on March 26, 2007, which includes maximum loads for copper,

1 lead, and zinc for Coyote Creek, which in turn is tributary to the San Gabriel River;  
2 and

3 WHEREAS, the WATERSHED PERMITTEES are subject to NPDES stormwater permits issued  
4 by the Regional Water Quality Control Board - Santa Ana Region (hereafter called  
5 RWQCB-SAR); and

6 WHEREAS, the RWQCB-SAR adopted Order No. R8-2009-0030 to renew the Orange County  
7 Municipal Stormwater Permit No. CAS618030 (hereafter called NPDES PERMIT); and

8 WHEREAS, the NPDES permit requires the development and implementation of a  
9 source control plan and monitoring program for copper, lead, and zinc in Coyote Creek  
10 (hereafter called SOURCE CONTROL AND MONITORING PLAN); and

11 WHEREAS, the WATERSHED PERMITTEES are parties to the Stormwater Permit  
12 Implementation Agreement D02-048 that provides the basis for municipal program  
13 cooperation under the NPDES stormwater permit issued by the RWQCB-SAR. This Agreement  
14 was approved on December 18, 1990 and was subsequently amended on October 26, 1993 by  
15 Amendment No. 1 and on May 31, 2002 by Amendment No. 2 (herein referred to  
16 collectively as PERMIT AGREEMENT); and

17 WHEREAS, the WATERSHED PERMITTEES intend to equitably share the cost of water  
18 quality monitoring, reporting, and studies until the requirement to do so in the  
19 Coyote Creek watershed is rescinded by the RWQCB-SAR; and

20 WHEREAS, the SOURCE CONTROL AND MONITORING PLAN may be modified from time to  
21 time upon approval by the WATERSHED PERMITTEES and with the prior consent of the  
22 RWQCB-SAR; and

23 WHEREAS the WATERSHED PERMITTEES have reached agreement on a funding formula,  
24 which for the COUNTY and CITIES is based on the watershed land area and population  
25 applied to the formula in the PERMIT AGREEMENT as shown in Exhibit A.

26 NOW, THEREFORE, in consideration of the foregoing, the WATERSHED PERMITTEES  
agree as follows:

1 Section 1. PURPOSE. This AGREEMENT is entered into for the purpose of funding  
2 and performing water quality monitoring, reporting, research and studies related to  
3 copper, lead, and zinc in the Coyote Creek watershed, as required by the TMDL.

4 Section 2. TERM. The term of this AGREEMENT shall commence upon approval and  
5 execution of this document by all WATERSHED PERMITTEES and shall continue until the  
6 requirement for performing monitoring, reporting, research and studies in the Coyote  
7 Creek watershed is rescinded by the RWQCB-SAR, unless sooner terminated as provided in  
8 Section 8.

9 Section 3. FUNDING. Exhibit A, which is attached and by this reference is made  
10 a part hereof, presents the cost share allocation calculations for the WATERSHED  
11 PERMITTEES. The individual cost shares for the WATERSHED PERMITTEES will be revised  
12 once every year pursuant to the formula provided in Exhibit A, based on changes in  
13 watershed land area and population. The percentage share shall be calculated by the  
14 COUNTY OC Public Works Department, OC Watersheds, Environmental Resources Section from  
15 population, land area and watershed area data. These calculations shall be completed  
16 by February 15 of each year and shall be included in the annual budget proposal.

17 Section 4. PROGRAM BUDGET AND COSTS. The COUNTY shall submit a scope of work and  
18 a budget for the following fiscal year to each of the WATERSHED PERMITTEES by February  
19 15 of each year, commencing in 2011. The budget shall contain an estimate of all  
20 planned expenditures and an estimate of the payment required from each WATERSHED  
21 PERMITTEE for the following fiscal year.

22 The WATERSHED PERMITTEES shall be permitted to review and approve the program  
23 scope of work and budget for the forthcoming year. Criteria for approval shall be  
24 affirmative written responses from a majority of the WATERSHED PERMITTEES. The COUNTY  
25 and DISTRICT will constitute one approving party.

26 The COUNTY shall be entitled to charge to the program all costs for direct  
labor, materials, equipment and outside contract services for costs associated with  
carrying out the approved scope of work. Recoverable costs will also include an

1 overhead charge calculated by the County Auditor-Controller which includes OC  
2 Watershed and OC Public Works Department overhead and County-wide cost allocation  
3 plan.

4 Section 5. PAYMENTS. Within 30 calendar days of the effective date of this  
5 AGREEMENT OR 30 days after the start of the 2011-12 fiscal year, whichever comes  
6 later, the COUNTY shall send the WATERSHED PERMITTEES an invoice which constitutes a  
7 deposit of their share of the budgeted costs for fiscal year 2011-12 as identified in  
8 Exhibit B, which is attached hereto and made a part hereof. Each of the WATERSHED  
9 PERMITTEES shall pay the actual costs and the deposit within 45 calendar days of their  
10 respective receipt of the invoice.

11 The COUNTY shall prepare a fiscal year end accounting within 60 calendar days of  
12 the end of the fiscal year. If the fiscal year end accounting results in costs (net  
13 of interest earnings) exceeding the sum of the deposits, the COUNTY shall seek  
14 approval of the excess cost from the WATERSHED PERMITTEES and shall invoice each  
15 WATERSHED PERMITTEE for its prorated share of the excess cost up to the amount of the  
16 revised approved budget. Each WATERSHED PERMITTEE shall pay the billing within 45  
17 calendar days of the date of the invoice. If the fiscal year end accounting results  
18 in the sum of the deposits exceeding costs (net of interest earnings), the excess  
19 deposits will carry forward to reduce the billings for the following year.

20 After the initial billing for the program, the COUNTY shall invoice each  
21 WATERSHED PERMITTEE for its annual deposit at the beginning of each fiscal year. Each  
22 WATERSHED PERMITTEE shall pay the deposit within 45 calendar days of the date of the  
23 invoice. Each WATERSHED PERMITTEE'S deposit shall be based on its prorated share of  
24 the approved annual budget, reduced by its prorated share of any surplus identified in  
25 the prior fiscal year end accounting.

26 Interest earned on the WATERSHED PERMITTEES' deposits will not be paid to the  
WATERSHED PERMITTEES, but will be credited against the WATERSHED PERMITTEES' share of  
the program costs.

1           Upon termination of the program, a final accounting shall be performed by the  
2 COUNTY. If costs remaining after the deduction of interest costs exceed the sum of  
3 the deposits, the COUNTY shall invoice each WATERSHED PERMITTEE for its prorated share  
4 of the deficit. Each WATERSHED PERMITTEE shall pay the invoice within 45 calendar  
5 days of the date of the invoice. If the sum of the deposits, including interest,  
6 exceeds the costs, the COUNTY shall reimburse to each WATERSHED PERMITTEE its prorated  
7 share of the excess, within 45 calendar days of the final accounting.

8           Section 6. AMENDMENT. This AGREEMENT may be amended in writing only with the  
9 unanimous written approval of the WATERSHED PERMITTEES.

10           Section 7. LIABILITY. It is mutually understood and agreed that, merely by the  
11 virtue of entering into this AGREEMENT, each WATERSHED PERMITTEE neither relinquishes  
12 any rights nor assumes any liabilities for its own actions or the actions of other  
13 WATERSHED PERMITTEES. It is the intent of the WATERSHED PERMITTEES that the rights  
14 and liabilities of each WATERSHED PERMITTEE shall remain the same, while this  
15 AGREEMENT is in force, as it was before this AGREEMENT was made, except as otherwise  
16 specifically provided in this agreement.

17           Section 8. TERMINATION. Any WATERSHED PERMITTEE wishing to terminate its  
18 participation in this AGREEMENT shall so notify all other WATERSHED PERMITTEES in  
19 writing by March 1 of any year. Such termination shall be effective the following  
20 June 30. The terminating WATERSHED PERMITTEE shall be responsible for financial  
21 obligations hereunder to the extent incurred in accordance with this agreement by the  
22 WATERSHED PERMITTEE prior to the effective date of termination. The balance of the  
23 WATERSHED PERMITTEES may continue in the performance of the terms and conditions of  
24 this AGREEMENT on the basis of a revised allocation of cost based on the funding  
25 formula in Exhibit A. Termination of participation in this AGREEMENT does not release  
26 any WATERSHED PERMITTEE from its regulatory obligations under the NPDES PERMIT.

          Section 9. AVAILABILITY OF FUNDS. The obligation of each WATERSHED PERMITTEE  
is subject to the availability of funds appropriated for this purpose, and nothing  
herein shall be construed as obligating the WATERSHED PERMITTEES to expend or as

1 involving the WATERSHED PERMITTEES in any contract or other obligation for the future  
2 payment of money in excess of appropriations authorized by law.

3 Section 10. NO THIRD PARTY BENEFICIARIES. Nothing expressed or mentioned in this  
4 AGREEMENT is intended or shall be construed to give any person, other than the  
5 WATERSHED PERMITTEES hereto, and any permitted successors, any legal or equitable  
6 right, remedy or claim under or in respect of this AGREEMENT or any provisions herein  
7 contained. This AGREEMENT and any conditions and provisions hereof is intended to be  
8 and is for the sole and exclusive benefit of the WATERSHED PERMITTEES hereto and for  
9 the benefit of no other person, agency or entity.

10 Section 11. REFERENCE TO CALENDAR DAYS. Any reference to the word "day" or  
11 "days" herein shall mean calendar day or calendar days, respectively, unless otherwise  
12 expressly provided.

13 Section 12. ATTORNEYS FEES. In any action or proceeding brought to enforce  
14 or interpret any provision of this AGREEMENT, or where any provision hereof is  
15 asserted as a defense, each WATERSHED PERMITTEE shall bear its own attorneys' fees and  
16 costs.

17 Section 13. ENTIRE AGREEMENT. This AGREEMENT is intended by the WATERSHED  
18 PERMITTEES as a final expression of their agreement and intended to be a complete and  
19 exclusive statement of the agreement and understanding of the WATERSHED PERMITTEES  
20 hereto in respect of the subject matter contained herein. There are no restrictions,  
21 promises, warranties or undertakings, other than those set forth or referred to  
22 herein. This AGREEMENT supersedes all prior agreements and understandings between the  
23 WATERSHED PERMITTEES with respect to such matter.

24 Section 14. SEVERABILITY. If any part of this AGREEMENT is held,  
25 determined or adjudicated to be illegal, void, or unenforceable by a court of  
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1 competent jurisdiction, the remainder of this AGREEMENT shall be given effect to the  
2 fullest extent reasonably possible.

3 Section 15. SUCCESSORS AND ASSIGNS. The terms and provisions of this  
4 AGREEMENT shall be binding upon and inure to the benefit of the WATERSHED PERMITTEES  
5 hereto and their successors and assigns.

6 Section 16. NOTICES. All notices required or desired to be given under  
7 this AGREEMENT shall be in writing and (a) delivered personally, or (b) sent by  
8 certified mail, return receipt requested or (c) sent by telefacsimile communication  
9 followed by a mailed copy, to the addresses specified below, provided each WATERSHED  
10 PERMITTEE may change the address for notices by giving the other WATERSHED PERMITTEES  
11 at least ten (10) days written notice of the new address. Notices shall be deemed  
12 received when actually received in the office of the addressee or when delivery is  
13 refused, as shown on the receipt of the U.S. Postal service, or other person making  
14 the delivery, except that notices sent by telefacsimile communication shall be deemed  
15 received on the first business day following transmission.

16 Director of Public Works  
17 City of Anaheim  
400 East Vermont Avenue  
Anaheim, CA 92805

18 Development Services Director  
19 City of Brea  
1 Civic Center Plaza  
20 Brea, CA 92821

21 Director of Public Works  
City of Buena Park  
6650 Beach Boulevard  
22 Buena Park, CA 90622-5009

23 Director of Public Works  
City of Cypress  
5272 Orange Avenue  
24 Cypress, CA 90630

25 Maintenance Services Director  
City of Fullerton  
26 303 West Commonwealth Avenue

1 Fullerton, CA 92832

2 Director of Public Works  
3 City of La Habra  
4 201 East La Habra Boulevard  
5 La Habra, CA 90631

6 Director of Public Works  
7 City of La Palma  
8 7822 Walker Street  
9 La Palma, CA 90623

10 Community Services Director  
11 City of Los Alamitos  
12 3191 Katella Avenue  
13 Los Alamitos, CA 90720

14 Director of Public Works  
15 City of Placentia  
16 401 East Chapman Avenue  
17 Placentia, CA 92870

18 Director of Public Works  
19 City of Seal Beach  
20 211 8th Street  
21 Seal Beach, CA 90740

22 Director, OC Public Works  
23 County of Orange  
24 P.O. Box 4048  
25 Santa Ana, CA 92702-4048

26 Section 17. EXECUTION OF AGREEMENT. This AGREEMENT may be executed in  
counterpart and the signed counterparts shall constitute a single instrument.

Section 18. GOVERNING LAW AND VENUE. This AGREEMENT has been negotiated  
and executed in the State of California and shall be governed by and construed under  
the laws of the State of California. In the event of any legal action to enforce or  
interpret this AGREEMENT, the sole and exclusive venue shall be a court of competent  
jurisdiction located in Orange County, California, and the WATERSHED PERMITTEES hereto  
agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code  
of Civil Procedure section 394. Furthermore, the WATERSHED PERMITTEES have  
specifically agreed, as part of the consideration given and received for entering into  
this AGREEMENT, to waive any and all rights to request that an action be transferred

1 for trial to another county under Code of Civil Procedure Section 394 or any other  
2 provision of law.

3 IN WITNESS WHEREOF, the WATERSHED PERMITTEES hereto have executed this AGREEMENT  
4 the day and year first above written:

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ORANGE COUNTY FLOOD CONTROL DISTRICT  
A body corporate and politic

By: \_\_\_\_\_  
Chairman of the Board of Supervisors

COUNTY OF ORANGE  
A body corporate and politic

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman of the Board of Supervisors

SIGNED AND CERTIFIED THAT A COPY OF  
THIS AGREEMENT HAS BEEN DELIVERED TO  
THE CHAIRMAN OF THE BOARD

Date: \_\_\_\_\_

By \_\_\_\_\_  
DARLENE J. BLOOM  
Clerk of the Board of Supervisors of  
Orange County, California

APPROVED AS TO FORM  
COUNTY COUNSEL  
ORANGE COUNTY, CALIFORNIA

By \_\_\_\_\_  
Geoffrey K. Hunt, Deputy

Date: \_\_\_\_\_

1 CITY OF ANAHEIM

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6 Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mayor

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9 ATTEST:

APPROVED AS TO FORM:

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City Clerk

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City Attorney

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1 CITY OF BREA

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Date: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

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Mayor

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By: \_\_\_\_\_  
Mayor

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1 CITY OF FULLERTON

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By: \_\_\_\_\_  
Mayor

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City Attorney

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By: \_\_\_\_\_  
Mayor

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By: \_\_\_\_\_  
Mayor

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9 ATTEST:

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Mayor

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City Clerk

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By: \_\_\_\_\_  
Mayor

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9 ATTEST:

APPROVED AS TO FORM:

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City Attorney

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1 CITY OF SEAL BEACH

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By: \_\_\_\_\_  
Mayor

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City Clerk

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EXHIBIT A

EXAMPLE: Cost Share Based on FY09-10 NPDES Funding Formula Data

PARTY	TOTAL SQUARE MILES <sup>1</sup>	SQ. MILES WITHIN WATERSHED <sup>1</sup>	PERCENTAGE OF CITY LAND AREA IN WATERSHED <sup>2</sup>	TOTAL POPULATION <sup>3</sup>	ESTIMATED POPULATION IN WATERSHED <sup>4</sup>	WEIGHTED AVERAGE SHARE OF COST (%) <sup>5</sup>
ANAHEIM	49.9	13.8	27.7	346,823	95,934	15.81
BREA	12.0	8.70	72.6	40,081	29,107	7.26
BUENA PARK	10.6	10.3	97.6	82,768	80,807	12.59
CYPRESS	6.6	4.70	71.2	49,541	35,279	5.61
FULLERTON	22.5	22.30	99.3	137,437	136,519	23.94
LA HABRA	7.4	7.40	100.5	62,635	62,975	9.47
LA PALMA	1.8	1.8	100.0	16,176	16,176	2.38
LOS ALAMITOS	2.0	2.00	99.5	12,191	12,130	2.14
PLACENTIA	6.6	3.50	52.9	51,727	27,348	4.27
SEAL BEACH	4.0	3.40	84.6	25,986	21,978	3.75
ORANGE CO	175.2	4.60	2.6	122,032	3,203	2.79
O.C. Flood Control District <sup>6</sup>	---	---	---	---	---	10.00
<b>TOTAL</b>	<b>298.5</b>	<b>82.50</b>	<b>---</b>	<b>947,397</b>	<b>521,458</b>	<b>100.00</b>

<sup>1</sup> Source: NPDES Stormwater Permit Implementation Agreement D02-048. Includes Land Area Deductions from agreement exhibit A-1.

<sup>2</sup> Percentage of City Land Area in Watershed = Square miles within Watershed/Total Square Miles x 100

<sup>3</sup> Taken from California State Dept. of Finance as of 1/1/2009

<http://www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/Estimates/E1/documents/E-1table.xls>

<sup>4</sup> Estimated Population in Watershed = Total Population \* Percentage of City Land Area in Watershed/100

<sup>5</sup> Weighted Average Share of Cost = ((Square Miles within Watershed/Total Square Miles of Watershed)\*0.5)+((Estimated Population in Watershed/Total Estimated Population in Watershed)\*0.5) x 90

<sup>6</sup> Orange County Flood Control District assumes a flat 10 percent of the total

Exhibit B

Budget for Agreement D10-071  
 Coyote Creek Metals TMDL Programs  
 FY 2011-12 Budget

Budget Item	2010-11 Budget
Salaries and Employee Benefits - Account 0100	
Water Quality Planning	\$42,835
Monitoring Programs	\$11,926
Data Management	\$1,511
Administrative	\$913
Laboratory - Account 1500	\$400
Professional and Specialized Services - Account 1900	
Analytical Services - Metals Analysis	\$25,872
Source Control Plan and Monitoring Program Development	
General Transport and Travel - Account 2700	\$825
<b>Budget Total</b>	<b>\$84,283</b>

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# Placentia City Council

## AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF PUBLIC WORKS

DATE: FEBRUARY 15, 2011

SUBJECT: AWARD OF CONTRACT TO UNITED PAVING COMPANY FOR CONSTRUCTION OF THE VAN BUREN STREET IMPROVEMENT PROJECT AND APPROVAL OF PLANS AND SPECIFICATIONS PREPARED BY WILLDAN ENGINEERING FOR THE VAN BUREN STREET IMPROVEMENT PROJECT

FINANCIAL IMPACT: EXPENSE: \$124,712.90 FOR CONSTRUCTION; BUDGETED IN FY 2010-2011 BUDGET, ACCOUNT# 333552-6185 J/L 61057  
REVENUE: PROPOSITION 1B, COMMUNITY DEVELOPMENT BLOCK GRANT

### INTRODUCTION:

The proposed project is located on Van Buren Street, south of the Burlington Northern Santa Fe Railway tracks to Sierra Madre Circle. The project includes pavement reconstruction, grinding with cold plane and rubberized asphalt overlay. This action will approve plans and specifications for the project and award a contract for construction.

### RECOMMENDATION:

It is recommended that City Council take the following actions:

1. Approve plans and specifications prepared by Willdan Engineering dated December 20, 2010, for the Van Buren Street Improvement Project.
2. Award the construction contract to the lowest responsive and responsible bidder, United Paving Company, for an amount not to exceed \$124,712.90.
3. Reject all other bids.
4. Authorize the City Administrator, or his designee, to approve construction change orders pursuant to the requirements set forth in the construction contract and in an aggregate amount not to exceed 15-percent of the project construction cost.
5. Authorize the City Administrator to execute contract documents on behalf of the City, in a form approved by the City Attorney.

### DISCUSSION:

The proposed project complements a completed Safe Routes To School Project that provided a safe crossing over an existing storm channel. The Community Development Block Grant Program (CDBG) has allowed for further improvements in the Atwood Area. The roadway along Van Buren Street is at the end of its useful life and reconstruction is needed to prevent complete deterioration of the street, which will adversely affect the neighborhood. The Van Buren Street Improvement Project has been approved for \$125,000 in CDBG Funds. In addition, the City will use \$60,000 in Proposition 1B Funding.

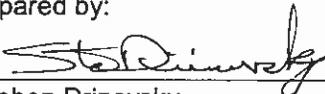
A copy of the plans and specifications is available for review in the City Clerks Office.

This project was advertised on January 13th and 20th. Bids for construction were received on February 3, 2011. The bid summary is as follows:

CONTRACTOR	BID
United Paving Company	\$108,446.00
KAD Paving Company	\$110,926.00
All American Asphalt	\$111,000.00
Hardy & Harper, Inc.	\$111,000.00
R.J. Noble Company	\$111,737.00
Silvia Construction, Inc.	\$112,405.00
EBS, Inc.	\$115,584.00
Palp, Inc., Excel Paving Company	\$122,940.00

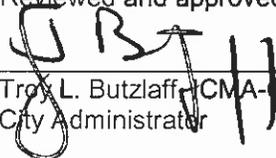
United Paving Company has been performing this type of work since 1994 and is based in La Mirada, California. Local references include the cities of South Pasadena, Monterey Park, and Brea. Their proposal, references, and qualifications have been reviewed and approved by the City's construction management firm, Willdan Engineering. The construction period is scheduled for 20 working-days which will begin once all contract documents have been executed and a notice to proceed has been issued.

Prepared by:



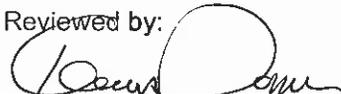
Stephen Drinovsky  
Director of Public Works

Reviewed and approved:



Troy L. Butzlaff, CMA-CM  
City Administrator

Reviewed by:



Kenneth A. Domer  
Assistant City Administrator

Attachments: As Stated

## AGREEMENT

### VAN BUREN STREET IMPROVEMENT PROJECT

THIS AGREEMENT is made and entered into this 15th day of February, 2011, by and between the CITY OF PLACENTIA, hereinafter referred to as "City" and United Paving Company, a California Corporation, hereinafter referred to as "Contractor". City and Contractor are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties".

### WITNESSETH:

That for and in consideration of the promises and agreements hereinafter made and exchanged, City and Contractor agree as follows:

#### 1. General Conditions

Contractor certifies and agrees that all the terms, conditions, and obligations of the Agreement Documents as hereinafter defined, the location of the job site, and the conditions under which the work is to be performed have been thoroughly reviewed, and enters into this Agreement based upon Contractor's investigation of all such matters and is in no way relying upon City's opinions or representations. Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by City, it shall immediately inform City of this and shall not proceed with further work under this Agreement until written instructions are received from the City.

The Parties agree that this Agreement represents the entire agreement between the Parties. The Agreement Documents are defined as and include the Notice to Contractors and Invitation for Bids, the Instructions to Bidders, the Contract Documents, the Contractor's Proposal, the General Provisions, the Special Provisions, the Specifications and Drawings, any of the other Contract Documents and all addenda issued by City with respect to the foregoing prior to the opening of bids. The Parties agree that the Agreement Documents are each incorporated into this Agreement by reference, with the same force and effect as if the same were set forth at length herein, and that Contractor and its subcontractors, if any, will be and are bound by any and all of the Agreement Documents insofar as they relate in any part or in any way, directly or indirectly, to the work covered by this Agreement.

"Project" as used herein defines the entire scope of the work covered by all the Agreement Documents. Anything mentioned in the Specifications and not indicated in the Drawings, or indicated in the Drawings and not mentioned in the Specifications, shall be of like effect as if indicated and mentioned in both. In case of discrepancy in the Drawings or Specifications, the matter shall be immediately submitted to the City's Public Works Director, without whose decision Contractor shall not adjust the discrepancy save only at Contractor's

own risk and expense. The decision of the Public Works Director shall be final.

2. Materials and Labor

Contractor shall furnish, under the conditions expressed in the Agreement Documents, at Contractor's own expense, all labor and materials necessary, except such as are mentioned in the Specifications to be furnished by City, to construct and complete the Project, in good workmanlike and substantial order. If Contractor fails to pay for labor or materials when due, City may settle such claims by making demand upon the surety to this Agreement. In the event of the failure or refusal of the surety to satisfy said claims, City may settle them directly and deduct the amount of payments from the Agreement price and any amounts due to Contractor. In the event City receives a stop notice from any laborer or material supplier alleging non-payment by Contractor, City shall be entitled to deduct all of its costs and expenses incurred relating thereto, including but not limited to administrative and legal fees. Nothing in this Agreement shall be deemed to limit the legal and/or equitable remedies available to City.

3. Project

The Project is described as:

**CITY PROJECT NO. 61057  
Pavement reconstruction, grinding with cold plane and rubberized asphalt overlay.**

4. Plans and Specifications

The work to be done is shown in a set of Drawings and Specifications entitled:

**VAN BUREN STREET IMPROVEMENT PROJECT**

The Drawings and Specifications and any revisions and amendments of addenda thereto are incorporated herein as part of this Agreement and referred to by reference.

5. Time of Commencement and Completion

Contractor agrees to commence the Project on the date set forth in the "Notice to Proceed" sent by City and shall diligently prosecute the work to completion within **twenty (20)** working days from the date of the "Notice to Proceed" issued by City excluding delays caused or authorized by City as set forth in sections 8, 9, and 10 hereof.

\_\_\_\_\_  
Contractor Initials

\_\_\_\_\_  
City Initials

## 6. Legal Relationship between the Parties

A. The legal relationship between the Parties hereto is that of an independent contractor, and nothing herein shall be deemed to make Contractor a City employee. During the performance of this Agreement, Contractor and its officers, employees, agents, and subcontractors shall act in an independent capacity and shall not act as City officers, employees, or agents. The personnel performing the Services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, agents, or subcontractors shall have control over the conduct of Contractor or any of its officers, employees, or agents, except as set forth in this Agreement. Contractor, its officers, employees, agents, or subcontractors shall not maintain an office or any other type of fixed business location at City's offices.

B. Contractor shall not incur or have the power to incur any debt, obligation, or liability against City, or bind City in any manner.

C. No City benefits shall be available to Contractor, its officers, employees, agents, or subcontractors in connection with any performance under this Agreement. Except for fees paid to Contractor as provided for in this Agreement, City shall not pay salaries, wages, or other compensation to Contractor for the performance of Services under this Agreement. City shall not be liable for compensation or indemnification to Contractor, its officers, employees, agents, or subcontractors for injury or sickness arising out of performing Services hereunder.

## 7. Time is of the Essence

Time is of the essence of this Agreement. As required by the Agreement Documents, Contractor shall prepare and obtain approval of all shop drawings, details and samples, and do all other things necessary and incidental to the prosecution of Contractor's work in conformance with an approved construction progress schedule. Contractor shall coordinate the work covered by this Agreement with that of all other contractors, subcontractors and City, in a manner that will facilitate the efficient completion of the entire work in accordance with Section 5 herein. City shall have complete control of the premises on which the work is to be performed and shall have the right to decide the time or order in which the various portions of the work shall be installed or the priority of the work of other subcontractors, and, in general, all matters representing the timely and orderly conduct of the work of Contractor on the premises.

## 8. Excusable Delays

Contractor shall be excused for any delay in the prosecution or completion

of the Project caused by acts of God; inclement weather which exceeds the number of calendar days estimated by City and set forth in Section 5 hereof; damages caused by fire or other casualty for which Contractor is not responsible; any act, neglect, or default of City; failure of City to make timely payments to Contractor; late delivery of materials required by this Agreement to be furnished by City; combined action of the workers in no way caused by or resulting from default or collusion on the part of Contractor; a lockout by City; or any other delays reasonably unforeseen by Contractor and beyond Contractor's reasonable control.

City shall extend the time fixed in Section 5 for completion of the project by the number of days Contractor has thus been delayed, provided that Contractor presents a written request to City for such time extension within fifteen (15) days of the commencement of such delay and City finds that the delay is justified. City's decision will be conclusive on the Parties to this Agreement. Failure to file such request within the time allowed shall be deemed a waiver of the claim by Contractor.

No claims by Contractor for additional compensation or damages for delays will be allowed unless Contractor satisfies City that such delays were unavoidable and not the result of any action or inaction of Contractor and that Contractor took all available measures to mitigate such damages.

#### 9. Extra Work

The Agreement price as set forth in Section 13, includes compensation for all work performed by Contractor, unless Contractor obtains a written change order signed by City Engineer or Director of Public Works specifying the exact nature of the extra work and the amount of extra compensation to be paid as more particularly set forth in Section 10 hereof.

City shall extend the time fixed in Section 5 for completion of the project by the number of days reasonably required for Contractor to perform the extra work, as determined by the City Engineer. The decision of the City Engineer shall be final.

#### 10. Changes in Project

- A. City may at any time, without notice to any surety, by written order designated or indicated to be a change order, make any change in the work within the general scope of this Agreement, including but not limited to changes:
1. In the Drawings and Specifications;
  2. In the time, or in the method or manner of performance of the work;
  3. In City-furnished facilities, equipment, materials, services, or site; or

4. Directing acceleration in the performance of the work.
  - B. A change order shall also be any other written order (including direction, instruction, interpretation, or determination) from City which causes any change, provided Contractor gives City written notice stating the date, circumstances, and source of the order and that Contractor regards the order as a change order.
  - C. Except as provided in this section, no order, statement, or conduct of City or its representatives shall be treated as a change under this section or entitle Contractor to an equitable adjustment.
  - D. If any change under this section causes an increase or decrease in Contractor's actual direct cost or the time required to perform any part of the work under this Agreement, whether or not changed by any order, City shall make an equitable adjustment and modify this Agreement in writing. Except for claims based on defective specifications, no claim for any change under paragraph (B) above shall be allowed for any costs incurred more than 20 days before Contractor gives written notice as required in paragraph (B). In the case of defective specifications for which City is responsible, the equitable adjustment shall include any increased direct cost Contractor reasonably incurs in attempting to comply with those defective specifications.
  - E. If Contractor intends to assert a claim for an equitable adjustment under this section, it must, within 15 days after receipt of a written change order under paragraph (A) or the furnishing of a written notice under paragraph (B), submit a written statement to City setting forth the general nature and monetary extent of such claim. City may extend the 15-day period. Any such extension shall be valid only if in writing. Contractor may include the statement of claim in the notice under paragraph (B) of this section.
  - F. No claim by Contractor for an equitable adjustment shall be allowed if made after final payment under this Agreement.
  - G. Contractor hereby agrees to make any and all changes, furnish the materials, and perform the work that City may require without nullifying this Agreement. Contractor shall adhere strictly to the Drawings and Specifications unless a change therefrom is authorized in writing by City. Under no condition shall Contractor make any changes to the project, either in additions or deductions, without the written order of

City, and City shall not pay for any extra charges made by Contractor that have not been agreed upon in advance in writing by City. Contractor shall submit immediately to City written copies of its firm's cost or credit proposal for any change in the work. Disputed work shall be performed as ordered in writing by City and the proper cost or credit breakdowns therefore shall be submitted without delay by Contractor to City.

#### 11. Ownership of Documents

The documents and study materials for this project shall become the property of City upon the termination or completion of the work. Contractor agrees to furnish to City copies of all memoranda, correspondence, computation, and study materials in its files pertaining to the work described in this Agreement, which is requested in writing by City.

#### 12. Liquidated Damages for Delay

The Parties agree that if the total work called for under this Agreement, in all parts and requirements, is not completed within the time specified in Section 5 plus the allowance made for delays or extensions authorized under Sections 8, 9, and 10, City will sustain damage, which would be extremely difficult and impracticable to ascertain. The Parties therefore agree that Contractor shall pay to City the sum of Nine Hundred Dollars (\$900.00) per day, as liquidated damages, and not as a penalty, for each and every calendar day during which completion of the project is so delayed. The Parties agree that if the interim completion requirements are not reached within the time specified in the Drawings and Specifications, plus the allowances made for delays and extensions under the terms of this Agreement, Contractor shall pay City the sum of Nine Hundred Dollars (\$900.00) per day, as liquidated damages, and not as a penalty for each day of delay in reaching the interim completion date(s). Contractor agrees to pay such liquidated damages and further agrees that City may offset the amount of liquidated damages from any monies due or that may become due Contractor under this Agreement.

#### 13. Agreement Price and Method of Payment

City agrees to pay and Contractor agrees to accept as full consideration for the faithful performance of this Agreement, subject to any subsequent additions or deductions as provided in approved change orders, the sum of **\$108,446.00, (One Hundred Eight Thousand Four Hundred Forty Six Dollars)** as itemized in Contractor's Proposal attached as Exhibit "A" hereto.

Within thirty (30) days from the commencement of work and the receipt by City of Contractor's invoice, there shall be paid to Contractor a sum equal to ninety percent (90%) of the value of the actual work completed plus a like

percentage of the value of material suitably stored at the worksite or approved storage yards subject to or under the control of City, since the commencement of the work as determined by City.

Thereafter, Contractor may submit monthly statements requesting payment based upon the value of the work completed and materials used. The monthly statements must include a detailed breakdown of all work completed and materials used during the period covered by the statement, as may be required by City. Upon approval of such payment request by City, payment shall be made to Contractor for ninety percent (90%) of the work completed and materials used. City shall retain ten percent (10%) of the amount of each such progress estimate and material cost until the Final Payment.

Payments shall be made on demands drawn in the manner required by law, accompanied by a certificate signed by the City's Public Works Director, stating that the work for which payment is demanded has been performed in accordance with the terms of this Agreement and that the amount stated in the certificate is due under the terms of this Agreement. Partial payments on the Agreement price shall not be considered as an acceptance of any part of the work.

The City may withhold all or part of any progress payments to such extent as may be necessary to protect the City from losses on account of:

- A. Defective work not remedied;
- B. Claims filed or reasonable evidence indicating probable filing of claims;
- C. Failure of the Contractor to make payments properly to subcontractors for material or labor;
- D. A reasonable doubt that the contract can be completed for the balance then paid;
- E. Damage to another Contractor; and/or
- F. Default of the Contractor in the performance of the terms and/or conditions of the Contract.

Any subcontractor, material supplier, or workman, or anyone else having any claim against the Contractor for or on account of work done or material furnished for the performance of the work provided for hereunder, may give notice of said claim and of the amount thereof to the City, who may, but shall not be obliged to, thereupon withhold any and all payments due or to become due thereafter to the Contractor until said claims are adjusted and paid. The provisions of this article shall not lessen or diminish, but shall be in addition to, the right or duty of the City to withhold any payments under the provisions of the laws of the State of California requiring the withholding of sums due to the Contractor.

14. Substitution of Securities in Lieu of Retention of Funds

Pursuant to Public Contract Code section 22300 et seq., Contractor shall be entitled to post approved securities with City or an approved financial institution in order to have City release funds retained by City to insure performance of this Agreement. Contractor shall be required to execute an addendum to this Agreement together with escrow instructions and any other documents in order to effect this substitution.

15. Completion

Within ten (10) days after the Agreement completion date of the project, Contractor shall file with the City's City Engineer its affidavit stating that all workers and persons employed, all firms supplying materials, and all subcontractors upon the project have been paid in full, and that there are no claims outstanding against the project for either labor or material, except those certain items, if any, to be set forth in an affidavit covering disputed claims, or items in connection with Stop Notices which have been filed under the provisions of the statutes of the State of California. City may require affidavits or certificates of payment and/or releases from any subcontractor, laborer, or material supplier.

16. Contractor's Employees Compensation

A. General Prevailing Rate:

City has ascertained from the State of California Director of Industrial Relations, the general prevailing rate of per diem wages and the general prevailing rate for legal holiday and overtime work in the locality in which the work is to be performed for each craft or type of work needed to execute this Agreement, and copies of the same are on file in the City Public Works Director's office. Contractor agrees that no less than these prevailing rates shall be paid to workers employed on this public works contract as required by California Labor Code section 1774. If both Federal and State wage rates are otherwise applicable, then the higher of the two shall prevail.

B. Forfeiture for Violation:

Contractor shall, as a penalty to City, forfeit fifty dollars (\$50.00) for each calendar day or portion thereof for each worker paid (either by Contractor or any subcontractor under it) less than the prevailing rate of per diem wages as set by the Director of Industrial Relations, in accordance with California Labor Code sections 1770 through 1780 for the work provided for in this Agreement, all in accordance with California Labor Code section 1775.

C. Apprentices:

California Labor Code sections 1777.5, 1777.6, and 1777.7, regarding the employment of apprentices are applicable to this Agreement and Contractor shall comply therewith if the prime contract involves thirty thousand dollars (\$30,000.00) or more, twenty (20) working days or more, or if contracts of specialty contractors not bidding for work through the general or prime contractor are two thousand dollars (\$2,000.00) or more or five (5) working days or more.

D. Workday:

In the performance of this Agreement, not more than eight (8) hours shall constitute a day's work, and Contractor shall not require more than eight (8) hours of labor in a day from any person employed by him hereunder except as provided in paragraph (B) above. Contractor shall conform to California Labor Code section 1810 et seq., and shall forfeit to City as a penalty, the sum of twenty-five dollars (\$25.00) for each worker employed in the execution of work pursuant to this Agreement by Contractor or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in any one calendar day and forty (40) hours in any one week in violation of such provision. Contractor shall keep an accurate record showing the name and actual hours worked each calendar day and each calendar week by each worker employed by Contractor in connection with this Project.

E. Record of Wages; Inspection:

Contractor agrees to maintain accurate payroll records showing the name, address, social security number, work classification, straight-time, and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by it in connection with the Project and agrees to require that each of its subcontractors does the same. All payroll records shall be certified as accurate by the applicable Contractor or subcontractor or its agent having authority over such matters. Contractor further agrees that its payroll records and those of its subcontractors shall be available to the employee or employee's representative, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards and shall comply with California Labor Code section 1776 et seq.

## 17. Surety Bonds

Contractor shall, before entering upon the performance of this Agreement furnish bonds approved by City's Attorney; one in the amount of One Hundred Percent (100%) percent of the contract price bid to guarantee the faithful performance of the work, and the other in the amount of One Hundred Percent (100%) of the contract price bid to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by City. Bonds must be issued by a surety authorized by the State Insurance Commissioner to do business in California. The labor and material bond shall be maintained by Contractor in full force and effect until the work has been completed and accepted by City and all claims for labor and material have been paid. The performance bond shall remain in full force and effect through the warranty period. All bonds required to be submitted relating to this Agreement must comply with California Code of Civil Procedure section 995.630. Each bond shall be executed in the name of the surety insurer, under penalty of perjury, or the fact of execution of each bond shall be duly acknowledged before an officer authorized to take and certify acknowledgements, and either one of the following conditions shall be satisfied:

- A. A copy of the transcript or record of the unrevoked appointment, power of attorney, by-laws, or other instrument, duly certified by the proper authority and attested by the seal of the insurer entitling or authorizing the person who executed the bond to do so for and on behalf of the insurer, is on file in the Office of the County Clerk of the County of Orange; or
- B. A copy of a valid power of attorney is attached to the bond.

## 18. Insurance

- A. Contractor is aware of the provisions of California Labor Code section 3700 that requires every employer to be insured against liability for workers' compensation or undertake self-insurance in accordance with the provisions of that Code and will comply with such provisions before commencing the performance of the work of this Agreement.
- B. Contractor and all subcontractors shall carry workers' compensation insurance for the protection of their respective employees during the progress of the work. The insurer shall waive its rights of subrogation against City, its officers, agents, and employees and shall issue an endorsement certificate to the policy evidencing same.
- C. Contractor agrees that it shall, at all times during the term of this Agreement, carry on all operations hereunder, comprehensive or commercial general liability insurance,

including bodily injury, death, and property damage, and automotive operations. All insurance coverage of the above-required types, shall be in amounts specified by City in the Insurance Requirements, set forth in Subparagraph E below, and in the Bid Documents, and shall be evidenced by the issuance of a certificate in a form prescribed by City and shall be underwritten by insurance companies satisfactory to City for all operations, subcontract work, contractual obligations, product or completed operations, all owned vehicles and non-owned vehicles. All insurance coverage obtained by Contractor, excepting workers' compensation coverage, shall name City, its City Council Members, Officers, Agents, Employees, Engineers, and Contractors for this Agreement, as determined by City, as additional insured by endorsement to the policies.

- D. Before Contractor performs any work at, or prepares or delivers materials to, the site of construction, Contractor shall furnish certificates of insurance evidencing the foregoing insurance coverages and such certificates shall provide the name and policy number of each carrier and policy and that the insurance is in force and will not be canceled without thirty (30) days' written notice to City.
- E. Contractor shall maintain all of the foregoing insurance coverages in force until the work under this Agreement is fully completed. The requirement for carrying the foregoing insurance shall not derogate from the provisions for indemnification of City by Contractor under Section 19 of this Agreement. Notwithstanding nor diminishing the obligations of Contractor with respect to the foregoing, Contractor shall subscribe for and maintain in full force and effect during the life of this Agreement, the following insurance in amounts not less than the amounts specified and issued by a company admitted in California and having an A.M. Best's Guide Rating of "A-" Class VII or better. City recognizes that State Compensation Insurance Fund has withdrawn from participation in the A.M. Best's Rating Guide process. Nevertheless, City will accept State Compensation Insurance Fund for the required policy of worker's compensation insurance, subject to City's option, at any time during the term of this Contract, to require a change in insurer upon twenty (20) days written notice. Further, City will require Contractor to substitute any insurer whose rating drops below the levels herein specified. The substitution shall occur within twenty (20) days of written notice to Contractor, by City or its agent.

Contractor shall maintain the following insurance:

1. Workers' Compensation, in accordance with the Workers' Compensation Act of the State of California in at least the minimum amounts required by law.
2. Public Liability in the form of either Comprehensive General Liability or Commercial General Liability written on a per occurrence basis in the amount of either: \$1,000,000 Combined Single Limit, per occurrence for bodily injury, death, and property damage; or \$1,000,000 per occurrence with \$1,000,000 aggregate for bodily injury, death, and property damage; or \$1,000,000 aggregate, separate for this project for bodily injury, death and property damage
3. Automobile Liability, including non-owned and hired vehicles in the amount of \$1,000,000 combined single limit per occurrence.

City or its representatives shall at all times have the right to inspect and receive the original or a certified copy of all said policies of insurance, including certificates and endorsements. Contractor shall pay the premiums on the insurance hereinabove required.

#### 19. Indemnity

Contractor agrees to save, indemnify, and keep City, its Council Members, Officers, Agents, Employees, Engineers, and Contractors for this Agreement, harmless against any and all liability, claims, judgments, costs, and demands, including demands arising from injuries or death of persons (Contractor's employees included) and damage to property, arising directly or indirectly out of the obligations herein undertaken or out of the operations conducted by Contractor, save and except claims or litigation arising through the negligence or willful misconduct of City and will make good to and reimburse City for any expenditures, including reasonable attorneys' fees, City may incur by reason of such matters, and if requested by City, will defend any such suits at the sole cost and expense of Contractor. Contractor further agrees to promptly pay any judgment rendered against the Contractor or City covering such liability, claims, costs, and demands arising out of the obligations herein undertaken or out of the operations conducted by Contractor.

In the event Contractor or its insurer refuses or fails to provide a legal defense to City after receiving written notice of the legal action and a tender and demand for defense, City shall have the right to select counsel of its own choice to represent all City's interests. Contractor agrees that the amount of legal costs and expenses including attorneys' fees may be withheld by City from any Agreement amounts due and owing to Contractor until such time as a final determination is made as to the responsibility for payment of the fees and costs.

#### 20. Termination

- A. City may terminate this Agreement for its convenience at any

time, in whole or in part, without cause, by giving Contractor written notice thereof.

- B. City may terminate this Agreement for Contractor's default if a federal or state proceeding for the relief of debtors is undertaken by or against Contractor, or if Contractor makes an assignment for the benefit of creditors, or if Contractor breaches any term(s) or violates any provision(s) of this Agreement and does not cure such breach or violation within ten (10) calendar days after written notice thereof by City. Contractor shall be liable for any and all reasonable costs incurred by City as a result of such default including, but limited to, procurement costs of the same or similar services defaulted by Contractor under this Agreement.
- C. If City terminates this Agreement, an equitable adjustment in the price provided for in this Agreement shall be made, but (1) no amount shall be allowed for unperformed services or work, or for anticipated profit on unperformed services or other work, and (2) any payment due to Contractor at the time of termination may be adjusted to cover any additional costs to City because of Contractor's default. The equitable adjustment shall include a reasonable profit for services or other work performed, but no adjustment will be allowed for anticipated profits. The equitable adjustment for any termination shall provide for payment to Contractor for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by Contractor relating to commitments which had become firm prior to the termination. Thereafter Contractor shall have no further claims against City under this Agreement.
- D. Upon receipt of a termination notice, Contractor shall (1) promptly discontinue all affected work (unless the notice directs otherwise), and (2) deliver or otherwise make available to City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by Contractor in performing this Agreement whether completed or in process.
- E. Upon termination, City may take over the work and may award another party an agreement to complete the work under this Agreement.

## 21. Waiver

Any waiver by the Parties of any default or breach of any covenant,



Contractor guarantees for a period of at least one (1) year from the date of substantial completion with beneficial occupancy of the work as mutually agreed by the Parties or the date of acceptance of the project as completed by City, that the completed work is free from all defects due to faulty materials, equipment, or workmanship and that it shall promptly make whatever adjustments or corrections which may be necessary to cure any defects, including repairs of any damage to other parts of the system resulting from such defects. City shall promptly give notice to Contractor of observed defects. In the event that Contractor fails to make adjustments, repairs, corrections, or other work made necessary by such defects, City may do so and charge Contractor the cost incurred. The performance bond shall remain in full force and effect through the guarantee period.

Contractor's obligations under this clause are in addition to Contractor's other express or implied assurances under this Agreement or state law and in no way diminish any other rights that City may have against the Contractor for faulty materials, equipment, or work.

#### 25. Assignments

No assignment by Contractor of this Agreement or any part hereof, or of funds to be received hereunder, will be recognized by City unless such assignment has had prior written approval and consent of City and the surety.

#### 26. Successors in Interest

This Agreement shall be binding upon and ensure to the benefit of the Parties' successors and assignees.

#### 27. Compliance with Law

Contractor certifies by the execution of this Agreement that it pays employees not less than the minimum wage as defined by law, and that it does not discriminate in its employment with regard to race, color, religion, sex, or national origin; that Contractor is in compliance with all federal and state laws, local directives, and executive orders regarding non-discrimination in employment; and that Contractor agrees to demonstrate positively and aggressively the principle of equal opportunity in employment.

#### 28. Jurisdiction

This Agreement and any dispute arising hereunder shall be governed and interpreted in accordance with the laws of the State of California. This Agreement shall be construed as a whole according to its fair language and common meaning to achieve the objectives and purposes of the Parties hereto, and the rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not be employed in interpreting this Agreement, all Parties having been represented by counsel in the negotiation and preparation

hereof. Any litigation concerning this Agreement shall take place in the Municipal, Superior, or Federal District Court, as appropriate, with jurisdiction over the City of Placentia.

29. Dispute Resolution

City and Contractor shall comply with the provisions of California Public Contracts Code section 20104 et seq., regarding resolution of construction claims for any claims, which arise between City and Contractor.

30. Safety and Health

Contractor acknowledges the provisions of California Labor Code section 6400 et seq., which requires that employers shall furnish employment and a place of employment that is safe and healthful for all employees working therein. City shall have the authority to enter the worksite at any time for the purpose of identifying the existence of conditions, either actual or threatened that may present a danger or hazard to any and all employees. In the event City identifies the existence of any condition that presents an actual or threatened danger or hazard to any or all employees at the worksite, City is hereby authorized to order the immediate abatement of that actual or threatened condition pursuant to this section. City may also, at its sole authority and discretion, issue an immediate stop work order to Contractor to ensure that no employee working at the worksite is exposed to a dangerous or hazardous condition. Any stop work order issued by City to Contractor in accordance with the provisions of this section, shall not give rise to any claim or cause of action for delay damages by Contractor or Contractor's agents or subcontractors against City.

31. Agreement Execution Authorization

Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Agreement and that such execution is binding upon the entity for which he or she is executing this document.

32. Entire Agreement

This Agreement constitutes the entire understanding and agreement of the Parties hereto and supersedes all previous negotiations, discussions, and agreements between the Parties with respect to the subject matter hereof. No parol evidence shall be permitted to contradict or vary the terms of this Agreement.

33. Severability

Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be invalid under the applicable law, such

provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of that provision, or the remaining provisions of this Agreement.

34. Conflicts

To the extent that there is any conflict between the provisions of this Agreement and the City's Request for Proposals, the Contractor's Proposal and/or any of the other Agreement Documents, the terms and conditions of this IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first hereinabove written.

CITY OF PLACENTIA

By: \_\_\_\_\_  
Troy L. Butzlaff, City Administrator

ATTEST:

By: \_\_\_\_\_  
Patrick J. Melia, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Andrew V. Arczynski,  
City Attorney

UNITED PAVING COMPANY

By \_\_\_\_\_  
, President

By \_\_\_\_\_  
, Vice President



# Placentia City Council

## AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: NEIGHBORHOOD SERVICES MANAGER

DATE: FEBRUARY 15, 2011

SUBJECT: APPROVAL OF CONTRACT CHANGE ORDER WITH AVI-CON INC. DBA CA CONSTRUCTION FOR THE EDWIN T. POWELL BUILDING RENOVATION PROJECT

**FINANCIAL**

IMPACT: EXPENSE: NOT TO EXCEED \$15,000, ACCOUNT # 333554 – 6185 / 6104340023  
FUNDING: PARK DEVELOPMENT

### **INTRODUCTION:**

On November 2, 2010 City Council awarded a contract to AVI-CON Inc. (dba CA Construction) for renovations to the Edwin T. Powell Building in the amount of \$157,000 with a 20% (\$31,400) construction contingency, a maximum project cost of \$188,400. Due to the historic nature of the facility, several issues have emerged during construction that have used almost the entire construction contingency such as abating previously unknown hazardous materials, additional materials needed to repair the patio, and additional construction needed to make the building ADA accessible. Although the majority of the project has been completed within the original project cost, this item requests funds to complete additional electrical upgrades and ADA improvements needed for the Edwin T. Powell Building. This item requests that City Council authorize an additional change order with CA Construction for an amount not to exceed \$15,000 to complete electrical improvements to the Edwin T. Powell Building.

### **RECOMMENDATION:**

It is recommended that the City Council take the following actions:

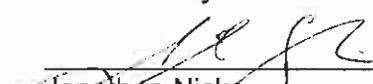
1. Authorize a contract change order to CA Construction in an amount not to exceed \$15,000 for the Edwin T. Powell Building Project.
2. Authorize the City Administrator, or his designee, to approve construction change orders pursuant to the requirements set forth in the construction contract.

### **DISCUSSION:**

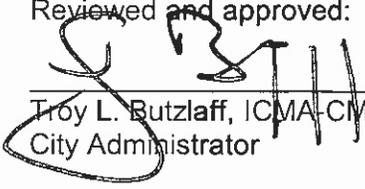
City Council awarded AVI-CON Inc. (dba CA Construction) a construction contract to complete renovations to the Edwin T. Powell Building that included repairing the patio area, replacing all interior flooring, installing computer cabinets for the Learning Center and storage areas, and repairs to exterior doors and walkways to increase accessibility to the building. All of the building renovations were funded under the original project contract including additional change orders related to those repairs such as abating hazardous materials that were not previously detected, additional waterproofing and drainage for the patio, and additional supports for the raised flooring and walkways.

CA construction has submitted an additional change order request to upgrade the electrical and data lines and to install a pushbutton automatic door opener for the main front entry doors of the Edwin T. Powell Building. The electrical and data upgrades will support the new computer stations that will be used for the Cathy Torrez Learning Center and computer classes for seniors. The electrical upgrades will also support expanded use of the facility including operation of the Learning Center in the afternoon, evening and weekend rentals, and for other special events or activities that may occur at the building. The pushbutton automatic door opener for the main front entry doors will increase accessibility to the building especially for residents using walkers, canes, or wheel chairs. Although the electrical upgrades and automatic door opener were not included in the original contract, staff along with the Construction Manager from Willdan Engineering have assessed the cost for the upgrades as a reasonable amount for the labor and materials. This item requests that City Council authorize an additional change order with CA Construction for a not to exceed amount of \$15,000 from the Park Development Fund to complete the electrical and ADA improvements to the Edwin T. Powell Building.

Submitted by:

  
Jonathan Nicks  
Neighborhood Services Manager

Reviewed and approved:

  
Troy L. Butzlaff, ICMA-CM  
City Administrator

Reviewed by:

  
Stephen D. Pischel  
Director of Administrative Services and  
Community Services



# Placentia City Council

## AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF FINANCE

DATE: FEBRUARY 15, 2011

SUBJECT: SEPTEMBER AND DECEMBER 2010 PRELIMINARY FINANCIAL UPDATE  
REPORTS  
(FISCAL YEAR 2010-11)

FINANCIAL  
IMPACT: NONE

### INTRODUCTION:

The Finance Department routinely prepares financial reports to update the City Council and the Community of the fiscal position of the City. This action receives and files the Financial Update Reports for the period of July 1, 2010 through December 31, 2010.

### RECOMMENDATION:

It is recommended that the City Council receive and file both the September and December 2010 Preliminary Financial Update reports.

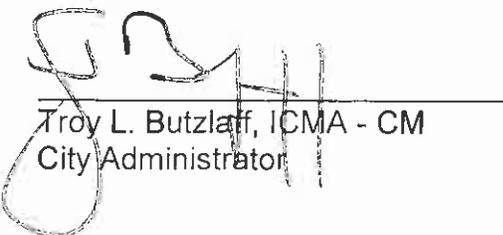
### DISCUSSION:

Information contained in this report provides a comprehensive scope of the City's financial activities for the period of July 1, 2010 through December 31, 2010. The Amended column includes the budget adjustments approved by City Council.

Submitted by:

  
\_\_\_\_\_  
Karen Ogawa  
Director of Finance

Reviewed and approved:

  
\_\_\_\_\_  
Troy L. Butzlaff, ICMA - CM  
City Administrator

1h

February 15, 2011



**CITY OF PLACENTIA**

**PRELIMINARY FINANCIAL  
UPDATE REPORT  
SEPTEMBER 2010  
(PRELIMINARY)**

**FISCAL YEAR  
2010-11**



CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Property Taxes	\$ 11,149,670	\$ 11,149,670	\$ 274,492	2.46%	\$ 272,087	\$ 2,405
Sales & Use Taxes	4,219,760	4,219,760	673,728	15.97%	220,978	452,750
Real Property Taxes	150,000	150,000	12,168	8.11%	27,242	(15,074)
Transient Occupancy Taxes	540,000	540,000	73,960	13.70%	31,939	42,021
Franchise Fees	1,988,000	1,988,000	720,000	36.22%	-	720,000
Business License	664,067	664,067	75,705	11.40%	161,904	(86,199)
Lease Revenues	869,324	869,324	1,434	0.16%	-	1,434
Per Barrel Tax	40,000	40,000	14,924	37.31%	(37)	14,961
Permits	453,000	453,000	180,878	39.93%	110,513	70,365
Fines, Forfeitures & Penalties	646,000	646,000	32,786	5.08%	99,163	(66,377)
Investment Income	226,000	226,000	55,920	24.74%	76,059	(20,139)
Intergovernmental	113,000	113,000	80,747	71.46%	39,653	41,094
Charges for Services	1,911,600	1,911,600	441,500	23.10%	299,772	141,728
Sales of Real Property	1,000	1,000	109,988	10998.80%	43,152	66,836
Refunds & Reimbursements	138,400	138,400	114,353	82.63%	104,674	9,679
Sub-total	\$ 23,109,821	\$ 23,109,821	\$ 2,862,583	12.39%	\$ 1,487,099	\$ 1,375,484
Operating Transfers-In	\$ 4,890,554	\$ 4,890,554	\$ -	0.00%	\$ 23,125	\$ (23,125)
<b>Total Revenues</b>	<b>\$ 28,000,375</b>	<b>\$ 28,000,375</b>	<b>\$ 2,862,583</b>	<b>10.22%</b>	<b>\$ 1,510,224</b>	<b>\$ 1,352,359</b>

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>EXPENDITURES</b>						
Legislative	\$ 907,825	\$ 880,375	\$ 75,037	8.52%	\$ (143,503)	\$ 218,539
Administration	1,060,437	1,060,437	180,864	17.06%	177,942	2,923
Finance	823,180	865,630	125,463	14.49%	124,585	878
Development Services	495,980	495,980	123,433	24.89%	148,739	(25,306)
Public Safety	14,586,779	14,705,600	2,449,536	16.66%	2,400,664	48,872
Engineering Services	486,440	486,440	87,271	17.94%	281,683	(194,412)
Maintenance Services	2,146,402	2,146,402	236,165	11.00%	7,066	229,099
Community Services	891,478	891,478	208,892	23.43%	248,573	(39,682)
Debt Service	1,397,540	1,407,540	-	0.00%	142,953	(142,953)
Other Expenditures	-	-	-	N/A	-	-
Sub-total	\$ 22,796,061	\$ 22,939,882	\$ 3,486,661	15.20%	\$ 3,388,703	\$ 97,958
Operating Transfers - Out	\$ 5,203,664	\$ 5,203,664	\$ -	0.00%	\$ 142,953	\$ (142,953)
Total Expenditures	\$ 27,999,725	\$ 28,143,546	\$ 3,486,661	12.39%	\$ 3,531,656	\$ (44,995)
Net Increase(Decrease) Fund Balance	\$ 650	\$ (143,171)	\$ (624,078)	435.90%	\$ (2,021,432)	\$ 1,397,354
Fund Balance, July 1 (Actual)	471,392	471,392	471,392			
Fund Balance, June 30	472,042	328,221	(152,686)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SUMMARY OF OTHER FUND TYPES

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Property Taxes	\$ 4,756,000	\$ 4,756,000	\$ 148,119	3.11%	\$ 169,515	\$ (21,396)
Other Taxes	2,600,000	2,600,000	541,633	20.83%	446,413	95,220
Intergovernmental	2,224,970	2,230,534	618,058	27.71%	131,865	486,193
Fines and Forfeitures	-	-	-	N/A	-	-
Investment Income	48,000	48,000	1,169	2.44%	15,715	(14,546)
Charges for Services	4,595,730	4,595,730	126,029	2.74%	(64,749)	190,778
Lease Revenues	1,121,386	1,121,386	-	0.00%	-	-
Reimbursements	-	-	22,842	N/A	395,910	(373,068)
Miscellaneous	300,000	300,000	91,018	30.34%	526	90,492
Sub-total	\$ 15,646,086	\$ 15,651,650	\$ 1,548,868	9.90%	\$ 1,095,195	\$ 453,673
Operating Transfers-In	\$ 15,672,374	\$ 15,672,374	\$ -	0.00%	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 31,318,460</b>	<b>\$ 31,324,024</b>	<b>\$ 1,548,868</b>	<b>4.94%</b>	<b>\$ 1,095,195</b>	<b>\$ 453,673</b>
<b>EXPENDITURES</b>						
General Government	\$ 3,789,540	\$ 3,758,410	\$ 391,870	10.43%	\$ 409,990	(18,120)
Public Safety	339,441	339,441	40,992	12.08%	(23,330)	64,323
Public Works	11,491,515	11,491,515	284,649	2.48%	158,853	125,796
Community Development	200,000	200,000	1,004	0.50%	(5,695)	6,699
Redevelopment	2,453,145	2,627,425	158,641	6.04%	138,381	20,260
Landfill and Contractor Charges	2,350,000	2,350,000	-	0.00%	416,776	(416,776)
Claims	350,000	350,000	60,793	17.37%	5,513	55,280

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 SUMMARY OF OTHER FUND TYPES

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>EXPENDITURES</b>						
Liability/Insurance Premiums	1,704,000	1,735,130	349,951	20.17%	959,582	(609,630)
Depreciation Expense	-	-	-	N/A	-	-
Principal	1,295,000	1,295,000	-	0.00%	348,921	(348,921)
Interest	797,069	797,069	166,643	20.91%	744,589	(576,924)
Miscellaneous	247,000	247,000	83	0.03%	-	83
Sub-total	\$ 25,016,710	\$ 25,190,990	\$ 1,454,627	5.77%	\$ 3,153,579	\$ (1,697,931)
Operating Transfers-Out	\$ 4,890,554	\$ 4,890,554	\$ -	0.00%	\$ (238,018)	\$ 238,018
Total Expenditures	\$ 29,907,264	\$ 30,081,544	\$ 1,454,627	4.84%	\$ 2,915,561	\$ (1,459,913)
Net Increase(Decrease) Fund Balance	\$ 1,411,196	\$ 1,242,480	\$ 94,241	7.58%	\$ (1,820,366)	\$ 1,913,586
Fund Balance, July 1 (Actual)	24,299,358	24,299,358	24,299,358			
Fund Balance, June 30	25,710,554	25,541,838	24,393,600			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
UTILITY USER TAX

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Other Taxes	\$ 2,600,000	\$ 2,600,000	\$ 541,633	20.83%	\$ 446,413	\$ 95,220
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ 2,600,000	\$ 2,600,000	\$ 541,633	20.83%	\$ 446,413	\$ 95,220
Operating Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 2,600,000</b>	<b>\$ 2,600,000</b>	<b>\$ 541,633</b>	<b>20.83%</b>	<b>\$ 446,413</b>	<b>\$ 95,220</b>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers Out	\$ 2,600,000	\$ 2,600,000	\$ -	0.00%	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 2,600,000</b>	<b>\$ 2,600,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 541,633	N/A	\$ 446,413	\$ 95,220
Fund Balance, July 1 (Actual)	-	-	-			
Fund Balance, June 30	-	-	541,633			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
STATE GAS TAX

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 1,337,970	\$ 1,337,970	\$ 39,378	2.94%	\$ -	\$ 39,378
Investment Income	-	-	-	N/A	-	-
Sub-total	<u>\$ 1,337,970</u>	<u>\$ 1,337,970</u>	<u>\$ 39,378</u>	<u>2.94%</u>	<u>\$ -</u>	<u>\$ 39,378</u>
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 1,337,970</u>	<u>\$ 1,337,970</u>	<u>\$ 39,378</u>	<u>2.94%</u>	<u>\$ -</u>	<u>\$ 39,378</u>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	-	-	-	N/A	-	-
Sub-total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers-Out	\$ 1,337,790	\$ 1,337,790	\$ -	0.00%	\$ -	\$ -
Total Expenditures	<u>\$ 1,337,790</u>	<u>\$ 1,337,790</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ -</u>	<u>\$ -</u>
Net Increase(Decrease) Fund Balance	\$ 180	\$ 180	\$ 39,378	21876.67%	\$ -	\$ 39,378
Fund Balance, July 1 (Actual)	718,351	718,351	718,351			
Fund Balance, June 30	<u>718,531</u>	<u>718,531</u>	<u>757,729</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
MEASURE M

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 556,000	\$ 556,000	\$ 70,104	12.61%	\$ 77,334	\$ (7,230)
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ 556,000	\$ 556,000	\$ 70,104	12.61%	\$ 77,334	\$ (7,230)
Operating Transfers In	\$ 1,069	\$ 1,069	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 557,069	\$ 557,069	\$ 70,104	12.58%	\$ 77,334	\$ (7,230)
<b>EXPENDITURES</b>						
Principal	\$ 535,000	\$ 535,000	\$ -	0.00%	\$ -	-
Interest	22,069	22,069	-	0.00%	-	-
Sub-total	\$ 557,069	\$ 557,069	\$ -	0.00%	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 557,069	\$ 557,069	\$ -	0.00%	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 70,104	N/A	\$ 77,334	\$ (7,230)
Fund Balance, July 1 (Actual)	2,283	2,283	2,283			
Fund Balance, June 30	2,283	2,283	72,387			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 AIR QUALITY MANAGEMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 60,000	\$ 60,000	\$ -	0.00%	\$ 34,302	\$ (34,302)
Investment Income	5,000	5,000	11	0.22%	-	11
Sub-total	\$ 65,000	\$ 65,000	\$ 11	0.02%	\$ 34,302	\$ (34,291)
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 65,000	\$ 65,000	\$ 11	0.02%	\$ 34,302	\$ (34,291)
<b>EXPENDITURES</b>						
Public Safety	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ 65,000	\$ 65,000	\$ 11	0.02%	\$ 34,302	\$ (34,291)
Fund Balance, July 1 (Actual)	239,639	239,639	239,639			
Fund Balance, June 30	304,639	304,639	239,650			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
ASSET SEIZURE FUND

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ -	\$ -	\$ 12,740	N/A	\$ 2,119	\$ 10,621
Fines and Forfeitures	-	-	-	N/A	-	-
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 12,740	N/A	\$ 2,119	\$ 10,621
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 12,740	N/A	\$ 2,119	\$ 10,621
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Safety	204,501	204,501	15,413	7.54%	(52,512)	67,925
Sub-total	\$ 204,501	\$ 204,501	\$ 15,413	7.54%	\$ (52,512)	\$ 67,925
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 204,501	\$ 204,501	\$ 15,413	7.54%	\$ (52,512)	\$ 67,925
Net Increase(Decrease) Fund Balance	\$ (204,501)	\$ (204,501)	\$ (2,673)	1.31%	\$ 54,631	\$ (57,304)
Fund Balance, July 1 (Actual)	82,097	82,097	82,097			
Fund Balance, June 30	(122,404)	(122,404)	79,424			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
TRAFFIC OFFENDER

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 3,000	\$ 3,000	\$ 925	30.83%	\$ -	\$ 925
Fines and Forfeitures	-	-	-	N/A	-	-
Miscellaneous	-	-	-	N/A	525	(525)
Sub-total	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 925</u>	<u>30.83%</u>	<u>\$ 525</u>	<u>\$ 400</u>
Operating Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 925</u>	<u>30.83%</u>	<u>\$ 525</u>	<u>\$ 400</u>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Safety	-	-	-	N/A	-	-
Sub-total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>	<u>\$ -</u>	<u>\$ -</u>
Net Increase(Decrease) Fund Balance	\$ 3,000	\$ 3,000	\$ 925	30.83%	\$ 525	\$ 400
Fund Balance, July 1 (Actual)	5,952	5,952	5,952			
Fund Balance, June 30	<u>8,952</u>	<u>8,952</u>	<u>6,877</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SUPPLEMENTAL LAW ENFORCEMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 100,000	\$ 100,000	\$ -	0.00%	\$ 18,110	\$ (18,110)
Fines and Forfeitures	-	-	-	N/A	-	-
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ 100,000	\$ 100,000	\$ -	0.00%	\$ 18,110	\$ (18,110)
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 18,110</b>	<b>\$ (18,110)</b>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	-
Public Safety	134,940	134,940	25,580	18.96%	29,182	(3,602)
Sub-total	\$ 134,940	\$ 134,940	\$ 25,580	18.96%	\$ 29,182	\$ (3,602)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 134,940</b>	<b>\$ 134,940</b>	<b>\$ 25,580</b>	<b>18.96%</b>	<b>\$ 29,182</b>	<b>\$ (3,602)</b>
<b>Net Increase(Decrease) Fund Balance</b>	<b>\$ (34,940)</b>	<b>\$ (134,940)</b>	<b>\$ (25,580)</b>	<b>18.96%</b>	<b>\$ (29,182)</b>	<b>\$ 3,602</b>
Fund Balance, July 1 (Actual)	21,612	21,612	21,612			
Fund Balance, June 30	(13,328)	(113,328)	(3,968)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
PARK DEVELOPMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	20,000	20,000	44,882	224.41%	1	44,881
Sub-total	\$ 20,000	\$ 20,000	\$ 44,882	224.41%	\$ 1	\$ 44,881
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 20,000	\$ 20,000	\$ 44,882	224.41%	\$ 1	\$ 44,881
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Community Development	50,000	50,000	-	0.00%	(5,695)	5,695
Sub-total	\$ 50,000	\$ 50,000	\$ -	0.00%	\$ (5,695)	\$ 5,695
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 50,000	\$ 50,000	\$ -	0.00%	\$ (5,695)	\$ 5,695
Net Increase(Decrease) Fund Balance	\$ (30,000)	\$ (30,000)	\$ 44,882	-149.61%	\$ 5,696	\$ 39,186
Fund Balance, July 1 (Actual)	414,206	414,206	414,206			
Fund Balance, June 30	384,206	384,206	459,088			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SEWER CONSTRUCTION

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Other Taxes	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Fund Balance, July 1 (Actual)	161	161	161			
Fund Balance, June 30	161	161	161			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
STORM DRAIN CONTRUCTION

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Other Taxes	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Fund Balance, July 1 (Actual)	696	696	696			
Fund Balance, June 30	696	696	696			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
THOROUGHFARE CONSTRUCTION

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Other Taxes	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Fund Balance, July 1 (Actual)	2,600	2,600	2,600			
Fund Balance, June 30	2,600	2,600	2,600			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
STREET LIGHTING DISTRICT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ 3,000	\$ 3,000	\$ 1,092	36.40%	\$ -	\$ 1,092
Charges for Services	126,000	126,000	-	0.00%	810	(810)
Sub-total	\$ 129,000	\$ 129,000	\$ 1,092	0.85%	\$ 810	\$ 282
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 129,000	\$ 129,000	\$ 1,092	0.85%	\$ 810	\$ 282
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	171,700	171,700	12,201	7.11%	462	11,739
Sub-total	\$ 171,700	\$ 171,700	\$ 12,201	7.11%	\$ 462	\$ 11,739
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 171,700	\$ 171,700	\$ 12,201	7.11%	\$ 462	\$ 11,739
Net Increase(Decrease) Fund Balance	\$ (42,700)	\$ (42,700)	\$ (11,109)	26.02%	\$ 348	\$ (11,457)
Fund Balance, July 1 (Actual)	16,599	16,599	16,599			
Fund Balance, June 30	(26,101)	(26,101)	5,490			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
LANDSCAPE MAINTENANCE

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Charges for Services	380,730	380,730	2,577	0.68%	2,570	7
Sub-total	\$ 380,730	\$ 380,730	\$ 2,577	0.68%	\$ 2,570	\$ 7
Operating Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 380,730	\$ 380,730	\$ 2,577	0.68%	\$ 2,570	\$ 7
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	531,310	531,310	37,796	7.11%	8,046	29,750
Sub total	\$ 531,310	\$ 531,310	\$ 37,796	7.11%	\$ 8,046	\$ 29,750
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 531,310	\$ 531,310	\$ 37,796	7.11%	\$ 8,046	\$ 29,750
Net Increase(Decrease) Fund Balance	\$ (150,580)	\$ (150,580)	\$ (35,219)	23.39%	\$ (5,476)	\$ (29,743)
Fund Balance, July 1 (Actual)	394,926	394,926	394,926			
Fund Balance, June 30	244,346	244,346	359,707			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
HOUSING AND COMMUNITY DEVELOPMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	150,000	150,000	-	0.00%	-	-
Sub-total	\$ 150,000	\$ 150,000	\$ -	0.00%	\$ -	\$ -
Operating Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 150,000	\$ 150,000	\$ -	0.00%	\$ -	\$ -
<b>EXPENDITURES</b>						
Community Development	\$ 150,000	\$ 150,000	\$ 1,004	0.67%	\$ -	1,004
Sub-total	\$ 150,000	\$ 150,000	\$ 1,004	0.67%	\$ -	\$ 1,004
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 150,000	\$ 150,000	\$ 1,004	0.67%	\$ -	\$ 1,004
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ (1,004)	N/A	\$ -	\$ (1,004)
Fund Balance, July 1 (Actual)	(182,678)	(182,678)	(182,678)			
Fund Balance, June 30	\$ (182,678)	\$ (182,678)	\$ (183,682)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
MISCELLANEOUS GRANT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ -	\$ 5,564	\$ 148,749	2673.42%	\$ -	\$ 148,749
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ 5,564	\$ 148,749	2673.42%	\$ -	\$ 148,749
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ 5,564	\$ 148,749	2673.42%	\$ -	\$ 148,749
<b>EXPENDITURES</b>						
Public Works	\$ 104,340	\$ 104,340	\$ 639	0.61%	\$ -	\$ 639
Sub total	\$ 104,340	\$ 104,340	\$ 639	0.61%	\$ -	\$ 639
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 104,340	\$ 104,340	\$ 639	0.61%	\$ -	\$ 639
Net Increase(Decrease) Fund Balance	\$ (104,340)	\$ (98,776)	\$ 148,110	-149.95%	\$ -	\$ 148,110
Fund Balance, July 1 (Actual)	(1,178,402)	(1,178,402)	(1,178,402)			
Fund Balance, June 30	\$ (1,282,742)	\$ (1,277,178)	\$ (1,030,292)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
CITY CAPITAL PROJECTS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 168,000	\$ 168,000	\$ -	0.00%	\$ -	\$ -
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ 168,000	\$ 168,000	\$ -	0.00%	\$ -	\$ -
Operating Transfers-In	\$ 9,080,895	\$ 9,080,895	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 9,248,895	\$ 9,248,895	\$ -	0.00%	\$ -	\$ -
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	9,248,895	9,248,895	66,604	0.72%	64,932	1,672
Sub-total	\$ 9,248,895	\$ 9,248,895	\$ 66,604	0.72%	\$ 64,932	\$ 1,672
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 9,248,895	\$ 9,248,895	\$ 66,604	0.72%	\$ 64,932	\$ 1,672
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ (66,604)	N/A	\$ (64,932)	\$ (1,672)
Fund Balance, July 1 (Actual)	(304,178)	(304,178)	(304,178)			
Fund Balance, June 30	\$ (304,178)	\$ (304,178)	\$ (370,783)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
ORANGETHORPE CORRIDOR

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ -	\$ -	\$ 346,162	N/A	\$ -	\$ 346,162
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 346,162	N/A	\$ -	\$ 346,162
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 346,162	N/A	\$ -	\$ 346,162
<b>EXPENDITURES</b>						
Public Works	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 346,162	N/A	\$ -	\$ 346,162
Fund Balance, July 1 (Actual)	(1,934,204)	(1,934,204)	(1,934,204)			
Fund Balance, June 30	\$ (1,934,204)	\$ (1,934,204)	\$ (1,588,042)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
REFUSE ADMINISTRATION

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTCEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ 30,000	\$ 30,000	\$ -	0.00%	\$ -	\$ -
Charges for Services	2,929,000	2,929,000	25,365	0.87%	(319,322)	344,687
Sub-total	<u>\$ 2,959,000</u>	<u>\$ 2,959,000</u>	<u>\$ 25,365</u>	<u>0.86%</u>	<u>\$ (319,322)</u>	<u>\$ 344,687</u>
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 2,959,000</u>	<u>\$ 2,959,000</u>	<u>\$ 25,365</u>	<u>0.86%</u>	<u>\$ (319,322)</u>	<u>\$ 344,687</u>
<b>EXPENDITURES</b>						
Administration	\$ 851,945	\$ 851,945	\$ 70,269	8.25%	\$ -	70,269
Landfill and Contractor Charges	2,350,000	2,350,000	-	0.00%	416,776	(416,776)
Sub-total	<u>\$ 3,201,945</u>	<u>\$ 3,201,945</u>	<u>\$ 70,269</u>	<u>2.19%</u>	<u>\$ 416,776</u>	<u>\$ (346,506)</u>
Operating Transfers-Out	\$ 200,000	\$ 200,000	\$ -	0.00%	\$ -	\$ -
Total Expenditures	<u>\$ 3,401,945</u>	<u>\$ 3,401,945</u>	<u>\$ 70,269</u>	<u>2.07%</u>	<u>\$ 416,776</u>	<u>\$ (346,506)</u>
Net Increase(Decrease) Fund Balance	\$ (442,945)	\$ (442,945)	\$ (44,904)	10.14%	\$ (736,098)	\$ 691,193
Fund Balance, July 1 (Actual)	1,566,127	1,566,127	1,566,127			
Fund Balance, June 30	<u>\$ 1,123,182</u>	<u>\$ 1,123,182</u>	<u>\$ 1,521,223</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SEWER MAINTENANCE

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Charges for Services	800,000	800,000	94,783	11.85%	175,100	(80,317)
Sub-total	\$ 800,000	\$ 800,000	\$ 94,783	11.85%	\$ 175,100	\$ (80,317)
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>	<b>\$ 94,783</b>	<b>11.85%</b>	<b>\$ 175,100</b>	<b>\$ (80,317)</b>
<b>EXPENDITURES</b>						
Administration	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	1,035,930	1,035,930	108,574	10.48%	39,750	68,824
Sub-total	\$ 1,035,930	\$ 1,035,930	\$ 108,574	10.48%	\$ 39,750	\$ 68,824
Operating Transfers-Out	\$ 75,200	\$ 75,200	\$ -	0.00%	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,111,130</b>	<b>\$ 1,111,130</b>	<b>\$ 108,574</b>	<b>9.77%</b>	<b>\$ 39,750</b>	<b>\$ 68,824</b>
Net Increase(Decrease) Fund Balance	\$ (311,130)	\$ (311,130)	\$ (13,791)	4.43%	\$ 135,350	\$ (149,141)
Fund Balance, July 1 (Actual)	16,377,831	16,377,831	16,377,831			
Fund Balance, June 30	\$ 16,066,701	\$ 16,066,701	\$ 16,364,039			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
COMPRESSED NATURAL GAS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Charges for Services	360,000	360,000	3,304	0.92%	76,093	(72,789)
Sub-total	\$ 360,000	\$ 360,000	\$ 3,304	0.92%	\$ 76,093	\$ (72,789)
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 360,000	\$ 360,000	\$ 3,304	0.92%	\$ 76,093	\$ (72,789)
<b>EXPENDITURES</b>						
Administration	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	399,340	399,340	58,834	14.73%	45,663	13,171
Sub-total	\$ 399,340	\$ 399,340	\$ 58,834	14.73%	\$ 45,663	\$ 13,171
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 399,340	\$ 399,340	\$ 58,834	14.73%	\$ 45,663	\$ 13,171
Net Increase(Decrease) Fund Balance	\$ (39,340)	\$ (39,340)	\$ (55,530)	141.15%	\$ 30,430	\$ (85,960)
Fund Balance, July 1 (Actual)	262,272	262,272	262,272			
Fund Balance, June 30	\$ 222,932	\$ 222,932	\$ 206,742			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUND - RISK MANAGEMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Department Charges	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Reimbursements	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ 1,072,500	\$ 1,072,500	\$ -	0.00%	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,072,500</b>	<b>\$ 1,072,500</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
Administration	\$ 162,500	\$ 162,500	\$ 1,332	0.82%	\$ 65,495	(64,163)
Claims	350,000	350,000	60,793	17.37%	5,513	55,280
Liability Insurance Premiums	560,000	591,130	107,841	18.24%	344,978	(237,137)
Sub-total	\$ 1,072,500	\$ 1,103,630	\$ 169,966	15.40%	\$ 415,986	\$ (246,020)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,072,500</b>	<b>\$ 1,103,630</b>	<b>\$ 169,966</b>	<b>15.40%</b>	<b>\$ 415,986</b>	<b>\$ (246,020)</b>
Net Increase(Decrease) Fund Balance	\$ -	\$ (31,130)	\$ (169,966)	545.99%	\$ (415,986)	\$ 246,020
Fund Balance, July 1 (Actual)	1	1	1			
Fund Balance, June 30	\$ 1	\$ (31,129)	\$ (169,965)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUND - HEALTH AND WELFARE

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Department Charges	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Reimbursements	-	-	22,842	N/A	395,910	(373,068)
Sub-total	\$ -	\$ -	\$ 22,842	N/A	\$ 395,910	\$ (373,068)
Operating Transfers-In	\$ 1,337,500	\$ 1,337,500	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 1,337,500	\$ 1,337,500	\$ 22,842	1.71%	\$ 395,910	\$ (373,068)
<b>EXPENDITURES</b>						
Insurance Premiums	1,144,000	1,144,000	242,110	21.16%	614,604	(372,494)
Miscellaneous	247,000	247,000	83	0.03%	-	83
Sub-total	\$ 1,391,000	\$ 1,391,000	\$ 242,194	17.41%	\$ 614,604	\$ (372,411)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 1,391,000	\$ 1,391,000	\$ 242,194	17.41%	\$ 614,604	\$ (372,411)
Net Increase(Decrease) Fund Balance	\$ (53,500)	\$ (53,500)	\$ (219,352)	410.00%	\$ (218,694)	\$ (657)
Fund Balance, July 1 (Actual)	(25,522)	(25,522)	(25,522)			
Fund Balance, June 30	\$ (79,022)	\$ (79,022)	\$ (244,873)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUNDS - EQUIPMENT REPLACEMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	-	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
Machinery & Equipment	\$ -	\$ -	\$ -	N/A	\$ -	-
Interest Expense	-	-	-	N/A	1,021	(1,021)
Sub-total	\$ -	\$ -	\$ -	N/A	\$ 1,021	\$ (1,021)
Operating Transfers-Out	\$ -	-	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ 1,021	\$ (1,021)
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ -	N/A	\$ (1,021)	\$ 1,021
Fund Balance, July 1 (Actual)	256,038	256,038	256,038			
Fund Balance, June 30	\$ 256,038	\$ 256,038	\$ 256,038			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUNDS - INFORMATION TECHNOLOGY

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Department Charges	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers In	\$ 364,530	\$ 364,530	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 364,530	\$ 364,530	\$ -	0.00%	\$ -	\$ -
<b>EXPENDITURES</b>						
Administration	\$ 364,530	\$ 364,530	\$ 61,421	16.85%	\$ 37,270	\$ 24,151
Depreciation Expense	-	-	-	N/A	-	-
Sub-total	\$ 364,530	\$ 364,530	\$ 61,421	16.85%	\$ 37,270	\$ 24,151
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 364,530	\$ 364,530	\$ 61,421	16.85%	\$ 37,270	\$ 24,151
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ (61,421)	N/A	\$ (37,270)	\$ (24,151)
Fund Balance, July 1 (Actual)	266,828	266,828	266,828			
Fund Balance, June 30	\$ 266,828	\$ 266,828	\$ 205,407			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
INTERNAL SERVICE FUNDS - CITYWIDE SERVICES

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Department Charges	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ 2,551,880	\$ 2,551,880	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 2,551,880	\$ 2,551,880	\$ -	0.00%	\$ -	\$ -
<b>EXPENDITURES</b>						
Administration	\$ 2,410,565	\$ 2,379,435	\$ 258,848	10.88%	\$ 305,735	(46,887)
Depreciation Expense	-	-	-	N/A	-	-
Sub-total	\$ 2,410,565	\$ 2,379,435	\$ 258,848	10.88%	\$ 305,735	(46,887)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 2,410,565	\$ 2,379,435	\$ 258,848	10.88%	\$ 305,735	(46,887)
Net Increase(Decrease) Fund Balance	\$ 141,315	\$ 172,445	\$ (258,848)	-150.10%	\$ (305,735)	\$ 46,887
Fund Balance, July 1 (Actual)	306,874	306,874	306,874			
Fund Balance, June 30	\$ 448,189	\$ 479,319	\$ 48,026			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 H C D. REHABILITATION LOANS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ 66	N/A	\$ 55	\$ 11
Miscellaneous				N/A		
Sub-total	\$ -	\$ -	\$ 66	N/A	\$ 55	\$ 11
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 66	N/A	\$ 55	\$ 11
<b>EXPENDITURES</b>						
Program Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 66	N/A	\$ 55	\$ 11
Fund Balance, July 1 (Actual)	300,531	300,531	300,531			
Fund Balance, June 30	\$ 300,531	\$ 300,531	\$ 300,597			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 ALTA VISTA DISTRICT 85-1

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
Program Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ 300,000	\$ 300,000	\$ -	0.00%	\$ -	\$ -
Total Expenditures	\$ 300,000	\$ 300,000	\$ -	0.00%	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ (300,000)	\$ (300,000)	\$ -	0.00%	\$ -	\$ -
Fund Balance, July 1 (Actual)	123,029	123,029	123,029			
Fund Balance, June 30	\$ (176,971)	\$ (176,971)	\$ 123,029			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SPECIAL DEPOSITS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
Administration	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Fund Balance, July 1 (Actual)	1,260	1,260	1,260			
Fund Balance, June 30	\$ 1,260	\$ 1,260	\$ 1,260			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 COMMUNITY FACILITIES DISTRICT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Property Taxes	\$ 2,326,000	\$ 2,326,000	\$ 15,014	0.65%	\$ 12,296	\$ 2,718
Investment Income	-	-	-	N/A	15,432	(15,432)
Miscellaneous	-	-	-	N/A	-	-
Sub-total	<u>\$ 2,326,000</u>	<u>\$ 2,326,000</u>	<u>\$ 15,014</u>	<u>0.65%</u>	<u>\$ 27,728</u>	<u>\$ (12,714)</u>
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 2,326,000</u>	<u>\$ 2,326,000</u>	<u>\$ 15,014</u>	<u>0.65%</u>	<u>\$ 27,728</u>	<u>\$ (12,714)</u>
<b>EXPENDITURES</b>						
Administration	\$ -	\$ -	\$ -	N/A	\$ 1,490	(1,490)
Principal	-	-	-	N/A	210,000	(210,000)
Interest	-	-	-	N/A	130,424	(130,424)
Sub-total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>	<u>\$ 341,915</u>	<u>\$ (341,915)</u>
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>	<u>\$ 341,915</u>	<u>\$ (341,915)</u>
Net Increase(Decrease) Fund Balance	\$ 2,326,000	\$ 2,326,000	\$ 15,014	0.65%	\$ (314,187)	\$ 329,201
Fund Balance, July 1 (Actual)	4,210,935	4,210,935	4,210,935			
Fund Balance, June 30	<u>\$ 6,536,935</u>	<u>\$ 6,536,935</u>	<u>\$ 4,225,949</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 LOW AND MODERATE HOUSING

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ -	\$ -
Miscellaneous	130,000	130,000	-	0.00%	-	-
Sub-total	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers-In	\$ 480,000	\$ 480,000	\$ -	0.00%	\$ -	\$ -
Total Revenues	<u>\$ 620,000</u>	<u>\$ 620,000</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ -</u>	<u>\$ -</u>
<b>EXPENDITURES</b>						
Redevelopment	\$ 411,686	\$ 585,966	\$ 246,474	42.06%	\$ 18,388	228,086
Principal	55,000	55,000	-	0.00%	53,921	(53,921)
Interest	165,000	165,000	-	0.00%	79,873	(79,873)
Sub-total	<u>\$ 631,686</u>	<u>\$ 805,966</u>	<u>\$ 246,474</u>	<u>30.58%</u>	<u>\$ 152,182</u>	<u>\$ 94,292</u>
Operating Transfers-Out	\$ 82,336	\$ 82,336	\$ -	0.00%	\$ (122,152)	\$ 122,152
Total Expenditures	<u>\$ 714,022</u>	<u>\$ 888,302</u>	<u>\$ 246,474</u>	<u>27.75%</u>	<u>\$ 30,030</u>	<u>\$ 216,445</u>
Net Increase(Decrease) Fund Balance	\$ (94,022)	\$ (268,302)	\$ (246,474)	91.86%	\$ (30,030)	\$ (216,445)
Fund Balance, July 1 (Actual)	1,985,218	1,985,218	1,985,218			
Fund Balance, June 30	<u>\$ 1,891,196</u>	<u>\$ 1,716,916</u>	<u>\$ 1,738,744</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
REDEVELOPMENT AGENCY DEBT SERVICE

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Property Taxes	\$ 2,430,000	\$ 2,430,000	\$ 133,105	5.48%	\$ 157,219	\$ (24,114)
Lease Revenues	1,121,386	1,121,386	-	0.00%	-	-
Investment Income	-	-	-	N/A	228	(228)
Sub-total	<u>\$ 3,551,386</u>	<u>\$ 3,551,386</u>	<u>\$ 133,105</u>	<u>3.75%</u>	<u>\$ 157,447</u>	<u>\$ (24,342)</u>
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 3,551,386</u>	<u>\$ 3,551,386</u>	<u>\$ 133,105</u>	<u>3.75%</u>	<u>\$ 157,447</u>	<u>\$ (24,342)</u>
<b>EXPENDITURES</b>						
Redevelopment	\$ 1,123,324	\$ 1,123,324	\$ (261,222)	-23.25%	\$ 19,633	(280,854)
Principal	705,000	705,000	-	0.00%	85,000	(85,000)
Interest	610,000	610,000	166,643	27.32%	533,271	(366,628)
Sub-total	<u>\$ 2,438,324</u>	<u>\$ 2,438,324</u>	<u>\$ (94,578)</u>	<u>-3.88%</u>	<u>\$ 637,903</u>	<u>\$ (732,482)</u>
Operating Transfers-Out	\$ 244,677	\$ 244,677	\$ -	0.00%	\$ (185,576)	\$ 185,576
Total Expenditures	<u>\$ 2,683,001</u>	<u>\$ 2,683,001</u>	<u>\$ (94,578)</u>	<u>-3.53%</u>	<u>\$ 452,328</u>	<u>\$ (546,906)</u>
Net Increase(Decrease) Fund Balance	\$ 868,385	\$ 868,385	\$ 227,683	26.22%	\$ (294,881)	\$ 522,564
Fund Balance, July 1 (Actual)	295,569	295,569	295,569			
Fund Balance, June 30	<u>\$ 1,163,954</u>	<u>\$ 1,163,954</u>	<u>\$ 523,253</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 REDEVELOPMENT AGENCY CAPITAL PROJECTS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED SEPTEMBER 30, 2010

	Budget Amounts		Actual 09/30/10	% of Budget	Actual 09/30/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	46,136	N/A	-	46,136
Sub-total	\$ -	\$ -	\$ 46,136	N/A	\$ -	\$ 46,136
Operating Transfers-In	\$ 784,000	\$ 784,000	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 784,000	\$ 784,000	\$ 46,136	5.88%	\$ -	\$ 46,136
<b>EXPENDITURES</b>						
Redevelopment	\$ 918,135	\$ 918,135	\$ 173,388	18.88%	\$ 100,359	73,029
Sub-total	\$ 918,135	\$ 918,135	\$ 173,388	18.88%	\$ 100,359	\$ 73,029
Operating Transfers-Out	\$ 50,551	\$ 50,551	\$ -	0.00%	\$ 69,710	\$ (69,710)
Total Expenditures	\$ 968,686	\$ 968,686	\$ 173,388	17.90%	\$ 170,069	\$ 3,319
Net Increase(Decrease) Fund Balance	\$ (184,686)	\$ (184,686)	\$ (127,252)	68.90%	\$ (170,069)	\$ 42,817
Fund Balance, July 1 (Actual)	72,707	72,707	72,707			
Fund Balance, June 30	\$ (111,979)	\$ (111,979)	\$ (54,545)			

\*Amended includes the Mid Year Budget adjustments approved by City Council



PLACENTIA  
**FINANCE**  
DEPARTMENT

**CITY OF PLACENTIA**

**PRELIMINARY FINANCIAL  
UPDATE REPORT  
DECEMBER 2010  
(PRELIMINARY)**

**FISCAL YEAR  
2010-11**



CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Property Taxes	\$ 11,149,670	\$ 11,149,670	\$ 3,819,484	34.26%	\$ 3,379,813	\$ 439,671
Sales & Use Taxes	4,219,760	4,219,760	1,575,623	37.34%	1,076,391	499,232
Real Property Taxes	150,000	150,000	43,289	28.86%	47,058	(3,769)
Transient Occupancy Taxes	540,000	540,000	234,447	43.42%	114,415	120,032
Franchise Fees	1,988,000	1,988,000	945,039	47.54%	93,415	851,624
Business License	664,067	664,067	96,876	14.59%	192,820	(95,944)
Lease Revenues	869,324	869,324	5,459	0.63%	-	5,459
Per Barrel Tax	40,000	40,000	22,065	55.16%	25,462	(3,397)
Permits	453,000	453,000	288,241	63.63%	232,522	55,719
Fines, Forfeitures & Penalties	646,000	646,000	192,734	29.83%	271,633	(78,899)
Investment Income	226,000	226,000	92,326	40.85%	146,235	(53,909)
Intergovernmental	113,000	113,000	166,923	147.72%	98,404	68,519
Charges for Services	1,911,600	1,911,600	803,171	42.02%	532,800	270,371
Sales of Real Property	1,000	1,000	188,088	18808.80%	96,402	91,686
Refunds & Reimbursements	138,400	138,400	527,418	381.08%	54,319	473,099
Sub-total	\$ 23,109,821	\$ 23,109,821	\$ 9,001,183	38.95%	\$ 6,361,689	\$ 2,639,494
Operating Transfers-In	\$ 4,890,554	\$ 4,890,554	\$ 1,218,010	24.91%	\$ 37,005	\$ 1,181,005
<b>Total Revenues</b>	<b>\$ 28,000,375</b>	<b>\$ 28,000,375</b>	<b>\$ 10,219,193</b>	<b>36.50%</b>	<b>\$ 6,398,694</b>	<b>\$ 3,820,499</b>

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>EXPENDITURES</b>						
Legislative	\$ 907,825	\$ 880,375	\$ 227,576	25.85%	\$ 56,556	\$ 171,020
Administration	1,060,437	1,060,437	489,735	46.18%	366,848	122,887
Finance	823,180	865,630	276,632	31.96%	266,385	10,248
Development Services	495,980	495,980	248,825	50.17%	306,319	(57,494)
Public Safety	14,586,779	14,705,600	6,485,334	44.10%	4,990,344	1,494,989
Engineering Services	486,440	486,440	187,361	38.52%	646,904	(459,543)
Maintenance Services	2,146,402	2,146,402	792,952	36.94%	467,032	325,920
Community Services	891,478	891,478	389,073	43.64%	438,048	(48,975)
Debt Service	1,397,540	1,407,540	183,109	13.01%	145,353	37,756
Other Expenditures	-	-	-	N/A	-	-
Sub-total	\$ 22,796,061	\$ 22,939,882	\$ 9,280,597	40.46%	\$ 7,683,790	\$ 1,596,807
Operating Transfers-Out	\$ 5,203,664	\$ 5,203,664	\$ -	0.00%	\$ -	\$ -
Total Expenditures	\$ 27,999,725	\$ 28,143,546	\$ 9,280,597	32.98%	\$ 7,683,790	\$ 1,596,807
Net Increase(Decrease) Fund Balance	\$ 650	\$ (143,171)	\$ 938,596	-65.58%	\$ (1,285,096)	\$ 2,223,692
Fund Balance, July 1 (Actual)	471,392	471,392	471,392			
Fund Balance, June 30	472,042	328,221	1,409,988			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SUMMARY OF OTHER FUND TYPES

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Property Taxes	\$ 4,756,000	\$ 4,756,000	\$ 2,587,678	54.41%	\$ 2,605,845	\$ (18,167)
Other Taxes	2,600,000	2,600,000	1,306,502	50.25%	1,092,094	214,408
Intergovernmental	2,224,970	2,230,534	2,105,135	94.38%	1,312,971	792,164
Fines and Forfeitures	-	-	-	N/A	-	-
Investment Income	48,000	48,000	89,057	185.54%	15,606	73,451
Charges for Services	4,595,730	4,595,730	2,312,996	50.33%	1,704,711	608,285
Lease Revenues	1,121,386	1,121,386	-	0.00%	-	-
Reimbursements	-	-	50,957	N/A	790,827	-
Miscellaneous	300,000	300,000	44,882	14.96%	-	44,882
Sub-total	\$ 15,646,086	\$ 15,651,650	\$ 8,497,207	54.29%	\$ 7,522,054	\$ 1,715,023
Operating Transfers-In	\$ 15,672,374	\$ 15,672,374	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 31,318,460	\$ 31,324,024	\$ 8,497,207	27.13%	\$ 7,522,054	\$ 1,715,023
<b>EXPENDITURES</b>						
General Government	\$ 3,789,540	\$ 3,758,410	\$ 1,132,567	30.13%	\$ 1,058,931	73,636
Public Safety	339,441	339,441	78,532	23.14%	100,343	(21,811)
Public Works	11,491,515	11,491,515	729,288	6.35%	1,039,667	(310,379)
Community Development	200,000	200,000	54,461	27.23%	-	54,461
Redevelopment	2,453,145	2,627,425	567,163	21.59%	350,079	217,084
Landfill and Contractor Charges	2,350,000	2,350,000	753,989	32.08%	176,841	577,148
Claims	350,000	350,000	302,330	86.38%	106,020	196,310

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 SUMMARY OF OTHER FUND TYPES

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
EXPENDITURES						
Liability/Insurance Premiums	\$ 1,704,000	\$ 1,735,130	\$ 679,440	39.16%	\$ 1,688,571	\$ (1,009,131)
Depreciation Expense	-	-	24,086	N/A	-	24,086
Principal	1,295,000	1,295,000	2,190,438	169.15%	348,921	1,841,516
Interest	797,069	797,069	646,928	81.16%	768,523	(120,573)
Miscellaneous	247,000	247,000	30,373	12.30%	5,949	24,425
Sub-total	\$ 25,016,710	\$ 25,190,990	\$ 7,189,595	28.54%	\$ 5,643,844	\$ 1,546,771
Operating Transfers-Out	\$ 4,890,554	\$ 4,890,554	\$ -	0.00%	\$ (307,728)	\$ 307,728
Total Expenditures	\$ 29,907,264	\$ 30,081,544	\$ 7,189,595	23.90%	\$ 5,336,116	\$ 1,854,499
Net Increase(Decrease) Fund Balance	\$ 1,411,196	\$ 1,242,480	\$ 1,307,612	105.24%	\$ 2,185,938	\$ (139,476)
Fund Balance, July 1 (Actual)	24,299,358	24,299,358	24,299,358			
Fund Balance, June 30	25,710,554	25,541,838	25,606,970			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
UTILITY USER TAX

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Other Taxes	\$ 2,600,000	\$ 2,600,000	\$ 1,218,010	46.85%	\$ 1,092,094	\$ 125,916
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ 2,600,000	\$ 2,600,000	\$ 1,218,010	46.85%	\$ 1,092,094	\$ 125,916
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 2,600,000	\$ 2,600,000	\$ 1,218,010	46.85%	\$ 1,092,094	\$ 125,916
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ 2,600,000	\$ 2,600,000	\$ -	0.00%	\$ -	\$ -
Total Expenditures	\$ 2,600,000	\$ 2,600,000	\$ -	0.00%	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 1,218,010	N/A	\$ 1,092,094	\$ 125,916
Fund Balance, July 1 (Actual)	-	-	-			
Fund Balance, June 30	-	-	1,218,010			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
STATE GAS TAX

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 1,337,970	\$ 1,337,970	\$ 399,610	29.87%	\$ 293,310	\$ 106,300
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ 1,337,970	\$ 1,337,970	\$ 399,610	29.87%	\$ 293,310	\$ 106,300
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,337,970</b>	<b>\$ 1,337,970</b>	<b>\$ 399,610</b>	<b>29.87%</b>	<b>\$ 293,310</b>	<b>\$ 106,300</b>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ 1,337,790	\$ 1,337,790	\$ -	0.00%	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,337,790</b>	<b>\$ 1,337,790</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>
Net Increase(Decrease) Fund Balance	\$ 180	\$ 180	\$ 399,610	222005.56%	\$ 293,310	\$ 106,300
Fund Balance, July 1 (Actual)	718,351	718,351	718,351			
Fund Balance, June 30	718,531	718,531	1,117,961			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
MEASURE M

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 556,000	\$ 556,000	\$ 152,603	27.45%	\$ 149,812	\$ 2,791
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ 556,000	\$ 556,000	\$ 152,603	27.45%	\$ 149,812	\$ 2,791
Operating Transfers-In	\$ 1,069	\$ 1,069	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 557,069	\$ 557,069	\$ 152,603	27.39%	\$ 149,812	\$ 2,791
<b>EXPENDITURES</b>						
Principal	\$ 535,000	\$ 535,000	\$ -	0.00%	\$ -	-
Interest	22,069	22,069	-	0.00%	23,934	(23,934)
Sub-total	\$ 557,069	\$ 557,069	\$ -	0.00%	\$ 23,934	\$ (23,934)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 557,069	\$ 557,069	\$ -	0.00%	\$ 23,934	\$ (23,934)
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 152,603	N/A	\$ 125,878	\$ 26,725
Fund Balance, July 1 (Actual)	2,283	2,283	2,283			
Fund Balance, June 30	2,283	2,283	154,886			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 AIR QUALITY MANAGEMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 60,000	\$ 60,000	\$ -	0.00%	\$ 15,105	\$ (15,105)
Investment Income	5,000	5,000	11	0.22%	-	11
Sub-total	\$ 65,000	\$ 65,000	\$ 11	0.02%	\$ 15,105	\$ (15,094)
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 65,000	\$ 65,000	\$ 11	0.02%	\$ 15,105	\$ (15,094)
<b>EXPENDITURES</b>						
Public Safety	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ 65,000	\$ 65,000	\$ 11	0.02%	\$ 15,105	\$ (15,094)
Fund Balance, July 1 (Actual)	239,639	239,639	239,639			
Fund Balance, June 30	304,639	304,639	239,650			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
ASSET SEIZURE FUND

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ -	\$ -	\$ 13,875	N/A	\$ 3,189	\$ 10,686
Fines and Forfeitures	-	-	-	N/A	-	-
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 13,875	N/A	\$ 3,189	\$ 10,686
Operating Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 13,875	N/A	\$ 3,189	\$ 10,686
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Safety	204,501	204,501	20,333	9.94%	46,617	(26,284)
Sub-total	\$ 204,501	\$ 204,501	\$ 20,333	9.94%	\$ 46,617	\$ (26,284)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 204,501	\$ 204,501	\$ 20,333	9.94%	\$ 46,617	\$ (26,284)
Net Increase(Decrease) Fund Balance	\$ (204,501)	\$ (204,501)	\$ (6,458)	3.16%	\$ (43,428)	\$ 36,970
Fund Balance, July 1 (Actual)	82,097	82,097	82,097			
Fund Balance, June 30	(122,404)	(122,404)	75,639			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
TRAFFIC OFFENDER

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 3,000	\$ 3,000	\$ 1,375	45.83%	\$ 600	\$ 775
Fines and Forfeitures	-	-	-	N/A	-	-
Miscellaneous	-	-	-	N/A	-	-
Sub-total	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 1,375</u>	<u>45.83%</u>	<u>\$ 600</u>	<u>\$ 775</u>
Operating Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 1,375</u>	<u>45.83%</u>	<u>\$ 600</u>	<u>\$ 775</u>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Safety	-	-	-	N/A	-	-
Sub-total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>	<u>\$ -</u>	<u>\$ -</u>
Net Increase(Decrease) Fund Balance	\$ 3,000	\$ 3,000	\$ 1,375	45.83%	\$ 600	\$ 775
Fund Balance, July 1 (Actual)	5,952	5,952	5,952			
Fund Balance, June 30	<u>8,952</u>	<u>8,952</u>	<u>7,327</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SUPPLEMENTAL LAW ENFORCEMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 100,000	\$ 100,000	\$ 31,358	31.36%	\$ 18,110	\$ 13,248
Fines and Forfeitures	-	-	-	N/A	-	-
Investment Income	-	-	-	N/A	-	-
Sub-total	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 31,358</u>	<u>31.36%</u>	<u>\$ 18,110</u>	<u>\$ 13,248</u>
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 31,358</u>	<u>31.36%</u>	<u>\$ 18,110</u>	<u>\$ 13,248</u>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Safety	134,940	134,940	58,199	43.13%	53,726	4,473
Sub-total	<u>\$ 134,940</u>	<u>\$ 134,940</u>	<u>\$ 58,199</u>	<u>43.13%</u>	<u>\$ 53,726</u>	<u>\$ 4,473</u>
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	<u>\$ 134,940</u>	<u>\$ 134,940</u>	<u>\$ 58,199</u>	<u>43.13%</u>	<u>\$ 53,726</u>	<u>\$ 4,473</u>
Net Increase(Decrease) Fund Balance	\$ (34,940)	\$ (134,940)	\$ (58,199)	43.13%	\$ (53,726)	\$ (4,473)
Fund Balance, July 1 (Actual)	21,612	21,612	21,612			
Fund Balance, June 30	<u>(13,328)</u>	<u>(113,328)</u>	<u>(36,587)</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
PARK DEVELOPMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ 1	\$ (1)
Miscellaneous	20,000	20,000	44,882	224.41%	-	44,882
Sub-total	\$ 20,000	\$ 20,000	\$ 44,882	224.41%	\$ 1	\$ 44,881
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 20,000	\$ 20,000	\$ 44,882	224.41%	\$ 1	\$ 44,881
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Community Development	50,000	50,000	-	0.00%	-	-
Sub-total	\$ 50,000	\$ 50,000	\$ -	0.00%	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 50,000	\$ 50,000	\$ -	0.00%	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ (30,000)	\$ (30,000)	\$ 44,882	149.61%	\$ 1	\$ 44,881
Fund Balance, July 1 (Actual)	414,206	414,206	414,206			
Fund Balance, June 30	384,206	384,206	459,088			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SEWER CONSTRUCTION

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Other Taxes	\$ -	\$ -	\$ 11,654	N/A	\$ -	\$ 11,654
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 11,654	N/A	\$ -	\$ 11,654
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 11,654	N/A	\$ -	\$ 11,654
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 11,654	N/A	\$ -	\$ 11,654
Fund Balance, July 1 (Actual)	161	161	161			
Fund Balance, June 30	161	161	11,815			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
STORM DRAIN CONTRUCTION

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Other Taxes	\$ -	\$ -	\$ 41,832	N/A	\$ -	\$ 41,832
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 41,832	N/A	\$ -	\$ 41,832
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 41,832	N/A	\$ -	\$ 41,832
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 41,832	N/A	\$ -	\$ 41,832
Fund Balance, July 1 (Actual)	696	696	696			
Fund Balance, June 30	696	696	42,528			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
THOROUGHFARE CONSTRUCTION

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Other Taxes	\$ -	\$ -	\$ 35,006	N/A	\$ -	\$ 35,006
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 35,006	N/A	\$ -	\$ 35,006
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 35,006	N/A	\$ -	\$ 35,006
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 35,006	N/A	\$ -	\$ 35,006
Fund Balance, July 1 (Actual)	2,600	2,600	2,600			
Fund Balance, June 30	2,600	2,600	37,606			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 STREET LIGHTING DISTRICT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ -	\$ -
Charges for Services	126,000	126,000	69,507	55.16%	69,565	(58)
Sub-total	\$ 129,000	\$ 129,000	\$ 69,507	53.88%	\$ 69,565	\$ (58)
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 129,000	\$ 129,000	\$ 69,507	53.88%	\$ 69,565	\$ (58)
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	171,700	171,700	19,749	11.50%	45,039	(25,290)
Sub-total	\$ 171,700	\$ 171,700	\$ 19,749	11.50%	\$ 45,039	\$ (25,290)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 171,700	\$ 171,700	\$ 19,749	11.50%	\$ 45,039	\$ (25,290)
Net Increase(Decrease) Fund Balance	\$ (42,700)	\$ (42,700)	\$ 49,758	-116.53%	\$ 24,526	\$ 25,232
Fund Balance, July 1 (Actual)	16,599	16,599	16,599			
Fund Balance, June 30	(26,101)	(26,101)	66,357			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 LANDSCAPE MAINTENANCE

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Charges for Services	380,730	380,730	204,042	53.59%	203,563	479
Sub-total	<u>\$ 380,730</u>	<u>\$ 380,730</u>	<u>\$ 204,042</u>	<u>53.59%</u>	<u>\$ 203,563</u>	<u>\$ 479</u>
Operating Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 380,730</u>	<u>\$ 380,730</u>	<u>\$ 204,042</u>	<u>53.59%</u>	<u>\$ 203,563</u>	<u>\$ 479</u>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	531,310	531,310	121,159	22.80%	33,178	87,981
Sub-total	<u>\$ 531,310</u>	<u>\$ 531,310</u>	<u>\$ 121,159</u>	<u>22.80%</u>	<u>\$ 33,178</u>	<u>\$ 87,981</u>
Operating Transfers Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	<u>\$ 531,310</u>	<u>\$ 531,310</u>	<u>\$ 121,159</u>	<u>22.80%</u>	<u>\$ 33,178</u>	<u>\$ 87,981</u>
Net Increase(Decrease) Fund Balance	\$ (150,580)	\$ (150,580)	\$ 82,883	-55.04%	\$ 170,385	\$ (87,502)
Fund Balance, July 1 (Actual)	394,926	394,926	394,926			
Fund Balance, June 30	<u>244,346</u>	<u>244,346</u>	<u>477,809</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 HOUSING AND COMMUNITY DEVELOPMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	150,000	150,000	-	0.00%	-	-
Sub-total	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ -</u>	<u>\$ -</u>
<b>EXPENDITURES</b>						
Community Development	\$ 150,000	\$ 150,000	\$ 54,461	36.31%	\$ -	54,461
Sub-total	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ 54,461</u>	<u>36.31%</u>	<u>\$ -</u>	<u>\$ 54,461</u>
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ 54,461</u>	<u>36.31%</u>	<u>\$ -</u>	<u>\$ 54,461</u>
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ (54,461)	N/A	\$ -	\$ (54,461)
Fund Balance, July 1 (Actual)	(182,678)	(182,678)	(182,678)			
Fund Balance, June 30	<u>\$ (182,678)</u>	<u>\$ (182,678)</u>	<u>\$ (237,139)</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
MISCELLANEOUS GRANT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ -	\$ 5,564	\$ 1,160,152	20851.04%	\$ 832,845	\$ 327,307
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ 5,564	\$ 1,160,152	20851.04%	\$ 832,845	\$ 327,307
Operating Transfers-In	\$ -	-	\$ -	N/A	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 5,564</b>	<b>\$ 1,160,152</b>	<b>20851.04%</b>	<b>\$ 832,845</b>	<b>\$ 327,307</b>
<b>EXPENDITURES</b>						
Public Works	\$ 104,340	\$ 104,340	\$ 4,442	4.26%	\$ 2,558	1,884
Sub-total	\$ 104,340	\$ 104,340	\$ 4,442	4.26%	\$ 2,558	\$ 1,884
Operating Transfers-Out	\$ -	-	\$ -	N/A	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 104,340</b>	<b>\$ 104,340</b>	<b>\$ 4,442</b>	<b>4.26%</b>	<b>\$ 2,558</b>	<b>\$ 1,884</b>
Net Increase(Decrease) Fund Balance	\$ (104,340)	\$ (98,776)	\$ 1,155,710	-1170.03%	\$ 830,287	\$ 325,423
Fund Balance, July 1 (Actual)	(1,178,402)	(1,178,402)	(1,178,402)			
Fund Balance, June 30	\$ (1,282,742)	\$ (1,277,178)	\$ (22,692)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
CITY CAPITAL PROJECTS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ 168,000	\$ 168,000	\$ -	0.00%	\$ -	\$ -
Investment Income	-	-	-	N/A	-	-
Sub-total	<u>\$ 168,000</u>	<u>\$ 168,000</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers-In	\$ 9,080,895	\$ 9,080,895	\$ -	0.00%	\$ -	\$ -
Total Revenues	<u>\$ 9,248,895</u>	<u>\$ 9,248,895</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ -</u>	<u>\$ -</u>
<b>EXPENDITURES</b>						
General Government	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	9,248,895	9,248,895	184,153	1.99%	635,013	(450,860)
Sub-total	<u>\$ 9,248,895</u>	<u>\$ 9,248,895</u>	<u>\$ 184,153</u>	<u>1.99%</u>	<u>\$ 635,013</u>	<u>\$ (450,860)</u>
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	<u>\$ 9,248,895</u>	<u>\$ 9,248,895</u>	<u>\$ 184,153</u>	<u>1.99%</u>	<u>\$ 635,013</u>	<u>\$ (450,860)</u>
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ (184,153)	N/A	\$ (635,013)	\$ 450,860
Fund Balance, July 1 (Actual)	(304,178)	(304,178)	(304,178)			
Fund Balance, June 30	<u>\$ (304,178)</u>	<u>\$ (304,178)</u>	<u>\$ (488,331)</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
ORANGETHORPE CORRIDOR

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Intergovernmental	\$ -	\$ -	\$ 346,162	N/A	\$ -	\$ 346,162
Investment Income	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 346,162	N/A	\$ -	\$ 346,162
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 346,162	N/A	\$ -	\$ 346,162
<b>EXPENDITURES</b>						
Public Works	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 346,162	N/A	\$ -	\$ 346,162
Fund Balance, July 1 (Actual)	(1,934,204)	(1,934,204)	(1,934,204)			
Fund Balance, June 30	\$ (1,934,204)	\$ (1,934,204)	\$ (1,588,042)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
REFUSE ADMINISTRATION

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ 30,000	\$ 30,000	\$ -	0.00%	\$ -	\$ -
Charges for Services	2,929,000	2,929,000	1,541,315	52.62%	942,797	598,518
Sub-total	\$ 2,959,000	\$ 2,959,000	\$ 1,541,315	52.09%	\$ 942,797	\$ 598,518
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 2,959,000</b>	<b>\$ 2,959,000</b>	<b>\$ 1,541,315</b>	<b>52.09%</b>	<b>\$ 942,797</b>	<b>\$ 598,518</b>
<b>EXPENDITURES</b>						
Administration	\$ 851,945	\$ 851,945	\$ 183,792	21.57%	\$ -	183,792
Landfill and Contractor Charges	2,350,000	2,350,000	753,989	32.08%	176,841	577,148
Sub-total	\$ 3,201,945	\$ 3,201,945	\$ 937,781	29.29%	\$ 176,841	\$ 760,940
Operating Transfers-Out	\$ 200,000	\$ 200,000	\$ -	0.00%	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 3,401,945</b>	<b>\$ 3,401,945</b>	<b>\$ 937,781</b>	<b>27.57%</b>	<b>\$ 176,841</b>	<b>\$ 760,940</b>
<b>Net Increase(Decrease) Fund Balance</b>	<b>\$ (442,945)</b>	<b>\$ (442,945)</b>	<b>\$ 603,534</b>	<b>-136.25%</b>	<b>\$ 765,956</b>	<b>\$ (162,422)</b>
Fund Balance, July 1 (Actual)	1,566,127	1,566,127	1,566,127			
Fund Balance, June 30	\$ 1,123,182	\$ 1,123,182	\$ 2,169,661			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SEWER MAINTENANCE

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Charges for Services	800,000	800,000	332,590	41.57%	357,918	(25,328)
Sub-total	\$ 800,000	\$ 800,000	\$ 332,590	41.57%	\$ 357,918	\$ (25,328)
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 800,000	\$ 800,000	\$ 332,590	41.57%	\$ 357,918	\$ (25,328)
<b>EXPENDITURES</b>						
Administration	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	1,035,930	1,035,930	284,179	27.43%	178,463	105,716
Sub-total	\$ 1,035,930	\$ 1,035,930	\$ 284,179	27.43%	\$ 178,463	\$ 105,716
Operating Transfers-Out	\$ 75,200	\$ 75,200	\$ -	0.00%	\$ -	\$ -
Total Expenditures	\$ 1,111,130	\$ 1,111,130	\$ 284,179	25.58%	\$ 178,463	\$ 105,716
Net Increase(Decrease) Fund Balance	\$ (311,130)	\$ (311,130)	\$ 48,411	-15.56%	\$ 179,455	\$ (131,044)
Fund Balance, July 1 (Actual)	16,377,831	16,377,831	16,377,831			
Fund Balance, June 30	\$ 16,066,701	\$ 16,066,701	\$ 16,426,242			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 COMPRESSED NATURAL GAS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Charges for Services	360,000	360,000	165,542	45.98%	130,868	34,674
Sub-total	\$ 360,000	\$ 360,000	\$ 165,542	45.98%	\$ 130,868	\$ 34,674
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 360,000	\$ 360,000	\$ 165,542	45.98%	\$ 130,868	\$ 34,674
<b>EXPENDITURES</b>						
Administration	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Public Works	399,340	399,340	115,606	28.95%	145,416	(29,810)
Sub-total	\$ 399,340	\$ 399,340	\$ 115,606	28.95%	\$ 145,416	\$ (29,810)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 399,340	\$ 399,340	\$ 115,606	28.95%	\$ 145,416	\$ (29,810)
Net Increase(Decrease) Fund Balance	\$ (39,340)	\$ (39,340)	\$ 49,936	126.93%	\$ (14,548)	\$ 64,484
Fund Balance, July 1 (Actual)	262,272	262,272	262,272			
Fund Balance, June 30	\$ 222,932	\$ 222,932	\$ 312,208			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUND - RISK MANAGEMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Department Charges	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Reimbursements	-	-	132	N/A	-	132
Sub-total	\$ -	\$ -	\$ 132	N/A	\$ -	\$ 132
Operating Transfers-In	\$ 1,072,500	\$ 1,072,500	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 1,072,500	\$ 1,072,500	\$ 132	0.01%	\$ -	\$ 132
<b>EXPENDITURES</b>						
Administration	\$ 162,500	\$ 162,500	\$ 51,299	31.57%	\$ 5,283	46,016
Claims	350,000	350,000	302,330	86.38%	106,020	196,310
Liability Insurance Premiums	560,000	591,130	162,353	27.46%	520,034	(357,681)
Sub-total	\$ 1,072,500	\$ 1,103,630	\$ 515,982	46.75%	\$ 631,336	\$ (115,354)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 1,072,500	\$ 1,103,630	\$ 515,982	46.75%	\$ 631,336	\$ (115,354)
Net Increase(Decrease) Fund Balance	\$ -	\$ (31,130)	\$ (515,850)	1657.08%	\$ (631,336)	\$ 115,486
Fund Balance, July 1 (Actual)	1	1	1			
Fund Balance, June 30	\$ 1	\$ (31,129)	\$ (515,849)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUND - HEALTH AND WELFARE

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Department Charges	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Reimbursements	-	-	50,825	N/A	790,827	(740,002)
Sub-total	\$ -	\$ -	\$ 50,825	N/A	\$ 790,827	\$ (740,002)
Operating Transfers-In	\$ 1,337,500	\$ 1,337,500	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 1,337,500	\$ 1,337,500	\$ 50,825	3.80%	\$ 790,827	\$ (740,002)
<b>EXPENDITURES</b>						
Insurance Premiums	1,144,000	1,144,000	517,087	45.20%	1,168,537	(651,450)
Miscellaneous	247,000	247,000	30,373	12.30%	5,949	24,425
Sub-total	\$ 1,391,000	\$ 1,391,000	\$ 547,461	39.36%	\$ 1,174,486	\$ (627,026)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 1,391,000	\$ 1,391,000	\$ 547,461	39.36%	\$ 1,174,486	\$ (627,026)
Net Increase(Decrease) Fund Balance	\$ (53,500)	\$ (53,500)	\$ (496,636)	928.29%	\$ (383,659)	\$ (112,976)
Fund Balance, July 1 (Actual)	(25,522)	(25,522)	(25,522)			
Fund Balance, June 30	\$ (79,022)	\$ (79,022)	\$ (522,158)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUNDS - EQUIPMENT REPLACEMENT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	-	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
Machinery & Equipment	\$ -	\$ -	\$ 24,086	N/A	\$ -	24,086
Interest Expense	-	-	-	N/A	1,021	(1,021)
Sub-total	\$ -	\$ -	\$ 24,086	N/A	\$ 1,021	\$ 23,065
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ 24,086	N/A	\$ 1,021	\$ 23,065
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ (24,086)	N/A	\$ (1,021)	\$ (23,065)
Fund Balance, July 1 (Actual)	256,038	256,038	256,038			
Fund Balance, June 30	\$ 256,038	\$ 256,038	\$ 231,952			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUNDS - INFORMATION TECHNOLOGY

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Department Charges	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ 364,530	\$ 364,530	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 364,530	\$ 364,530	\$ -	0.00%	\$ -	\$ -
<b>EXPENDITURES</b>						
Administration	\$ 364,530	\$ 364,530	\$ 105,033	28.81%	\$ 139,707	(34,674)
Depreciation Expense	-	-	-	N/A	-	-
Sub-total	\$ 364,530	\$ 364,530	\$ 105,033	28.81%	\$ 139,707	\$ (34,674)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 364,530	\$ 364,530	\$ 105,033	28.81%	\$ 139,707	\$ (34,674)
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ (105,033)	N/A	\$ (139,707)	\$ 34,674
Fund Balance, July 1 (Actual)	266,828	266,828	266,828			
Fund Balance, June 30	\$ 266,828	\$ 266,828	\$ 161,795			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 INTERNAL SERVICE FUNDS - CITYWIDE SERVICES

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Department Charges	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ 2,551,880	\$ 2,551,880	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 2,551,880	\$ 2,551,880	\$ -	0.00%	\$ -	\$ -
<b>EXPENDITURES</b>						
Administration	\$ 2,410,565	\$ 2,379,435	\$ 765,099	32.15%	\$ 912,451	(147,352)
Depreciation Expense	-	-	-	N/A	-	-
Sub-total	\$ 2,410,565	\$ 2,379,435	\$ 765,099	32.15%	\$ 912,451	\$ (147,352)
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ 2,410,565	\$ 2,379,435	\$ 765,099	32.15%	\$ 912,451	\$ (147,352)
Net Increase(Decrease) Fund Balance	\$ 141,315	\$ 172,445	\$ (765,099)	-443.68%	\$ (912,451)	\$ 147,352
Fund Balance, July 1 (Actual)	306,874	306,874	306,874			
Fund Balance, June 30	\$ 448,189	\$ 479,319	\$ (458,225)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 H. C. D. REHABILITATION LOANS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ 134	N/A	\$ 173	\$ (39)
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 134	N/A	\$ 173	\$ (39)
Operating Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 134	N/A	\$ 173	\$ (39)
<b>EXPENDITURES</b>						
Program Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ 134	N/A	\$ 173	\$ (39)
Fund Balance, July 1 (Actual)	300,531	300,531	300,531			
Fund Balance, June 30	\$ 300,531	\$ 300,531	\$ 300,665			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 ALTA VISTA DISTRICT 85-1

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
Program Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ 300,000	\$ 300,000	\$ -	0.00%	\$ -	\$ -
Total Expenditures	\$ 300,000	\$ 300,000	\$ -	0.00%	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ (300,000)	\$ (300,000)	\$ -	0.00%	\$ -	\$ -
Fund Balance, July 1 (Actual)	123,029	123,029	123,029			
Fund Balance, June 30	\$ (176,971)	\$ (176,971)	\$ 123,029			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
SPECIAL DEPOSITS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
<b>EXPENDITURES</b>						
Administration	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Sub-total	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Net Increase(Decrease) Fund Balance	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Fund Balance, July 1 (Actual)	1,260	1,260	1,260			
Fund Balance, June 30	\$ 1,260	\$ 1,260	\$ 1,260			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 COMMUNITY FACILITIES DISTRICT

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Property Taxes	\$ 2,326,000	\$ 2,326,000	\$ 1,354,841	58.25%	\$ 1,373,296	\$ (18,455)
Investment Income	-	-	15,222	N/A	15,432	(210)
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ 2,326,000	\$ 2,326,000	\$ 1,370,063	58.90%	\$ 1,388,728	\$ (18,665)
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	\$ 2,326,000	\$ 2,326,000	\$ 1,370,063	58.90%	\$ 1,388,728	\$ (18,665)
<b>EXPENDITURES</b>						
Administration	\$ -	\$ -	\$ 27,344	N/A	\$ 1,490	25,854
Principal	-	-	1,775,000	N/A	210,000	1,565,000
Interest	-	-	285,959	N/A	130,424	155,534
Sub-total	\$ -	\$ -	\$ 2,088,303	N/A	\$ 341,915	\$ 1,746,388
Operating Transfers-Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ 2,088,303	N/A	\$ 341,915	\$ 1,746,388
Net Increase(Decrease) Fund Balance	\$ 2,326,000	\$ 2,326,000	\$ (718,240)	-30.88%	\$ 1,046,813	\$ (1,765,053)
Fund Balance, July 1 (Actual)	4,210,935	4,210,935	4,210,935			
Fund Balance, June 30	\$ 6,536,935	\$ 6,536,935	\$ 3,492,695			

\*Amended includes the Mid Year Budget adjustments approved by City Council

## CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
LOW AND MODERATE HOUSING

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ 10,000	\$ 10,000	\$ 5,877	58.77%	\$ -	\$ 5,877
Miscellaneous	130,000	130,000	-	0.00%	-	-
Sub-total	\$ 140,000	\$ 140,000	\$ 5,877	4.20%	\$ -	\$ 5,877
Operating Transfers-In	\$ 480,000	\$ 480,000	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 620,000	\$ 620,000	\$ 5,877	0.95%	\$ -	\$ 5,877
<b>EXPENDITURES</b>						
Redevelopment	\$ 411,686	\$ 585,966	\$ 293,231	50.04%	\$ 49,556	243,675
Principal	55,000	55,000	60,000	109.09%	53,921	6,079
Interest	165,000	165,000	78,456	47.55%	79,873	(1,416)
Sub-total	\$ 631,686	\$ 805,966	\$ 431,687	53.56%	\$ 183,349	\$ 248,338
Operating Transfers - Out	\$ 82,336	\$ 82,336	\$ -	0.00%	\$ (122,152)	\$ 122,152
Total Expenditures	\$ 714,022	\$ 888,302	\$ 431,687	48.60%	\$ 61,197	\$ 370,490
Net Increase(Decrease) Fund Balance	\$ (94,022)	\$ (268,302)	\$ (425,810)	158.71%	\$ (61,197)	\$ (364,613)
Fund Balance, July 1 (Actual)	1,985,218	1,985,218	1,985,218			
Fund Balance, June 30	\$ 1,891,196	\$ 1,716,916	\$ 1,559,408			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL  
REDEVELOPMENT AGENCY DEBT SERVICE

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Property Taxes	\$ 2,430,000	\$ 2,430,000	\$ 1,232,837	50.73%	\$ 1,232,549	\$ 288
Lease Revenues	1,121,386	1,121,386	-	0.00%	-	-
Investment Income	-	-	-	N/A	-	-
Sub-total	<u>\$ 3,551,386</u>	<u>\$ 3,551,386</u>	<u>\$ 1,232,837</u>	<u>34.71%</u>	<u>\$ 1,232,549</u>	<u>\$ 288</u>
Operating Transfers-In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Total Revenues	<u>\$ 3,551,386</u>	<u>\$ 3,551,386</u>	<u>\$ 1,232,837</u>	<u>34.71%</u>	<u>\$ 1,232,549</u>	<u>\$ 288</u>
<b>EXPENDITURES</b>						
Redevelopment	\$ 1,123,324	\$ 1,123,324	\$ (15,819)	-1.41%	\$ (13,107)	(2,713)
Principal	705,000	705,000	355,438	50.42%	85,000	270,438
Interest	610,000	610,000	282,513	46.31%	533,271	(250,758)
Sub-total	<u>\$ 2,438,324</u>	<u>\$ 2,438,324</u>	<u>\$ 622,131</u>	<u>25.51%</u>	<u>\$ 605,164</u>	<u>\$ 16,967</u>
Operating Transfers-Out	\$ 244,677	\$ 244,677	\$ -	0.00%	\$ (185,576)	\$ 185,576
Total Expenditures	<u>\$ 2,683,001</u>	<u>\$ 2,683,001</u>	<u>\$ 622,131</u>	<u>23.19%</u>	<u>\$ 419,588</u>	<u>\$ 202,543</u>
Net Increase(Decrease) Fund Balance	\$ 868,385	\$ 868,385	\$ 610,706	70.33%	\$ 812,961	\$ (202,255)
Fund Balance, July 1 (Actual)	295,569	295,569	295,569			
Fund Balance, June 30	<u>\$ 1,163,954</u>	<u>\$ 1,163,954</u>	<u>\$ 906,275</u>			

\*Amended includes the Mid Year Budget adjustments approved by City Council

CITY OF PLACENTIA

REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL  
 REDEVELOPMENT AGENCY CAPITAL PROJECTS

\*\*\*\*\*PRELIMINARY\*\*\*\*\*

PERIOD ENDED DECEMBER 31, 2010

	Budget Amounts		Actual 12/31/10	% of Budget	Actual 12/31/09	Change from Prior Year
	Original	Amended*				
<b>REVENUES</b>						
Investment Income	\$ -	\$ -	\$ 67,813	N/A	\$ -	\$ 67,813
Miscellaneous	-	-	-	N/A	-	-
Sub-total	\$ -	\$ -	\$ 67,813	N/A	\$ -	\$ 67,813
Operating Transfers-In	\$ 784,000	\$ 784,000	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 784,000	\$ 784,000	\$ 67,813	8.65%	\$ -	\$ 67,813
<b>EXPENDITURES</b>						
Redevelopment	\$ 918,135	\$ 918,135	\$ 289,751	31.56%	\$ 313,630	(23,879)
Sub-total	\$ 918,135	\$ 918,135	\$ 289,751	31.56%	\$ 313,630	\$ (23,879)
Operating Transfers-Out	\$ 50,551	\$ 50,551	\$ -	0.00%	\$ -	\$ -
Total Expenditures	\$ 968,686	\$ 968,686	\$ 289,751	29.91%	\$ 313,630	\$ (23,879)
Net Increase(Decrease) Fund Balance	\$ (184,686)	\$ (184,686)	\$ (221,938)	120.17%	\$ (313,630)	\$ 91,692
Fund Balance, July 1 (Actual)	72,707	72,707	72,707			
Fund Balance, June 30	\$ (111,979)	\$ (111,979)	\$ (149,231)			

\*Amended includes the Mid Year Budget adjustments approved by City Council

PLACENTIA  
**FINANCE**  
DEPARTMENT



# Placentia City Council

## AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF FINANCE

DATE: FEBRUARY 15, 2011

SUBJECT: SEPTEMBER - DECEMBER 2010 TREASURER'S REPORTS

FINANCIAL  
IMPACT: NONE

### INTRODUCTION:

The Finance Department has prepared a Treasurer's Report which presents the City's investment portfolio as of December 2010. It includes all investments managed by the City and investments held by trustees.

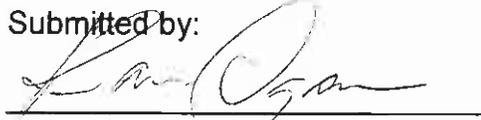
### RECOMMENDATION:

It is recommended that the City Council receive and file the Treasurer's Reports for the period ended December 31, 2010.

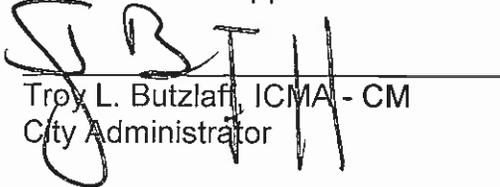
### DISCUSSION:

Government Code section 53646 states that the Treasurer or Chief Financial Officer of the City shall render a report on investments at least quarterly to the legislative body. The attached Treasurer's Report satisfies the requirement set forth in the Government Code section 53646.

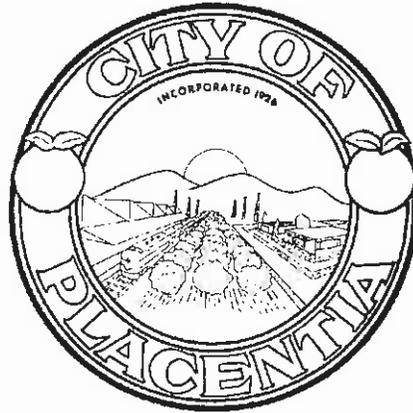
Submitted by:

  
\_\_\_\_\_  
Karen Ogawa  
Director of Finance

Reviewed and approved:

  
\_\_\_\_\_  
Troy L. Butzlaff, ICMA - CM  
City Administrator

# City of Placentia



## TREASURER'S REPORT SEPTEMBER 30, 2010



Prepared by  
Finance Department

**CITY OF PLACENTIA  
SUMMARY OF INVESTMENTS  
AS OF SEPTEMBER 30, 2010**

	Percent of Portfolio	Current Yield	Cost	Market Value
Local Agency Investment Fund	1.98%	0.75%	\$ 97,844.75	\$ 97,844.75
Money Market Mutual Funds	0.21%	0.22%	\$ 10,311.78	\$ 10,311.78
Checking Accounts	97.82%		\$ 4,842,656.49	\$ 4,842,656.49
<b>Total Investments Held by City</b>	<b>100.00%</b>		<b>\$ 4,950,813.02</b>	<b>\$ 4,950,813.02</b>

	Percent of Portfolio	Current Yield	Cost	Market Value
Local Agency Investment Fund	100.00%	0.75%	\$ 454,197.85	\$ 454,197.85
<b>Total Investments Held by RDA</b>	<b>100.00%</b>		<b>\$ 454,197.85</b>	<b>\$ 454,197.85</b>

	Percent of Portfolio	Current Yield	Cost	Market Value
Money Market Mutual Funds	81.81%	0.30%	\$ 2,440,766.06	\$ 2,440,766.06
Federal Agency Securities	18.19%	5.17%	\$ 542,568.00	\$ 556,721.50
Investment Agreements			\$ -	\$ -
<b>Total Investments Held by Fiscal Agent</b>	<b>100.00%</b>		<b>\$ 2,983,334.06</b>	<b>\$ 2,997,487.56</b>

<b>Investments Held by City, RDA and Trustee - Market Value</b>	<b>\$ 8,402,498.43</b>
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**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF SEPTEMBER 30, 2010**

HELD BY CITY									
Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value		
Local Agency Investment Fund	City Account No. 98-30-678	N/A	0.59%	Varies	On Demand	\$ 97,844.75	\$ 97,844.75		
Invesco AIM	Money Market Mutual Funds	N/A	0.21%	Varies	On Demand	\$ 10,311.78	\$ 10,311.78		
Bank of America - General Checking	Account No. 143128-0221	N/A	N/A	Varies	On Demand	\$ 3,655,972.12	\$ 3,655,972.12		
Bank of America - Rehabilitation	Account No. 07600-88870	N/A	N/A	Varies	On Demand	\$ 934.64	\$ 934.64		
Wells Fargo - HCD Rehabilitation	Account No. 000-70001183	N/A	N/A	Varies	On Demand	\$ 148,332.36	\$ 148,332.36		
Wells Fargo - HCD Rehabilitation	Account No. 000-7601008	N/A	N/A	Varies	On Demand	\$ 147.85	\$ 147.85		
Bank of America - Recreation Revolving	Account No. 143148-0220	N/A	N/A	Varies	On Demand	\$ 1,121.34	\$ 1,121.34		
Bank of America - Revolving	Account No. 143178-0219	N/A	N/A	Varies	On Demand	\$ 509.43	\$ 509.43		
Bank of America - CNG	Account No. 1459306731	N/A	N/A	Varies	On Demand	\$ 947,416.96	\$ 947,416.96		
Bank of America - Workers'	Account No. 143188-0525	N/A	N/A	Varies	On Demand	\$ 31,988.47	\$ 31,988.47		
Bank of America - Healthcare	Account No. 143138-0513	N/A	N/A	Varies	On Demand	\$ 10,156.23	\$ 10,156.23		
Bank of America - Savings	Account No. 07609-85650	N/A	0.10%	Varies	On Demand	\$ 46,077.09	\$ 46,077.09		
<b>TOTAL INVESTMENTS HELD BY CITY</b>						<b>\$ 4,950,813.02</b>	<b>\$ 4,950,813.02</b>		

CITY OF PLACENTIA  
**INVESTMENT DETAIL**  
 AS OF SEPTEMBER 30, 2010

HELD BY REDEVELOPEMENT AGENCY							
Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value
Local Agency Investment Fund	RDA Account No. 65-30-012	N/A	0.59%	Varies	On Demand	\$ 454,197.85	\$ 454,197.85
<b>TOTAL INVESTMENTS HELD BY RDA</b>						<b>\$ 454,197.85</b>	<b>\$ 454,197.85</b>



**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF SEPTEMBER 30, 2010**

Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value
<b>2001 Certificate of Participation</b>							
US Bank	US Bank Money Market	N/A	0.30%	Varies	Varies	\$ 450,000.00	\$ 450,000.00
<b>2003 Certificate of Participation</b>							
US Bank	US Bank Money Market	N/A	0.20%	Varies	Varies	\$ 776,926.81	\$ 776,926.81
<b>2002 Tax Allocation Bond Series A</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 927.88	\$ 927.88
US Bank	United States Treasury Bonds	2.58%	5.17%	Varies	2/1/2011	\$ 218,196.11	\$ 223,888.00
<b>2002 Tax Allocation Bond Series B</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 428.01	\$ 428.01
US Bank	United States Treasury Bonds	2.58%	5.17%	Varies	2/1/2011	\$ 324,371.89	\$ 332,833.50
<b>2009 Subordinate Tax Allocation Notes</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 773,102.35	\$ 773,102.35
<b>2009 Lease Revenue Bond</b>							
US Bank	US Bank Money Market	N/A	0.20%	Varies	Varies	\$ 439,381.01	\$ 439,381.01
<b>TOTAL INVESTMENTS HELD BY CITY</b>						<b>\$ 2,983,334.06</b>	<b>\$ 2,997,487.56</b>

**CITY OF PLACENTIA**  
**CASH BALANCES**  
**AS OF SEPTEMBER 30, 2010**

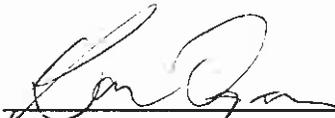
101	General Fund	\$ (325,912.54)
114	Cash Basis Fund	1,000.00
115	Economic Uncertainty	500,000.00
201	Utility User Tax	541,632.99
205	State Gas Tax	757,728.43
210	Measure M	72,387.33
215	Air Quality Management	239,649.52
225	Asset Seizure	79,423.71
226	Traffic Offender Fund	6,876.83
230	Supplemental Law Enforcement	(3,573.90)
235	Park Development	459,088.27
240	Sewer Construction	161.41
245	Storm Drain Construction	695.84
250	Thoroughfare Construction	2,600.47
255	Underground Utilities	39.49
260	Street Lighting District	5,489.21
265	Landscape Maintenance	359,863.39
270	Housing and Community Development	(183,681.69)
275	Sewer Maintenance	2,223,325.54
280	Miscellaneous Grants	(140,570.62)
305	RDA Debt Service	(1,004,651.41)
401	City Capital Projects	(1,260,503.99)
405	Low & Moderate Housing	913,503.29
410	RDA Capital Projects	(52,277.15)
425	Orangethorpe Corridor	(1,934,204.47)
501	Refuse Administration	1,522,330.47
505	CNG Fueling Station	(862,492.66)
601	Employee Health & Welfare	(260,252.17)
605	Risk Management	1,051,084.81
610	Equipment Replacement	(334,632.39)
615	Information Technology	(61,262.35)
620	Citywide Services	(114,355.56)
701	Special Deposits	990,256.69
705	H.C.D. Rehabilitation Loans	9,558.51
710	Alta Vista District 85-1	364,189.33
715	Community Facilities District	392,004.27
	Total Cash	\$ 3,954,518.90

**CITY OF PLACENTIA  
CERTIFICATION  
AS OF SEPTEMBER 30, 2010**

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In compliance with the California Government Code Section 53646 et seq., I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the City's expenditure requirements for the next six months and that all investments are in compliance with the City's Investment Policy.

Submitted By:

  
\_\_\_\_\_  
Karen Ogawa, Director of Finance

# City of Placentia



## TREASURER'S REPORT OCTOBER 31, 2010



Prepared by  
Finance Department

**CITY OF PLACENTIA  
SUMMARY OF INVESTMENTS  
AS OF OCTOBER 31, 2010**

	Percent of Portfolio	Current Yield	Cost	Market Value
Local Agency Investment Fund	3.11%	0.75%	\$ 97,970.88	\$ 97,970.88
Money Market Mutual Funds	0.33%	0.22%	\$ 10,312.09	\$ 10,312.09
Checking Accounts	96.56%		\$ 3,038,851.16	\$ 3,038,851.16
<b>Total Investments Held by City</b>	<b>100.00%</b>		<b>\$ 3,147,134.13</b>	<b>\$ 3,147,134.13</b>

	Percent of Portfolio	Current Yield	Cost	Market Value
Local Agency Investment Fund	100.00%	0.75%	\$ 454,756.37	\$ 454,756.37
<b>Total Investments Held by RDA</b>	<b>100.00%</b>		<b>\$ 454,756.37</b>	<b>\$ 454,756.37</b>

	Percent of Portfolio	Current Yield	Cost	Market Value
Money Market Mutual Funds	81.81%	0.30%	\$ 2,440,893.79	\$ 2,440,893.79
Federal Agency Securities	18.19%	5.17%	\$ 542,568.00	\$ 556,777.20
Investment Agreements			\$ -	\$ -
<b>Total Investments Held by Fiscal Agent</b>	<b>100.00%</b>		<b>\$ 2,983,461.79</b>	<b>\$ 2,997,670.99</b>

<b>Investments Held by City, RDA and Trustee - Market Value</b>	<b>\$ 6,599,561.49</b>
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CITY OF PLACENTIA  
**INVESTMENT DETAIL**  
AS OF OCTOBER 31, 2010

HELD BY CITY									
Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value		
Local Agency Investment Fund	City Account No. 98-30-678	N/A	0.59%	Varies	On Demand	\$ 97,970.88	\$ 97,970.88		
Invesco AIM	Money Market Mutual Funds	N/A	0.21%	Varies	On Demand	\$ 10,312.09	\$ 10,312.09		
Bank of America - General Checking	Account No. 143128-0221	N/A	N/A	Varies	On Demand	\$ 1,768,604.62	\$ 1,768,604.62		
Bank of America - Rehabilitation	Account No. 07600-88870	N/A	N/A	Varies	On Demand	\$ 934.64	\$ 934.64		
Wells Fargo - HCD Rehabilitation	Account No. 000-70001183	N/A	N/A	Varies	On Demand	\$ 148,332.36	\$ 148,332.36		
Wells Fargo - HCD Rehabilitation	Account No. 000-7601008	N/A	N/A	Varies	On Demand	\$ 147.85	\$ 147.85		
Bank of America - Recreation Revolving	Account No. 143148-0220	N/A	N/A	Varies	On Demand	\$ 1,121.34	\$ 1,121.34		
Bank of America - Revolving	Account No. 143178-0219	N/A	N/A	Varies	On Demand	\$ 509.43	\$ 509.43		
Bank of America - CNG	Account No. 1459306731	N/A	N/A	Varies	On Demand	\$ 984,037.54	\$ 984,037.54		
Bank of America - Workers'	Account No. 143188-0525	N/A	N/A	Varies	On Demand	\$ 71,558.39	\$ 71,558.39		
Bank of America - Healthcare	Account No. 143138-0513	N/A	N/A	Varies	On Demand	\$ 17,527.90	\$ 17,527.90		
Bank of America - Savings	Account No. 07609-85650	N/A	0.10%	Varies	On Demand	\$ 46,077.09	\$ 46,077.09		
<b>TOTAL INVESTMENTS HELD BY CITY</b>						<b>\$ 3,147,134.13</b>	<b>\$ 3,147,134.13</b>		

CITY OF PLACENTIA  
**INVESTMENT DETAIL**  
 AS OF OCTOBER 31, 2010

HELD BY REDEVELOPEMENT AGENCY							
Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value
Local Agency Investment Fund	RDA Account No. 65-30-012	N/A	0.59%	Varies	On Demand	\$ 454,756.37	\$ 454,756.37
<b>TOTAL INVESTMENTS HELD BY RDA</b>						<b>\$ 454,756.37</b>	<b>\$ 454,756.37</b>

CITY OF PLACENTIA  
**INVESTMENT DETAIL**  
AS OF OCTOBER 31, 2010

Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value
<b>2001 Certificate of Participation</b>							
US Bank	US Bank Money Market	N/A	0.30%	Varies	Varies	\$ 450,000.00	\$ 450,000.00
<b>2003 Certificate of Participation</b>							
US Bank	US Bank Money Market	N/A	0.20%	Varies	Varies	\$ 777,054.53	\$ 777,054.53
<b>2002 Tax Allocation Bond Series A</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 927.88	\$ 927.88
US Bank	United States Treasury Bonds	2.58%	5.17%	Varies	2/1/2011	\$ 218,196.11	\$ 223,910.40
<b>2002 Tax Allocation Bond Series B</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 428.01	\$ 428.01
US Bank	United States Treasury Bonds	2.58%	5.17%	Varies	2/1/2011	\$ 324,371.89	\$ 332,866.80
<b>2009 Subordinate Tax Allocation Notes</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 773,102.35	\$ 773,102.35
<b>2009 Lease Revenue Bond</b>							
US Bank	US Bank Money Market	N/A	0.20%	Varies	Varies	\$ 439,453.24	\$ 439,453.24
<b>TOTAL INVESTMENTS HELD BY CITY</b>						<b>\$ 2,983,534.01</b>	<b>\$ 2,997,743.21</b>

**CITY OF PLACENTIA**  
**CASH BALANCES**  
**AS OF OCTOBER 31, 2010**

101	General Fund	\$ (2,258,271.58)
114	Cash Basis Fund	1,000.00
115	Economic Uncertainty	500,000.00
201	Utility User Tax	779,795.51
205	State Gas Tax	835,160.23
210	Measure M	72,387.33
215	Air Quality Management	239,649.52
225	Asset Seizure	76,749.83
226	Traffic Offender Fund	7,026.83
230	Supplemental Law Enforcement	(11,929.79)
235	Park Development	459,088.27
240	Sewer Construction	161.41
245	Storm Drain Construction	695.84
250	Thoroughfare Construction	2,600.47
255	Underground Utilities	39.49
260	Street Lighting District	5,734.99
265	Landscape Maintenance	320,025.25
270	Housing and Community Development	(209,875.69)
275	Sewer Maintenance	2,237,886.01
280	Miscellaneous Grants	275,402.55
305	RDA Debt Service	(1,003,520.50)
401	City Capital Projects	(1,369,663.87)
405	Low & Moderate Housing	905,663.64
410	RDA Capital Projects	(92,281.88)
425	Orangethorpe Corridor	(1,934,204.47)
501	Refuse Administration	1,490,947.78
505	CNG Fueling Station	(902,138.35)
601	Employee Health & Welfare	(455,550.00)
605	Risk Management	833,863.24
610	Equipment Replacement	(334,632.39)
615	Information Technology	(97,595.08)
620	Citywide Services	(385,143.07)
701	Special Deposits	1,017,244.50
705	H.C.D. Rehabilitation Loans	9,558.51
710	Alta Vista District 85-1	364,189.33
715	Community Facilities District	388,491.71
	Total Cash	\$ 1,768,555.57

**CITY OF PLACENTIA  
CERTIFICATION  
AS OF OCTOBER 31, 2010**

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In compliance with the California Government Code Section 53646 et seq., I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the City's expenditure requirements for the next six months and that all investments are in compliance with the City's Investment Policy.

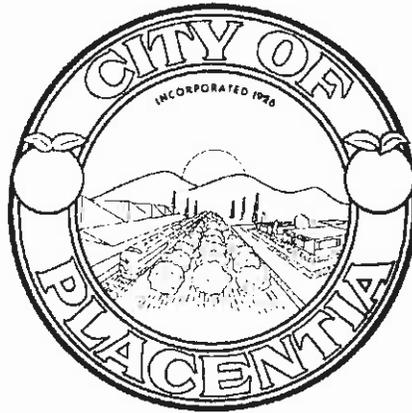
Submitted By:



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Karen Ogawa, Director of Finance

# City of Placentia



## **TREASURER'S REPORT**

### **NOVEMBER 30, 2010**



Prepared by  
Finance Department

**CITY OF PLACENTIA  
SUMMARY OF INVESTMENTS  
AS OF NOVEMBER 30, 2010**

	Percent of Portfolio	Current Yield	Cost	Market Value
Local Agency Investment Fund	2.46%	0.75%	\$ 97,970.88	\$ 97,970.88
Money Market Mutual Funds	0.26%	0.22%	\$ 10,312.39	\$ 10,312.39
Checking Accounts	97.28%		\$ 3,876,991.46	\$ 3,876,991.46
<b>Total Investments Held by City</b>	<b>100.00%</b>		<b>\$ 3,985,274.73</b>	<b>\$ 3,985,274.73</b>

	Percent of Portfolio	Current Yield	Cost	Market Value
Local Agency Investment Fund	100.00%	0.75%	\$ 454,197.85	\$ 454,197.85
<b>Total Investments Held by RDA</b>	<b>100.00%</b>		<b>\$ 454,197.85</b>	<b>\$ 454,197.85</b>

	Percent of Portfolio	Current Yield	Cost	Market Value
Money Market Mutual Funds	81.82%	0.30%	\$ 2,441,098.00	\$ 2,441,098.00
Federal Agency Securities	18.18%	5.17%	\$ 542,568.00	\$ 548,304.69
Investment Agreements			\$ -	\$ -
<b>Total Investments Held by Fiscal Agent</b>	<b>100.00%</b>		<b>\$ 2,983,666.00</b>	<b>\$ 2,989,402.69</b>

<b>Investments Held by City, RDA and Trustee - Market Value</b>	<b>\$ 7,428,875.27</b>
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**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF NOVEMBER 30, 2010**

HELD BY CITY									
Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value		
Local Agency Investment Fund	City Account No. 98-30-678	N/A	0.59%	Varies	On Demand	\$ 97,970.88	\$ 97,970.88		
Invesco AIM	Money Market Mutual Funds	N/A	0.21%	Varies	On Demand	\$ 10,312.39	\$ 10,312.39		
Bank of America - General Checking	Account No. 143128-0221	N/A	N/A	Varies	On Demand	\$ 2,587,958.83	\$ 2,587,958.83		
Bank of America - Rehabilitation	Account No. 07600-88870	N/A	N/A	Varies	On Demand	\$ 934.64	\$ 934.64		
Wells Fargo - HCD Rehabilitation	Account No. 000-70001183	N/A	N/A	Varies	On Demand	\$ 148,332.36	\$ 148,332.36		
Wells Fargo - HCD Rehabilitation	Account No. 000-7601008	N/A	N/A	Varies	On Demand	\$ 147.85	\$ 147.85		
Bank of America - Recreation Revolving	Account No. 143148-0220	N/A	N/A	Varies	On Demand	\$ 1,121.34	\$ 1,121.34		
Bank of America - Revolving	Account No. 143178-0219	N/A	N/A	Varies	On Demand	\$ 509.43	\$ 509.43		
Bank of America - CNG	Account No. 1459306731	N/A	N/A	Varies	On Demand	\$ 1,020,231.23	\$ 1,020,231.23		
Bank of America - Workers'	Account No. 143188-0525	N/A	N/A	Varies	On Demand	\$ 59,627.06	\$ 59,627.06		
Bank of America - Healthcare	Account No. 143138-0513	N/A	N/A	Varies	On Demand	\$ 12,051.63	\$ 12,051.63		
Bank of America - Savings	Account No. 07609-85650	N/A	0.10%	Varies	On Demand	\$ 46,077.09	\$ 46,077.09		
<b>TOTAL INVESTMENTS HELD BY CITY</b>						<b>\$ 3,985,274.73</b>	<b>\$ 3,985,274.73</b>		

CITY OF PLACENTIA  
**INVESTMENT DETAIL**  
 AS OF NOVEMBER 30, 2010

HELD BY REDEVELOPEMENT AGENCY							
Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value
Local Agency Investment Fund	RDA Account No. 65-30-012	N/A	0.59%	Varies	On Demand	\$ 454,197.85	\$ 454,197.85
<b>TOTAL INVESTMENTS HELD BY RDA</b>						<b>\$ 454,197.85</b>	<b>\$ 454,197.85</b>

**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF NOVEMBER 30, 2010**

Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value
<b>2001 Certificate of Participation</b>							
US Bank	US Bank Money Market	N/A	0.30%	Varies	Varies	\$ 450,000.00	\$ 450,000.00
<b>2003 Certificate of Participation</b>							
US Bank	US Bank Money Market	N/A	0.20%	Varies	Varies	\$ 777,186.52	\$ 777,186.52
<b>2002 Tax Allocation Bond Series A</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 927.88	\$ 927.88
US Bank	United States Treasury Bonds	2.58%	5.17%	Varies	2/1/2011	\$ 218,196.11	\$ 223,932.80
<b>2002 Tax Allocation Bond Series B</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 428.01	\$ 428.01
US Bank	United States Treasury Bonds	2.58%	5.17%	Varies	2/1/2011	\$ 324,371.89	\$ 324,371.89
<b>2009 Subordinate Tax Allocation Notes</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 773,102.35	\$ 773,102.35
<b>2009 Lease Revenue Bond</b>							
US Bank	US Bank Money Market	N/A	0.20%	Varies	Varies	\$ 439,527.88	\$ 439,527.88
<b>TOTAL INVESTMENTS HELD BY CITY</b>						<b>\$ 2,983,740.64</b>	<b>\$ 2,989,477.33</b>

**CITY OF PLACENTIA**  
**CASH BALANCES**  
**AS OF NOVEMBER 30, 2010**

101	General Fund	\$ (2,445,042.63)
114	Cash Basis Fund	1,000.00
115	Economic Uncertainty	500,000.00
201	Utility User Tax	1,014,835.20
205	State Gas Tax	1,037,413.62
210	Measure M	154,885.79
215	Air Quality Management	239,649.52
225	Asset Seizure	75,638.06
226	Traffic Offender Fund	7,176.83
230	Supplemental Law Enforcement	12,381.83
235	Park Development	459,088.27
240	Sewer Construction	11,815.01
245	Storm Drain Construction	42,527.84
250	Thoroughfare Construction	37,606.07
255	Underground Utilities	39.49
260	Street Lighting District	10,861.11
265	Landscape Maintenance	322,716.35
270	Housing and Community Development	(236,675.69)
275	Sewer Maintenance	2,286,113.50
280	Miscellaneous Grants	869,682.78
305	RDA Debt Service	(938,421.58)
401	City Capital Projects	(1,390,027.71)
405	Low & Moderate Housing	889,227.72
410	RDA Capital Projects	(101,376.01)
425	Orangethorpe Corridor	(1,934,204.47)
501	Refuse Administration	1,646,658.31
505	CNG Fueling Station	(899,545.54)
601	Employee Health & Welfare	(404,205.45)
605	Risk Management	823,283.50
610	Equipment Replacement	(334,632.39)
615	Information Technology	(104,310.08)
620	Citywide Services	(542,492.98)
701	Special Deposits	971,746.71
705	H.C.D. Rehabilitation Loans	9,558.51
710	Alta Vista District 85-1	364,189.33
715	Community Facilities District	505,021.39
	Total Cash	\$ 2,962,182.21

**CITY OF PLACENTIA  
CERTIFICATION  
AS OF NOVEMBER 30, 2010**

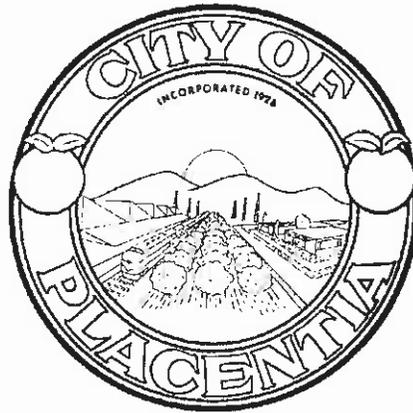
[REDACTED]

In compliance with the California Government Code Section 53646 et seq., I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the City's expenditure requirements for the next six months and that all investments are in compliance with the City's Investment Policy.

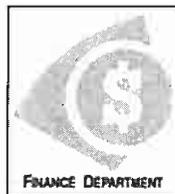
Submitted By:

  
\_\_\_\_\_  
Karen Ogawa, Director of Finance

# City of Placentia



## TREASURER'S REPORT DECEMBER 31, 2010



Prepared by  
Finance Department

**CITY OF PLACENTIA  
SUMMARY OF INVESTMENTS  
AS OF DECEMBER 31, 2010**

	Percent of Portfolio	Current Yield	Cost	Market Value
Local Agency Investment Fund	1.26%	0.75%	\$ 97,970.88	\$ 97,970.88
Money Market Mutual Funds	0.13%	0.22%	\$ 10,312.70	\$ 10,312.70
Checking Accounts	98.61%		\$ 7,670,481.44	\$ 7,670,481.44
<b>Total Investments Held by City</b>	<b>100.00%</b>		<b>\$ 7,778,765.02</b>	<b>\$ 7,778,765.02</b>

	Percent of Portfolio	Current Yield	Cost	Market Value
Local Agency Investment Fund	100.00%	0.75%	\$ 454,756.37	\$ 454,756.37
<b>Total Investments Held by RDA</b>	<b>100.00%</b>		<b>\$ 454,756.37</b>	<b>\$ 454,756.37</b>

	Percent of Portfolio	Current Yield	Cost	Market Value
Money Market Mutual Funds	86.11%	0.30%	\$ 3,363,179.88	\$ 3,363,179.88
Federal Agency Securities	13.89%	5.17%	\$ 542,568.00	\$ 556,966.58
Investment Agreements			\$ -	\$ -
<b>Total Investments Held by Fiscal Agent</b>	<b>100.00%</b>		<b>\$ 3,905,747.88</b>	<b>\$ 3,920,146.46</b>

<b>Investments Held by City, RDA and Trustee - Market Value</b>	<b>\$ 12,153,667.85</b>
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**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF DECEMBER 31, 2010**

<b>HELD BY CITY</b>									
<b>Agency</b>	<b>Investment Description</b>	<b>Coupon Rate</b>	<b>Current Yield</b>	<b>Purchase Date</b>	<b>Maturity Date</b>	<b>Purchase Price</b>	<b>Market Value</b>	<b>Purchase Price</b>	<b>Market Value</b>
Local Agency Investment Fund	City Account No. 98-30-678	N/A	0.59%	Varies	On Demand	\$ 97,970.88	\$ 97,970.88	\$ 97,970.88	\$ 97,970.88
Invesco AIM	Money Market Mutual Funds	N/A	0.21%	Varies	On Demand	\$ 10,312.70	\$ 10,312.70	\$ 10,312.70	\$ 10,312.70
Bank of America - General Checking	Account No. 143128-0221	N/A	N/A	Varies	On Demand	\$ 6,386,516.34	\$ 6,386,516.34	\$ 6,386,516.34	\$ 6,386,516.34
Bank of America - Rehabilitation	Account No. 07600-88870	N/A	N/A	Varies	On Demand	\$ 946.59	\$ 946.59	\$ 946.59	\$ 946.59
Wells Fargo - HCD Rehabilitation	Account No. 000-70001183	N/A	N/A	Varies	On Demand	\$ 148,332.36	\$ 148,332.36	\$ 148,332.36	\$ 148,332.36
Wells Fargo - HCD Rehabilitation	Account No. 000-7601008	N/A	N/A	Varies	On Demand	\$ 147.85	\$ 147.85	\$ 147.85	\$ 147.85
Bank of America - Recreation Revolving	Account No. 143148-0220	N/A	N/A	Varies	On Demand	\$ 1,121.34	\$ 1,121.34	\$ 1,121.34	\$ 1,121.34
Bank of America - Revolving	Account No. 143178-0219	N/A	N/A	Varies	On Demand	\$ 509.43	\$ 509.43	\$ 509.43	\$ 509.43
Bank of America - CNG	Account No. 1459306731	N/A	N/A	Varies	On Demand	\$ 1,057,408.31	\$ 1,057,408.31	\$ 1,057,408.31	\$ 1,057,408.31
Bank of America - Workers'	Account No. 143188-0525	N/A	N/A	Varies	On Demand	\$ 26,774.27	\$ 26,774.27	\$ 26,774.27	\$ 26,774.27
Bank of America - Healthcare	Account No. 143138-0513	N/A	N/A	Varies	On Demand	\$ 2,647.86	\$ 2,647.86	\$ 2,647.86	\$ 2,647.86
Bank of America - Savings	Account No. 07609-85650	N/A	0.10%	Varies	On Demand	\$ 46,077.09	\$ 46,077.09	\$ 46,077.09	\$ 46,077.09
<b>TOTAL INVESTMENTS HELD BY CITY</b>						<b>\$ 7,778,765.02</b>	<b>\$ 7,778,765.02</b>	<b>\$ 7,778,765.02</b>	<b>\$ 7,778,765.02</b>

**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF DECEMBER 31, 2010**

<b>HELD BY REDEVELOPEMENT AGENCY</b>							
<b>Agency</b>	<b>Investment Description</b>	<b>Coupon Rate</b>	<b>Current Yield</b>	<b>Purchase Date</b>	<b>Maturity Date</b>	<b>Purchase Price</b>	<b>Market Value</b>
Local Agency Investment Fund	RDA Account No. 65-30-012	N/A	0.59%	Varies	On Demand	\$ 454,756.37	\$ 454,756.37
<b>TOTAL INVESTMENTS HELD BY RDA</b>						<b>\$ 454,756.37</b>	<b>\$ 454,756.37</b>

**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF DECEMBER 31, 2010**

<b>HELD BY REDEVELOPEMENT AGENCY</b>							
<b>Agency</b>	<b>Investment Description</b>	<b>Coupon Rate</b>	<b>Current Yield</b>	<b>Purchase Date</b>	<b>Maturity Date</b>	<b>Purchase Price</b>	<b>Market Value</b>
Local Agency Investment Fund	RDA Account No. 65-30-012	N/A	0.59%	Varies	On Demand	\$ 454,756.37	\$ 454,756.37
<b>TOTAL INVESTMENTS HELD BY RDA</b>						<b>\$ 454,756.37</b>	<b>\$ 454,756.37</b>

**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF DECEMBER 31, 2010**

Agency	Investment Description	Coupon Rate	Current Yield	Purchase Date	Maturity Date	Purchase Price	Market Value
<b>2001 Certificate of Participation</b>							
US Bank	US Bank Money Market	N/A	0.30%	Varies	Varies	\$ 450,000.00	\$ 450,000.00
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 546,034.38	\$ 546,034.38
<b>2003 Certificate of Participation</b>							
US Bank	US Bank Money Market	N/A	0.20%	Varies	Varies	\$ 1,603,159.38	\$ 1,603,159.38
<b>2002 Tax Allocation Bond Series A</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 927.88	\$ 927.88
US Bank	United States Treasury Bonds	2.58%	5.17%	Varies	2/1/2011	\$ 218,196.11	\$ 223,986.56
<b>2002 Tax Allocation Bond Series B</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 428.01	\$ 428.01
US Bank	United States Treasury Bonds	2.58%	5.17%	Varies	2/1/2011	\$ 324,371.89	\$ 332,980.02
<b>2009 Subordinate Tax Allocation Notes</b>							
US Bank	First American Treasury Fund	N/A	N/A	Varies	Varies	\$ 773,102.35	\$ 773,102.35
<b>2009 Lease Revenue Bond</b>							
US Bank	US Bank Money Market	N/A	0.20%	Varies	Varies	\$ 439,159.53	\$ 439,159.53



**CITY OF PLACENTIA  
INVESTMENT DETAIL  
AS OF DECEMBER 31, 2010**

<b>TOTAL INVESTMENTS HELD BY CITY</b>	<b>\$ 3,905,379.53</b>	<b>\$ 3,919,778.11</b>
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**CITY OF PLACENTIA**  
**CASH BALANCES**  
**AS OF DECEMBER 31, 2010**

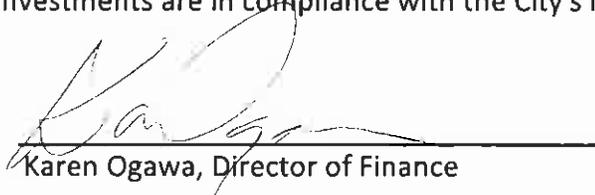
101	General Fund	\$ 809,940.01
114	Cash Basis Fund	1,000.00
115	Economic Uncertainty	500,000.00
201	Utility User Tax	-
205	State Gas Tax	1,117,960.66
210	Measure M	154,885.79
215	Air Quality Management	239,649.52
225	Asset Seizure	75,638.06
226	Traffic Offender Fund	7,326.83
230	Supplemental Law Enforcement	(3,533.82)
235	Park Development	459,088.27
240	Sewer Construction	11,815.01
245	Storm Drain Construction	42,527.84
250	Thoroughfare Construction	37,606.07
255	Underground Utilities	39.49
260	Street Lighting District	66,357.09
265	Landscape Maintenance	478,469.26
270	Housing and Community Development	(237,138.79)
275	Sewer Maintenance	2,287,316.62
280	Miscellaneous Grants	867,029.78
305	RDA Debt Service	(985,540.96)
401	City Capital Projects	(1,378,052.15)
405	Low & Moderate Housing	867,829.99
410	RDA Capital Projects	(146,011.63)
425	Orangethorpe Corridor	(1,934,204.47)
501	Refuse Administration	2,171,839.27
505	CNG Fueling Station	(904,117.05)
601	Employee Health & Welfare	(537,536.39)
605	Risk Management	705,201.62
610	Equipment Replacement	(358,718.39)
615	Information Technology	(104,859.07)
620	Citywide Services	(675,211.76)
701	Special Deposits	989,135.50
705	H.C.D. Rehabilitation Loans	9,558.51
710	Alta Vista District 85-1	364,189.33
715	Community Facilities District	1,704,487.62
	Total Cash	<u>\$ 6,703,967.66</u>

**CITY OF PLACENTIA  
CERTIFICATION  
AS OF DECEMBER 31, 2010**

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In compliance with the California Government Code Section 53646 et seq., I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the City's expenditure requirements for the next six months and that all investments are in compliance with the City's Investment Policy.

Submitted By:

A handwritten signature in black ink, appearing to read "Karen Ogawa", written over a horizontal line.

Karen Ogawa, Director of Finance



# Placentia City Council

## AGENDA REPORT

**TO:** CITY COUNCIL

**FROM:** CITY ADMINISTRATOR

**DATE:** FEBRUARY 15, 2011

**SUBJECT:** REVISED COOPERATIVE AGREEMENT WITH OCTA FOR METROLINK STATION

### **FINANCIAL**

**IMPACT:** EXPENSE: N/A

REVENUES: Agreement provides up to \$100,000 in cost recovery for City related expenses on the project

### **INTRODUCTION:**

On June 15, 2010 the City Council approved a Cooperative Agreement with the Orange County Transportation Authority (OCTA) for the design and construction of a Metrolink commuter rail station in the City's downtown business district. After the agreement was returned to OCTA for final processing the City was notified by OCTA staff that they would be unable to comply with several material provisions of the agreement due to the funding structure which uses State transportation funds for this project. As a result, OCTA has prepared a revised Cooperative Agreement eliminating those provisions and is now requesting City Council concurrence. This action approves a revised Cooperative Agreement with OCTA for the design, construction, right-of-way acquisition and funding of the Metrolink Station.

### **RECOMMENDATION:**

It is recommended that the City Council:

1. Rescind the Cooperative Agreement with OCTA that was approved on June 15, 2010;
2. Approve a revised Cooperative Agreement with OCTA establishing the specific roles and responsibilities that will be followed in the design, construction, right-of-way acquisition and funding of the Placentia Metrolink Station;
3. Authorize the Mayor to execute all documents necessary to effectuate this agreement.

### **DISCUSSION:**

The City has been working with the Orange County Transportation Authority (OCTA) for a number of years on the design and construction of a Metrolink Station in the City's downtown business area. The Metrolink Station is scheduled to commence construction in 2013 and is anticipated to be completed in early 2015.

On June 15, 2010 the City Council approved a Cooperative Agreement with OCTA. This agreement documents the scope of the project, as well as the roles and responsibilities of both OCTA and the City. Specifically, the City is required to securing adequate right-of-way, easements and/or long-term ground leases to accommodate a minimum of 500 total parking spaces, either through surface parking or parking structure(s), or a combination thereof for the Metrolink Station. In addition, the City is

responsible for preparing all environmental documents necessary to comply with the requirements of the California Environmental Quality Act (CEAQ) and the National Environmental Protection Act (NEPA) for the Metrolink Station.

OCTA's responsibilities include, but are not limited to: the design and construction of the Metrolink Station; demolition of the easterly packing house; and the design and construction a new well site to replace the existing Bradford Street Water Well that is operated by Golden State Water Company. OCTA has also agreed to reimburse the City up to \$100,000 for staff time to review and process construction documents and plans related to the Metrolink Station. Lastly, OCTA had initially agreed to allocate \$750,000 to City towards the construction of a surface parking lot or parking structure on the easterly packing house site and \$500,000 as an offset to the construction of a surface parking lot or parking structure on the City owned parcel off of Main Street. Unfortunately, after the agreement had been approved by the City Council, OCTA's funding group, which is an internal group responsible for determining how projects are funded, determined that because State funds are being used in the development of this project, OCTA would not be able to make a direct contribution of funds to the City as envisioned under the original Cooperative Agreement. Instead OCTA is now planning to contribute, from project savings, towards the construction of a public parking structure on Agency owned land off of Main Street. It is estimated that OCTA may be able to contribute upwards of \$1.5 Million towards the parking structure.

Since OCTA is unable to fulfill material terms in the original Cooperative Agreement due to how this project is funded, OCTA has prepared a revised agreement and is requesting that the City approve this agreement. Staff has reviewed the revised Cooperative Agreement and finds it acceptable as proposed. A copy of this agreement is attached. It is recommended that the City Council approve and authorize the Mayor to execute the revised Cooperative Agreement between OCTA and the City.

Reviewed and approved:

  
\_\_\_\_\_  
Troy L. Butzlaff, IGMA-CM  
City Administrator

Attachments: As Stated

AGENDA ITEM NO.: \_\_\_\_\_

COUNCIL MEETING DATE \_\_\_\_\_

1 COOPERATIVE AGREEMENT NO. C-0-1502

2 BETWEEN

3 ORANGE COUNTY TRANSPORTATION AUTHORITY

4 AND

5 CITY OF PLACENTIA

6 FOR

7 NEW METROLINK COMMUTER RAIL STATION

8 THIS COOPERATIVE AGREEMENT, is effective this \_\_\_\_\_ day of \_\_\_\_\_,

9 2010, (hereafter, "Agreement") by and between the Orange County Transportation Authority, 550 South  
10 Main Street, P.O. Box 14184, Orange, California 92863-1584, a public corporation of the State of  
11 California (hereinafter referred to as "AUTHORITY"), the City of Placentia, a California municipal  
12 corporation (hereinafter referred to as the "CITY").

13 RECITALS:

14 WHEREAS, AUTHORITY and CITY desire to enter into this Agreement for the design and  
15 construction of a Metrolink commuter rail station (herein after referred to as "Station") in the City of  
16 Placentia which will include the design and construction of station platforms, surface parking lots, a third  
17 track, street improvements, and other appurtenant improvements (hereinafter referred to as  
18 "PROJECT"); and

19 WHEREAS, AUTHORITY's Board of Directors adopted a comprehensive funding strategy and  
20 policy direction plan on November 21, 2005, allocating funds to support implementation of capital  
21 PROJECTs for rail service improvements addressed herein; and

22 WHEREAS, California Transportation Commission (CTC) has allocated Two Million Five  
23 Hundred Thousand Dollars (\$2,500,000.00) for design services and Sixteen Million Six Hundred  
24 Thousand Dollars (\$16,600,000.00) for construction of Phase 1 which includes station platforms,  
25 surface parking lots, bridge widening of existing Melrose Street, additional third track and other  
26 appurtenant improvements; and

1           WHEREAS, AUTHORITY will pursue to identify additional federal funds for the PROJECT; and

2           WHEREAS, CITY has certified the environmental impact report – *Westgate Metrolink Station*  
3 *Environmental Impact Report* (SCH NO 2007-11-46) dated March 7, 2007, prepared by Crawford  
4 Multari & Clark Associates for the PROJECT; and

5           WHEREAS, AUTHORITY agrees to act as lead agency for the design and construction of the  
6 PROJECT;

7           WHEREAS, AUTHORITY's Board of Directors approved this Cooperative Agreement on July  
8 26, 2010; and

9           NOW, THEREFORE, it is mutually understood and agreed by AUTHORITY and CITY as  
10 follows:

11           **ARTICLE 1. COMPLETE AGREEMENT**

12           A.       This Agreement, including all exhibits and documents incorporated herein and made  
13 applicable by reference, constitute the complete and exclusive statement of the term(s) and condition(s)  
14 of the agreement between AUTHORITY and CITY and supersedes all prior representations,  
15 understandings and communications, including that certain Memorandum of Understanding No. C-7-  
16 7224, by and between AUTHORITY and CITY. The invalidity in whole or part of any term or condition  
17 of this Agreement shall not affect the validity of other term(s) and condition(s) of this Agreement. The  
18 above-referenced Recitals are true and correct and are incorporated by reference herein.

19           B.       This Agreement specifies the roles and responsibilities that AUTHORITY and CITY will  
20 follow in the design, construction, right-of-way acquisition and funding of the PROJECT. Both  
21 AUTHORITY and CITY agree that each will use best efforts to perform its obligations hereunder and  
22 shall cooperate and coordinate with the other in all activities covered by this Agreement and any other  
23 supplemental agreements relating to the PROJECT.

24           C.       AUTHORITY'S failure to insist on any instance(s) of CITY'S performance of any term(s)  
25 or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of AUTHORITY'S  
26 right to such performance or to future performance of such term(s) or condition(s), and CITY'S

1 obligation in respect thereto shall continue in full force and effect. Changes to any portion of this  
2 Agreement shall not be binding upon AUTHORITY except when specifically confirmed in writing by an  
3 authorized representative of AUTHORITY by way of a written amendment to this Agreement and  
4 issued in accordance with the provisions of this Agreement.

5 D. CITY'S failure to insist on any instance(s) of AUTHORITY's performance of any term(s)  
6 or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of CITY'S right to  
7 such performance or to future performance of such term(s) or condition(s), and AUTHORITY's  
8 obligation in respect thereto shall continue in full force and effect. Changes to any portion of this  
9 Agreement shall not be binding upon CITY except when specifically confirmed in writing by an  
10 authorized representative of CITY by way of a written amendment to this Agreement and issued in  
11 accordance with the provisions of this Agreement.

12 **ARTICLE 2. PROJECT**

13 A. The PROJECT location is illustrated on the Metrolink System Map (Exhibit 1) and  
14 Vicinity Map (Exhibit 2) incorporated herein. It is located along the San Bernardino Subdivision of the  
15 Burlington Northern Santa Fe (hereinafter referred to as "BNSF") railway. The PROJECT will include all  
16 Phase 1 components as detailed in Attachment 1 entitled "Project Description" and shown on the  
17 conceptual plans (Exhibit 3) and parking lot plan (Exhibit 4) incorporated herein.

18 **ARTICLE 3. RESPONSIBILITIES OF THE CITY**

19 CITY agrees to the following responsibilities for PROJECT:

20 A. To complete environmental reviews and approvals required for environmental  
21 clearances pursuant to the National Environmental Protection Act (NEPA) for the PROJECT by  
22 December 2011.

23 B. To make reasonable efforts to issue no-fee permits and perform design reviews for work  
24 done within CITY jurisdiction within thirty (30) calendar days from receipt.

25 /

26 /

1 C. To make available to AUTHORITY, and agents designated by Authority, all necessary  
2 CITY regulations, policies, procedures, manual, standard plans, specifications, and other standards  
3 required for the administration of the PROJECT.

4 D. To provide all required right of way engineering services including but not limited to right  
5 of way plans, appraisal maps, legal descriptions and plat maps.

6 E. To cooperate with AUTHORITY for relocation, protection, and construction of utilities  
7 within CITY, including any CITY-owned utilities and any utilities that are the subject of franchise  
8 agreements approved by CITY; and CITY shall facilitate the preparation of utility agreements, notices,  
9 reports of investigation, specific authorizations, utility certifications and any other tasks associated or  
10 related to the relocation of utilities.

11 F. To agree to exercise and invoke its rights under any applicable state franchise laws or  
12 under any applicable franchise agreements that it has with utilities, to effectuate such rearrangement or  
13 relocation at the expense of the affected utility, as necessary to allow completion of the PROJECT.  
14 CITY shall cooperate with AUTHORITY and provide all appropriate and necessary support to achieve  
15 this result. In the event the public utility fails to make the arrangement or relocation or fails to agree to  
16 make the rearrangement or relocation prior to construction, wherever reasonably feasible, any  
17 relocation of a public utility shall be made to an area covered by a state franchise or local franchise.

18 G. Prior to commencement of construction and in accordance with all applicable Federal  
19 and State laws, identify and acquire fee simple interests and any easements necessary for the  
20 PROJECT, including properties and easements required for temporary or staged construction of  
21 PROJECT; administer the relocation assistance program, perform property management and property  
22 disposal and issue and receive approval of the project right of way certification.

23 H. To provide property for the PROJECT at no cost to AUTHORITY.

24 I. To secure and provide adequate fee simple interests and easements and/or a long-term  
25 ground lease to accommodate a minimum 500 total surface parking spaces one year prior to start of  
26 construction as described in the PROJECT schedule, Attachment 2.

1 J. To verify all required land for the PROJECT is free of Hazardous material.

2 K. To identify and endeavor to secure funding for future parking structures on Lot "A"  
3 (Exhibit 4).

4 L. To participate in the development of a strategic approach for local community  
5 involvement and public outreach activities during implementation of PROJECT, until completion of  
6 construction.

7 M. To participate in the review and commentary on design documents for conformance to  
8 applicable planning codes and ordinances, building design codes and standards, health and safety  
9 codes and ordinances, public safety and facility security requirements, and transit industry best  
10 practices.

11 N. To provide AUTHORITY opportunities to review and comment on studies, reports, plans,  
12 specifications, third party agreements, and other documents related to the PROJECT to the extent that  
13 such documents or third party agreements may obligate AUTHORITY, provide AUTHORITY the  
14 opportunity to review and approve prior to document acceptance by CITY.

15 O. To comply with all federal and state third party contracting laws and regulations as  
16 required.

17 P. To own and maintain all station facilities included in the PROJECT, except for the real  
18 property owned by Burlington Northern Santa Fe Railway (BSNF) that is used for railroad operations,  
19 including but not limited to rails, ties and ballast. Metrolink will maintain and operate facilities related to  
20 communications, ticket vending machines, changeable message signs and other railroad related  
21 equipment.

22 **ARTICLE 4. RESPONSIBILITIES OF AUTHORITY**

23 AUTHORITY agrees to the following responsibilities for PROJECT:

24 A. To apply for funding for Design Phase of PROJECT up to a maximum cumulative  
25 payment obligation amount of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) in State  
26 Transportation Improvement Plan (STIP) allocated funding.

1           B.     To apply for funding for Construction Phase of PROJECT up to a maximum funding  
2 obligation amount of Sixteen Million Six Hundred Thousand Dollars (\$16,600,000.00) in STIP allocated  
3 funding, as outlined in Exhibit 3 to this Agreement.

4           C.     To comply with all federal and state third party contracting laws and regulations as  
5 required.

6           D.     To provide PROJECT management and PROJECT administration.

7           E.     To identify approvals and permits required by CITY, third party public agencies or private  
8 sector entities, including utilities and coordinate activities related to CITY securing such approvals and  
9 permits for construction of PROJECT.

10          F.     To work cooperatively with CITY to identify and secure funding for the completion of a  
11 parking structure to be constructed on Lot "A" as depicted in Exhibit 4.

12          G.     To demolish existing structures and clear site for property acquired by CITY, including  
13 easterly packinghouse site as depicted in Exhibit 4, in accordance with the PROJECT schedule as  
14 outlined in Exhibit 2.

15          H.     To reimburse CITY for staff time to review and process PROJECT documents and  
16 participate in PROJECT related activities for the duration of the Station design and construction. This  
17 funding shall not exceed \$100,000.00.

18          I.     To develop of a strategic approach to, and perform lead role in, local community  
19 involvement and public outreach activities during implementation of PROJECT through completion of  
20 construction.

21          J.     To prepare construction contract documents, advertise and award construction contract,  
22 and conduct construction administration and construction management.

23          K.     To coordinate PROJECT with transit operators and other stakeholders.

24          L.     To coordinate with BNSF and Metrolink for all work to be done in the railroad right of  
25 way. This work will include the addition of a third track, signal improvements and safety training.  
26

1 M. To manage and/or coordinate construction interfaces with adjoining properties and other  
2 concurrent construction projects affecting the PROJECT.

3 N. To manage PROJECT closeout activities, including without limitation walk-through,  
4 punch list, as-built records, and final payment accounting.

5 O. To prepare a joint-use agreement with CITY for the use of a surface parking lot or  
6 parking structure by rail patrons, identified as Lot "C" and depicted in Exhibit 4.

7 **ARTICLE 5. TERM OF AGREEMENT**

8 A. This Agreement shall commence upon execution by all parties, and shall continue in full  
9 force and effect through the earlier of (1) completion of the Scope of Work and reimbursement of the  
10 costs incurred by CITY under the terms of this Agreement, or (2) December 31, 2015, or (3) as  
11 consistent with availability of funding, unless otherwise extended by all parties in writing.

12 B. AUTHORITY and CITY agree to have a projected start of construction in July 2012 per  
13 attachment 2.

14 **ARTICLE 6. INDEMNIFICATION**

15 A. CITY shall indemnify, defend and hold harmless the AUTHORITY, it's officers, directors,  
16 employees and agents from and against any and all claims (including attorney's fees and reasonable  
17 expenses for litigation and settlement) for any loss or damages, bodily injuries, damage to, or loss of  
18 property caused by the negligent acts, omissions or willful misconduct by CITY, or their respective  
19 officers, directors, employees or agents in connection with or arising out of the performance of this  
20 Agreement.

21 B. CITY shall each maintain adequate reserves and/or appropriate limits of insurance  
22 coverage to meet their defense and indemnification obligations as set forth herein. The CITY and  
23 AGENCY will satisfy these obligations at the CITY's discretion.

24 C. AUTHORITY shall indemnify, defend and hold harmless the CITY, and their respective  
25 officers, directors, employees and agents from and against any and all claims (including attorney's fees  
26 and reasonable expenses for litigation and settlement) for any loss or damages, bodily injuries, damage

1 to, or loss of property caused by the negligent acts, omissions or willful misconduct by AUTHORITY, its  
2 Officers, directors, employees or agents in connection with or arising out of the performance of this  
3 Agreement.

4 D. AUTHORITY shall maintain adequate reserves and/or appropriate limits of insurance  
5 coverage to meet its defense and indemnification obligations as set forth herein. How the AUTHORITY  
6 satisfies these obligations shall be left to the AUTHORITY'S discretion.

7 **ARTICLE 7. IT IS MUTUALLY UNDERSTOOD AND AGREED:**

8 All parties agree to the following mutual responsibilities regarding the PROJECT:

9 A. CITY shall secure the funding or finalize the method to fund the parking structures on  
10 Lot "A" (Exhibit 4).

11 B. If funding is secured by CITY to design and construct the parking structure (on Lot "A"),  
12 CITY under a separate agreement, may proceed with the design and construction of the parking  
13 structure and pedestrian access as a separate project.

14 C. This Agreement may only be extended upon mutual written agreement by all parties.

15 D. This Agreement may be terminated by either party after giving thirty (30) days written  
16 notice. Upon receipt of notice from AUTHORITY and CITY shall immediately notify their consultant(s) to  
17 cease work, unless the notice from AUTHORITY provides otherwise. Upon the termination of this  
18 Agreement, AUTHORITY shall pay AGENCY and/or CITY for that portion of the Scope of Work  
19 completed and all allowable reimbursements incurred to the date of termination in compliance with this  
20 Agreement.

21 E. This Agreement may be amended in writing at any time by the mutual consent of both  
22 parties. No amendment shall have any force or effect unless executed in writing by all three parties.

23 F. The persons executing this Agreement on behalf of the parties hereto warrant that they  
24 are duly authorized to execute this Agreement on behalf of said parties and that, by so executing this  
25 Agreement, the parties hereto are formally bound to the provisions of this Agreement.

26 /

G. All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of said notices in person or by depositing said notices in the U.S. mail, registered, or certified mail and addressed as follows:

To CITY:	To AUTHORITY:
City of Placentia	Orange County Transportation Authority
401 East Chapman Avenue Placentia, CA 92870-3715	550 South Main Street P. O. Box 14184 Orange, CA 92863-1584
Attention: Troy L. Butzlaff  City Administrator	Attention: Sarah L. Strader  Senior Contract Administrator  Copy: Pradeep Gunaratne, Program  Manager
Tele 714/ 993-8117; Fax 714/961-0283	Tele 714/560-5633; Fax 714/562-5792
email:	email: sstrader@octa.net

H. Any party may change the notice address by notifying the other parties in writing. Notices may be sent by either facsimile or U.S. Mail. Notices shall be deemed received upon receipt of same or within 3 days of deposit in the U.S. Mail, whichever is earlier. Notices sent by facsimile shall be deemed received on the date of the facsimile transmission.

I. The headings of all sections of this Agreement are inserted solely for the convenience of reference and are not part of and not intended to govern, limit or aid in the construction or interpretation of any terms or provision thereof.

J. The provision of this Agreement shall bind and inure to the benefit of each of the parties hereto and all successors or assigns of the parties hereto.

K. If any term, provision, covenant or condition of this Agreement is held to be invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the remainder to this Agreement shall not be affected thereby, and each term, provision, covenant or condition of this

1 Agreement shall be valid and enforceable to the fullest extent permitted by law.

2 L. This Agreement may be executed and delivered in any number of counterparts, each of  
3 which, when executed and delivered shall be deemed an original and all of which together shall  
4 constitute the same agreement. Facsimile signatures will be permitted.

5 M. Either party shall be excused from performing its obligations under this Agreement  
6 during the time and to the extent that it is prevented from performing by an unforeseeable cause  
7 beyond its control, including but not limited to: any incidence of fire, flood; acts of God; commandeering  
8 of material, products, plants or facilities by the federal, state or local government; national fuel shortage;  
9 or a material act or omission by the other party; when satisfactory evidence of such cause is presented  
10 to the other party, and provided further that such nonperformance is unforeseeable, beyond the control  
11 and is not due to the fault or negligence of the party not performing.

12 N. In addition to any other rights or remedies, either party may take legal action, in law or in  
13 equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific  
14 performance of this Agreement, to obtain injunctive relief, a declaratory judgment or any other remedy  
15 consistent with the purposes of this Agreement.

16 O. This Agreement shall be governed and construed in accordance with the laws of the  
17 State of California. In the event of any legal action to enforce or interpret this Agreement, the sole and  
18 exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the  
19 parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of  
20 Civil Procedure section 394.

21 P. Form of Invoice – Each invoice shall be executed by a designated representative of  
22 CITY appointed by CITY to have such authority and shall be delivered in accordance with Article 7,  
23 subparagraph I, and shall have the following information:

24 /

25 /

26 /

- 1           1. Agreement Number C-0-1502;
- 2           2. The time period covered by the invoice;
- 3           3. Monthly Progress Report which includes a detailed description of the progress of
- 4 the PROJECTS;
- 5           4. Total monthly invoice amount; and
- 6           5. Such other information as requested by AUTHORITY.

**ARTICLE 8. CHANGED CIRCUMSTANCES**

Each party shall promptly notify the other party in writing of any legal impediment, change of circumstance, pending litigation, or any other event, occurrence, or condition that may adversely affect such party's ability to carry out and perform any of the duties, services, and/or obligations under the Agreement.

**ARTICLE 9. NO RIGHTS IN PUBLIC**

Nothing contained herein shall be deemed to create any rights in the general public, nor be deemed to be a gift or a dedication of any portion of any of the Subject Improvements to or for the general public or for any public purpose whatsoever, it being the intention of the parties that this Agreement shall be strictly limited to and for the purposes herein expressed.

**ARTICLE 10. SUCCESSORS**

Each of the terms and conditions of this Agreement shall inure to the benefit of and shall bind, as the case may be, not only the parties hereto, but each and every one of the heirs, executors, administrators, successors, assignees, and legal representatives of the parties.

**ARTICLE 11. EXHIBITS**

A. This Agreement includes the following Exhibits, which are attached hereto and are incorporated herein by reference:

- 24 /
- 25 /
- 26 /





# Placentia Redevelopment Agency

## AGENDA REPORT

TO: AGENCY BOARD

VIA: EXECUTIVE DIRECTOR

FROM: ASSISTANT CITY ADMINISTRATOR

DATE: FEBRUARY 15, 2011

SUBJECT: APPROVAL OF RESOLUTIONS MAKING FINDINGS FOR USE OF LOW-MODERATE INCOME HOUSING FUNDS FOR AGENCY OWNED PROPERTIES LOCATED AT 323 BAKER STREET AND 229 ALTA STREET

FINANCIAL  
IMPACT: NONE

### **INTRODUCTION:**

The Redevelopment Agency for the City of Placentia (Agency) purchased two (2) properties in 2005 and 2006 which remain within the Agency's ownership. During a review by the Agency's external auditors, it was determined that resolutions approving the use of Low-Moderate Income Housing Funds were not adopted at the time of the original purchases or subsequent reimbursement to the original funding source. This action will approve two (2) resolutions making findings to support the use of Low-Moderate Income Housing Funds with regard to the two (2) properties.

### **RECOMMENDATION:**

It is recommended that the Redevelopment Agency Board of Directors:

1. Adopt Resolution RA-2011-\_\_\_, a resolution of the Board of Directors of the Redevelopment Agency of the City of Placentia approving the expenditure and making findings for use of Low-Moderate Housing Income Funds for Agency-owned property at 229 Alta Street; and,
2. Adopt Resolution RA-2011-\_\_\_ a resolution of the Board of Directors of the Redevelopment Agency of the City of Placentia approving the expenditure and making findings for use of Low-Moderate Housing Income Funds for Agency-owned property at 323 Baker Street.

### **DISCUSSION:**

During the Agency's external audit of Fiscal Year 2009-10 it was determined that two properties did not have resolutions approving the use of Low-Moderate Income Housing Funds adopted with regard to the acquisitions. The two properties in question were first purchased by the Agency in 2005 and 2006 and were related to the Agency's effort to revitalize Downtown Placentia and provide additional parking and/or affordable housing options related to the proposed Placentia Metrolink Station.

1k

February 15, 2011

The first property, located at 229 Alta Street, was purchased through Agency action on September 6, 2005. The property was initially proposed to be a remote parking location and the use was changed after reassessment of the highest and best use: That of providing affordable housing. On April 3, 2007 the Agency approved the reimbursement of the Capital Projects Fund by the Low-Moderate Income Housing Fund. While the staff report contained findings for using the Low-Moderate Income Housing Fund, those findings were not approved in an Agency resolution.

The second property, located at 323 Baker Street, was purchased through Agency action on June 9, 2006. The property was purchased using 2002 Series A bond proceeds deposited into the Low-Moderate Income Housing Fund. The property is located within an area currently being reviewed for an affordable housing development. The Board Action on June 9, 2006 contained findings for using Low-Moderate Income Housing Funds but those findings were not contained in an Agency resolution.

Both properties are not within the redevelopment project area but are immediately adjacent to and share a border with the project area.

Accordingly, due to the recommendation of the Agency's external auditors, it is recommended that the Agency make appropriate findings related to each property in a resolution format.

**FINANCIAL IMPACT:**

None.

Submitted by:



Kenneth A. Domer  
Assistant City Administrator

Reviewed and approved:



Troy L. Butzlaff, ICMA-CM  
Executive Director

Attachments: RA-2011-\_\_\_\_\_  
RA-2011-\_\_\_\_\_

RESOLUTION NO. RA-2011-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF THE CITY OF PLACENTIA APPROVING THE EXPENDITURE AND MAKING FINDINGS FOR USE OF LOW AND MODERATE HOUSING INCOME FUNDS FOR AGENCY-OWNED PROPERTY AT 229 ALTA STREET.

**A. Recitals.**

(i) On September 6, 2005 the Redevelopment Agency of the City of Placentia ("Agency") approved the purchase of one (1) parcel located at 229 Alta Street (APN 339-061-10) in the City of Placentia, California (the "Property") and title to said Property transferred to the Agency on September 29, 2005.

(ii) The Property was originally purchased with proceeds from the Agency's 2002 Series B Bonds to create parking associated with Downtown Placentia improvements, including the Placentia Metrolink Station.

(iii) By Agency Board approval on April 3, 2007, the original funding source was reimbursed with Low-Moderate Income Housing Funds based on the intention of the Agency to utilize the Property as affordable housing to partially fulfill the Agency's obligation to preserve and increase the stock of affordable housing within the community.

(iv) The Property is located in a primarily low and moderate income area coterminous with the boundaries of the Agency.

(v) The Property is currently leased to an income eligible family, is residentially zoned and the Agency intends to continue to utilize the Property for affordable housing purposes.

(vi) The use of monies from the Low-Moderate Income Housing Fund has and will continue to benefit the supply of affordable housing within the City of Placentia and will further the interests of the Agency in that regard.

(vii) The Agency, in its Board action of April 3, 2007 made findings within the staff report for the use

of Low-Moderate Income Housing Funds to reimburse the capital projects fund for the purchase, and subsequent to that act Low and Moderate Income Housing Funds have been used for repairs to the Property.

(viii) Through the Agency's annual external audit review it was determined that findings were not made within a Board-approved resolution, thereby necessitating that findings be made by the current Board of Directors in order to satisfy external audit findings.

(ix) All legal prerequisites to the adoption of this Resolution have occurred.

#### **B. Resolution**

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF THE CITY OF PLACENTIA DOES HEREBY RESOLVE:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.

2. Based upon the findings, the use of the Low-Moderate Income Housing Fund is consistent with the Five Year Annual Plan and Agency Housing Program to create or preserve the supply of affordable housing. Findings within the April 3, 2007 Agenda Report included that the property met the need for an additional unit to satisfy outstanding requirement of eight units of low and moderate income housing created by the "Clementine" project within the Project Area.

3. The use of monies from the Low-Moderate Income Housing Fund for the prior reimbursement and continuing provision of affordable housing opportunities is reapproved.

PASSED ADOPTED AND APPROVED this 15<sup>th</sup> day of February, 2011.

---

SCOTT W. NELSON, CHAIRMAN

Attest:

PATRICK J. MELIA, SECRETARY

STATE OF CALIFORNIA  
COUNTY OF ORANGE

I, Patrick J. Melia, Secretary of the Redevelopment Agency of the City of Placentia, do hereby certify that the foregoing resolution was adopted at a regular meeting of the Redevelopment Agency of the City of Placentia held on the 15<sup>th</sup> day of February, 2011 by the following vote:

AYES:	AGENCY MEMBERS:
NOES:	AGENCY MEMBERS:
ABSENT:	AGENCY MEMBERS:
ABSTAIN:	AGENCY MEMBERS:

PATRICK J. MELIA, SECRETARY

APPROVED AS TO FORM:

ANDREW V. ARCZYNSKI, AGENCY COUNSEL

RESOLUTION NO. RA-2011-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF THE CITY OF PLACENTIA APPROVING THE EXPENDITURE AND MAKING FINDINGS FOR USE OF LOW AND MODERATE HOUSING INCOME FUNDS FOR AGENCY-OWNED PROPERTY AT 323 BAKER STREET.

**A. Recitals.**

(i) On September 6, 2005 the Redevelopment Agency of the City of Placentia ("Agency") approved the purchase of one (1) parcel located at 323 Baker Street (APN 339-392-19) in the City of Placentia, California ("Property") and title to said Property transferred to the Agency on September 29, 2005.

(ii) The Property was originally purchased with Low and Moderate Income Housing Funds in connection with the Agency's efforts to implement the Placentia Westgate Specific Plan and transit-oriented development surrounding the proposed Placentia Metrolink Station.

(iii) The Property is located in a primarily low and moderate income area coterminous with the boundaries of the Agency.

(iv) The Property is vacant and residentially zoned and the Agency intends to utilize the Property for an affordable housing development to diminish a blighting influence to the immediate residential neighborhood using monies from the Low and Moderate Income Housing Fund.

(v) The use of monies from the Low and Moderate Income Housing Fund will benefit the supply of affordable housing within the City of Placentia and will further the interests of the Agency in that regard.

(vi) The Agency, in its original Board action of June 9, 2006 made findings within the approved staff report related to the purchase of the Property.

(vii) Through the Agency's annual external audit review it was determined that findings were not made within a Board-approved resolution, thereby necessitating that findings be made by the current Board of Directors in order to satisfy external audit requirements.

(viii) All legal prerequisites to the adoption of this Resolution have occurred.

**B. Resolution**

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF THE CITY OF PLACENTIA DOES HEREBY RESOLVE:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.

2. Based upon the findings, the use of the Low-Moderate Income Housing Fund is consistent with the Five Year Annual Plan and Agency Housing Program to create or preserve the supply of affordable housing.

3. The Executive Director shall utilize monies from the Low-Moderate Income Housing Fund for the future development of the Property.

PASSED ADOPTED AND APPROVED this 15<sup>th</sup> day of February, 2011.

---

SCOTT W. NELSON, CHAIRMAN

Attest:

---

PATRICK J. MELIA, SECRETARY

STATE OF CALIFORNIA  
COUNTY OF ORANGE

I, Patrick J. Melia, Secretary of the Redevelopment Agency of the City of Placentia, do hereby certify that the foregoing resolution was adopted at a regular meeting of the Redevelopment Agency of the City of Placentia held on the 15<sup>th</sup> day of February, 2011 by the following vote:

AYES:	AGENCY MEMBERS:
NOES:	AGENCY MEMBERS:
ABSENT:	AGENCY MEMBERS:
ABSTAIN:	AGENCY MEMBERS:

PATRICK J. MELIA, SECRETARY

APPROVED AS TO FORM:

ANDREW V. ARCZYNSKI, AGENCY COUNSEL



# Placentia City Council

## AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: ASSISTANT CITY ADMINISTRATOR

DATE: FEBRUARY 15, 2011

SUBJECT: AMENDMENT OF CHAPTER 1.10 OF TITLE 1 OF THE PLACENTIA MUNICIPAL CODE RELATING TO ADMINISTRATIVE CITATIONS, PROCEDURES FOR MAILING COURTESY NOTICES AND LENGTH OF APPEAL

FINANCIAL  
IMPACT: EXPENDITURE REDUCTION DUE TO REDUCE MAILING COSTS

### INTRODUCTION:

As a matter of practice, ordinances within the Placentia Municipal Code are routinely reviewed for effectiveness, legality and whether State or Federal law forces an update. Since the inception of the Administrative Citation process, staff has monitored the program and is recommending minor changes at this time in order to increase the effectiveness and responsiveness of the code. This action will amend the service of administrative citations to allow courtesy notices, which do not contain any fine, to be mailed by first-class mail or be posted on the site of the violation instead of sent through registered mail. Additionally, it is proposed to increase the amount of time provided to a person who receives an administrative citation from ten (10) days to fifteen (15) days.

### RECOMMENDATION:

That the City Council adopt Ordinance No. 0-2011-\_\_\_\_, an ordinance of the City Council of the City of Placentia, amending Sections 1.10.040, 1.10.070, 1.10.100 and 1.10.130 of Chapter 1.10 of Title 1 of the Placentia Municipal Code relating to service of administrative citations, pre-citation and courtesy notices, time to appeal and service of hearing officer decisions and notices.

### DISCUSSION:

The Administrative Citation process was added through Ordinance O-2008-11 adopted by the City Council on September 16, 2008. The Administration Citation process is an alternative method to enforce municipal code violations. The process allows Code Enforcement and Police Department staff to issue a courtesy notice or, for subsequent violations of the same code, an administrative citation to the responsible party.

Briefly, the Administrative Citation process allows staff, specifically Code Enforcement, to address a first violation of the Placentia Municipal Code through the issuance of a courtesy notice. Courtesy notices are the first step in the code enforcement process and serves only as notice to cease and fix a violation. Typically, a violator is given fourteen to thirty days in which

4a

February 15, 2011

to address a violation, depending on the nature of the violation. If a violation persists after the deadline provided in the courtesy notice a second step an administrative citation, is issued. An administrative citation carries with it a first time fine of \$100 per violation. Depending on the type of violation, another deadline is provided for remedying the violation. Second violations carry a \$200 fine and the third, and subsequent, violations are fined \$500. Generally, the courtesy notice corrects the violation and the City does not need to issue an administrative citation.

Over the last two years staff has successfully implemented the process and during this time two issues arose which necessitated further review. First, due to mail delivery times, holidays or staff work schedules, there were instances in which an administrative citation was issued for a violation and properly mailed, but the time provided to the violator upon receipt of the citation was less than intended and therefore is not deemed a good business practice. Accordingly, it is recommended to change Section 1.10.070 to increase the amount of time allowed for a property owner to complete a request for hearing form and returning it to the City. As drafted, the time would increase from ten days to fifteen days from the date of the administrative citation. This recommendation is intended to enhance customer service and is not expected to change compliance with notices or increase costs to the City.

Second, it is proposed that the code be amended with regard to courtesy notices and how they are served. As described, courtesy notices are simply a notice, with no fine, to a violator requesting that a violation be corrected. In 2009 there were approximately 1,170 courtesy notices issued while in 2010 (due to only six months of part-time Code Enforcement staff) there were 863 courtesy notices issued. Generally, over 75% of the time courtesy notices are effective in addressing the code violation.

Currently, the Code requires that administrative citations, including courtesy notices, be first served through personal service – physically locating the violator and having them sign the notice. Often, for zoning code violations, the property owner is not home so this option is not available. The second-step method of service is to mail the courtesy notice by certified mail with a return receipt and by first-class mail. Finally, if all other methods fail, the location may be posted. Currently it costs the City at least \$5.98 in mailing charges for each courtesy notice violation. The current code is prescriptive in the order of servicing: first step is personal service; second step is certified mail; and, if the above two methods fail, then posting the site is allowed.

The proposed amendment will change the method of service for courtesy notices to allow for courtesy notices to be mailed by first class mail. A courtesy notice may still be personally served or posted on the site, but not required as a first step. The proposed amendment does not change how an administrative citation is served as the certified mail, return receipt process is important in the overall Code Enforcement process for cases that are not corrected.

### **Proposed Code Changes**

The following are the four sections proposed to be changed with ~~strikeout~~ and underline to delineate the changes:

*Section 1.10.040. Service Procedures.*

*(b). Service of Citation by Mail. If the enforcement officer is unable to locate the responsible person, the administrative citation shall be mailed to the responsible person by certified mail, postage prepaid with a requested return receipt. Simultaneously, the citation ~~may~~shall be sent by first class mail. If the citation is sent by certified mail and returned unsigned, then service shall be deemed effective pursuant to first class mail, provided the citation sent by first class mail is not returned in accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a. A pre-citation or courtesy notice may be mailed to the responsible person solely by first class mail in accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a as the same may be amended from time to time.*

*Section 1.10.070(a). Appeal of Administrative Citation*

*(a). Any recipient of an administrative citation may contest that there was a violation of the Placentia Municipal Code or that he or she is the responsible person or the amount of any fine imposed by completing a request for hearing form provided by the city and returning it to the city within ~~ten~~ (15) days from the date of the administrative citation, together with an advanced deposit of the fine imposed. Any administrative citation fine which has been deposited shall be refunded if it is determined, after a hearing, that the person charged in the administrative citation was not responsible for the violation(s) or that there was no violation(s) as charged in the administrative citation. If the hearing officer determines that a lower fine should have been imposed, the amount paid in excess of the fine determined by the hearing officer shall be refunded.*

*Section 1.10.100. Hearing Officer's Decision.*

*(d). The recipient of the administrative citation shall be served with a copy of the hearing officer's written decision. ~~Such notice may be given~~ Service of such decision shall be made either by personal delivery thereof to the person to be notified or by deposit in the United States mail, ~~by first class mail in a sealed envelope, postage prepaid, addressed to such person to be notified, at his or her last known business or residence address as the same appears in the public records~~ accordance with the provisions of the city or other records pertaining to the matter to which such notice is directed. California Code of Civil Procedure §§ 1013 and 1013a. Service ~~by mail of the decision shall be deemed to have been completed~~ complete at the time of deposit in the ~~post office~~ accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a as the same may be amended from time to time.*

*Section 1.10.130. Notices*

*(a). The ~~administration~~ administrative citation and all notices to be given ~~by~~ pursuant to this chapter shall be served ~~on~~ upon the responsible person in accordance with the provisions of this chapter. Unless different provisions herein are otherwise specifically made, such citation or notice may be given either by personal delivery thereof to the person to be notified or by deposit in the United States mail, in a sealed envelope, postage prepaid, addressed to such person to be notified, at his or her last known business or residence address as the same appears in the public records accordance with the provisions of the city or other records pertaining to the matter to which such notice is directed. California Code of Civil Procedure §§ 1013 and 1013a. Service ~~by mail shall be deemed to have been completed~~ complete at the time of deposit in the ~~post office~~ accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a as the same may be amended from time to time.*

The cited sections within the California Code of Civil Procedures deal with notices, and filing and service of papers. Under these sections: "... the act of service is complete at the time of the deposit, but any period of notice and any right or duty to do any act or make any response within any period or on a date certain after service of the document, which time period or date is prescribed by statute or rule of court, shall be extended five calendar days, upon service by mail..." Accordingly, for a courtesy notice that is served via first class mail, the time to comply that is provided for within the notice shall be extended by five (5) calendar days for in-state addresses. This time extension is consistent with the extension proposed to be provided to recipients of actual administrative citations.

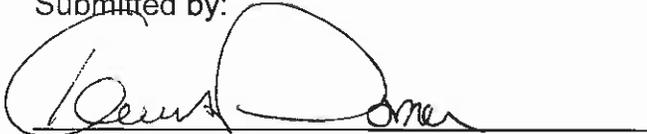
**FISCAL IMPACT**

Code Enforcement budgeted \$5,000 for postage in 2010-11. As reported in the December Exceptions Report, for the month ending December 31, 2010 the budget was 83% expended. A mid-year budget adjustment was approved by the City Council on February 1, 2011 for an additional \$5,000. If the above code amendment is approved it is estimated that Code Enforcement could reduce its annual budget request for postage to \$3,000.

**SUMMARY**

Based on review by Staff and concurrence by the City Attorney's Office, it is recommended that the City Council amend Chapter 1.10 of the Placentia Municipal Code. The amendments provide more time for property owners and residents in which to appeal a Notice of Violation and provide new, streamlined and less costly methods of serving courtesy notices.

Submitted by:



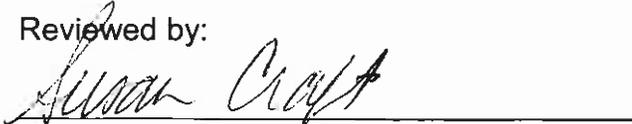
Kenneth A. Domer  
Assistant City Administrator

Reviewed and approved:



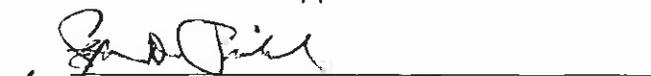
Troy L. Butzlaff, ICMA-CM  
City Administrator

Reviewed by:



Susan Craft  
Code Enforcement Officer

Reviewed and approved:



Andrew V. Arczynski  
City Attorney

Attachment: Ordinance O-2011-\_\_\_\_\_

ORDINANCE NO. 0-2011-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, AMENDING SECTIONS 1.10.040, 1.10.070, 1.10.100 AND 1.10.130 OF CHAPTER 1.10 OF TITLE 1 OF THE PLACENTIA MUNICIPAL CODE RELATING TO SERVICE OF ADMINISTRATIVE CITATIONS, PRE-CITATIONS AND COURTESY NOTICES, TIME TO APPEAL AND SERVICE OF HEARING OFFICER DECISIONS AND NOTICES.

City Attorney's Summary

This Ordinance amends §§ 1.10.040, 1.10.070, 1.10.100 and 1.10.130 of Chapter 1.10 of Title 1 of the Placentia Municipal Code regarding the method of service of administrative citations, pre-citations or courtesy notices as well as modifying the time for appeal of an administrative citation, the method of service of a decision of the hearing officer subsequent to a hearing on the appeal of an administrative citation and service of notices under Chapter 1.10.

**A. Recitals.**

(i) Pursuant to the procedures set forth in Chapter 1.10 of the Placentia Municipal Code, provision is made for alternative methods of enforcement of violations of the Placentia Municipal Code or applicable state codes.

(ii) The City Council desires to streamline the procedures for service of citations, notices and related documents and to reduce City costs in administering Chapter 1.10 of the Placentia Municipal Code.

(iii) All legal prerequisites to the adoption of this ordinance have occurred.

**B. Ordinance.**

The City Council of the City of Placentia does ordain as follows:

Section 1. In all respects as set forth in the Recitals, Part A., of this Ordinance.

Section 2. Section 1.10.040(b) of Chapter 1.10 of Title 1 of the Placentia Municipal Code hereby is amended to read, in words and figures, as follows:

**"Section 1.10.040. Service Procedures.**

"(b). Service of Citation by Mail. If the enforcement officer is unable to locate the responsible person, the administrative citation shall be mailed to the responsible person by certified mail, postage prepaid with a requested return receipt. Simultaneously, the citation shall be sent by first class mail. If the citation is sent by certified mail and returned unsigned, then service shall be deemed effective in accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a. A pre-citation or courtesy notice may be mailed to the responsible person solely by first class mail in accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a as the same may be amended from time to time."

Section 3. Section 1.10.070(a) of Chapter 1.10 of Title 1 of the Placentia Municipal Code hereby is amended to read, in words and figures, as follows:

**"Section 1.10.070(a). Appeal of Administrative Citation.**

"(a). Any recipient of an administrative citation may contest that there was a violation of the Placentia Municipal Code or that he or she is the responsible person or the amount of any fine imposed by completing a request for hearing form provided by the city and returning it to the city within fifteen (15) days from the date of the administrative citation, together with an advanced deposit of the fine imposed. Any administrative citation fine which has been deposited shall be refunded if it is determined, after hearing, that the person charged in the administrative citation was not responsible for the violation(s) or that there was no violation(s) as charged in the administrative citation. If the hearing officer determines that a lower fine should have been imposed, the amount paid in excess of the fine determined by the hearing officer shall be refunded."

Section 4. Section 1.10.100(d) of Chapter 1.10 of Title 1 of the Placentia Municipal Code hereby is amended to read, in words and figures, as follows:

**"Section 1.10.100. Hearing Officer's Decision.**

"(d). The recipient of the administrative citation shall be served with a copy of the hearing officer's written decision. Service of such decision shall be made either by personal delivery thereof to the person to be notified or by deposit in the United States mail by first class mail in accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a. Service of the decision shall be deemed complete at the time of deposit in accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a as the same may be amended from time to time."

Section 5. Section 1.10.130(a) of Chapter 1.10 of Title 1 of the Placentia Municipal Code hereby is amended to read, in words and figures, as follows:

**"Section 1.10.130. Notices.**

"(a). The administrative citation and all notices to be given pursuant to this chapter shall be served upon the responsible person in accordance with the provisions of this chapter. Unless different provisions herein are otherwise specifically made, such citation or notice may be given either by personal delivery thereof to the person to be notified or by deposit in the United States mail in accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a. Service shall be deemed complete at the time of deposit in accordance with the provisions of California Code of Civil Procedure §§ 1013 and 1013a as the same may be amended from time to time."

**Section 6. Severability.**

The City Council declares that, should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

Section 7. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after passage.

PASSED and ADOPTED this \_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
SCOTT W. NELSON, MAYOR

ATTEST:

\_\_\_\_\_  
PATRICK J. MELIA, CITY CLERK

I, PATRICK J. MELIA, City Clerk of the City of Placentia, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2011 and was finally adopted at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2011, by the following vote:

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

---

PATRICK J. MELIA,  
CITY CLERK

APPROVED AS TO FORM

---

ANDREW V. ARCZYNSKI,  
CITY ATTORNEY



# Placentia City Council

## AGENDA REPORT

TO: City Council

VIA: City Administrator

FROM: Director of Administrative Services/Community Services

DATE: February 15, 2011

SUBJECT: ADOPTION OF RESOLUTIONS OF THE CITY OF PLACENTIA APPROVING A CITY-WIDE DOCUMENT RETENTION SCHEDULE AND AMENDMENTS TO THE CITY POLICY AND PROCEDURE MANUAL REGARDING AUDIO RECORDINGS AND RECORDS RETENTION

FINANCIAL IMPACT: Expense: None

### **INTRODUCTION:**

The City retained a consultant to perform a comprehensive review of the Records Management program (RM program). The purpose of the review is to update the City's records retention policies and implement an electronic document management system master plan (EDMS). The adoption of the RM program will help protect the City's vital records, improve efficiency in retrieval of essential documents, provide for more effective use of staff resources, resulting in cost savings. This action will approve resolutions adopting a City-wide records retention schedule and amend the City's Policy and Procedure Manual regarding audio recordings and records retention.

### **RECOMMENDATION:**

It is recommended that the City Council:

1. Adopt Resolution No. 2011-\_\_\_, A resolution of the City of Placentia adopting the City-wide retention schedule; and
2. Adopt Resolution No. 2011\_\_\_, A resolution of the City Council of the City of Placentia approving and adopting amendments to the City of Placentia Policy and Procedure Manual regarding audio recordings and records retention.

### **DISCUSSION:**

City staff retained Gladwell Governmental Services, Inc., an expert in local government records, to assess the City's current records management practices. The project is comprised of two phases: Phase I: Assessment of the current RM program status and development of a legally sound records retention schedule and, Phase II: Assessment of the City's electronic document

**4b**

February 15, 2011

management system (EDMS), the EDMS infrastructure and vendor service agreement, in order to effectively develop a City-wide EDMS master plan.

After evaluating the City's current records management practices the consultant found the following:

- Limited storage space in City facilities;
- Redundancy in departments filing and storing copies of the same records;
- A significant amount of permanent records for business purposes;
- Escalating records storage expenses;
- Technology advancements, including the potential to expand the utilization of the City's existing electronic document management system (Laserfiche); and
- Changes in law which affect a given document's lifecycle.

The consultant, through extensive involvement with each department, has developed a RM program, City-wide retention schedules, and revised/new policies. This guided process has resulted in clear, specific records descriptions and retention periods which matched the needs of the City's business operations. In addition, the consultant performed a compliance review to insure that current law and technology recommendations were applied to the management of Placentia's records.

The recommended resolutions provide the legal and robust tools (the City-wide records retention schedule and Policies 130 and 135) for managing the lifecycle of vital City records. Specifically, the retention schedule will allow City staff to apply efficient and economical methods for the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City.

City staff is currently working with the consultant on completing Phase II of the process – the creation of the City's Electronic Data Management System (EDMS) master plan and will return to the City Council with recommendations in the near future on how to best utilize technology to improve the efficiency and reliability of our records management system.

**Fiscal Impact:**

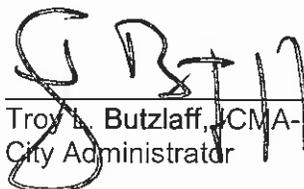
It is expected that the City will realize savings in both labor and storage expenses, including the avoidance of future storage and/or construction costs (to store a high volume of paper records) and the potential costs of litigation due to the retention of outdated and inactive records.

Submitted by:

Reviewed and approved:



Stepehn D. Pischel, Director of Administrative  
and Community Services



Troy L. Butzlaff, CMA-DM  
City Administrator

RESOLUTION NO. R-2011-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS**

**A. Recitals.**

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

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

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

**B. Resolution.**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

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

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

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

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

PASSED AND ADOPTED this 15<sup>th</sup> day of February, 2011.

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SCOTT W. NELSON, MAYOR

ATTEST:

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PATRICK J. MELIA, CITY CLERK

I, Patrick J. Melia, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Placentia, held on the 1<sup>st</sup> day of December, 2009, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

---

PATRICK J. MELIA,  
CITY CLERK

APPROVED AS TO FORM:

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ANDREW V. ARCZYNSKI,  
CITY ATTORNEY  
RESOLUTION NO. R-2011-  
PAGE 2 of 2

**RETENTION OF AUDIO RECORDINGS:  
CITY COUNCIL, COMMISSION AND COMMITTEE MEETINGS**

The City Clerk shall cause to be committed to tape or digital recording, the whole of each regular, adjourned regular and special meeting of the City Council in order to facilitate in the preparation of the minutes thereof.

For the period of time during which the Clerk's Office is preparing the minutes of a City Council meeting, the recording shall be available to the Clerk's Office for the preparation of those minutes. Following the preparation of minutes, the recordings shall be available to the public on a first-come, first-served basis in the City Clerk's Office. A listening device shall be provided to enable the borrower to listen to the recording privately and not disturb others in the office. Repealed 1996, 96-O-104.

Recordings of meetings shall be retained for a thirty (30) day period in accordance with the provisions of California Government Code § 54953.5(b). Thereafter, the recordings may be erased or reused, at the City Clerk's option,.

Commission and committee meetings shall be recorded in accordance with the policy established for City Council meetings.

The recording of meetings shall be regarded as secondary to the actual transcript of meetings in note form. Recordings shall remain a supplement to note-taking and an aid, rather than the primary device or the legal record.

**RETENTION OF CITY RECORDS**

The City Clerk has prepared a City-wide Records Retention Schedule and Procedures. The purpose of the Records Retention Schedule and Procedures is to reduce administrative expenses, free valuable space within City facilities, reduce the costs of records storage and eliminate duplication of effort within the City. In addition, the Records Retention Schedule and Procedures will assist in the locating of records and provides for the determination of media to store City records.

The appropriate maintenance and retention, and proper destruction, of City records is vital to the continuing mission of the City. Implementation of the Records Retention Schedule and Procedures will ensure compliance with the City Charter and the California Government Code.

A full, true and correct copy of the Records Retention Schedule and Procedures prepared by the City Clerk shall be maintained in the Office of the City Clerk and the portions thereof relevant to the various departments of the City shall be distributed to the heads of each such department. The retention, purging and destruction of City records shall comply with the requirements of the Records Retention Schedule and Procedures established by City Council Resolution and California Government Code § 34090, *et seq.*, as the same may be amended from time to time.

RESOLUTION NO. R-2011-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA APPROVING AND ADOPTING AMENDMENTS TO THE CITY OF PLACENTIA POLICY AND PROCEDURE MANUAL REGARDING AUDIO RECORDINGS AND RECORDS RETENTION.

**A. Recitals.**

(i) The City of Placentia heretofore has adopted policies and procedures for the guidance of all elected and appointed officials, officers and employees of the City as well as to establish policies and procedures for the implementation of provisions of the Placentia Municipal Code and provisions of state and federal law.

(ii) The City Administrator has caused the Policy and Procedure Manual of the City of Placentia to be reviewed and revised to set forth practices and procedures for with regard to the retention and destruction of audio recordings and records. As a result, the City Clerk has proposed amendments to Policy No. PM 130, Audio Recordings of City Council, Commission and Committee Meetings and the generation of a new Policy No. PM 135, Retention of City Records.

(iii) California Government Code § 34090, et seq., authorizes the destruction of records under specified circumstances.

(iv) A full, true and correct copy of the Policies Nos. PM 130 and PM 135, to incorporated into the Procedure Manual of the City of Placentia are attached hereto and by this reference incorporated herein.

(v) All legal prerequisites to the adoption of this Resolution have occurred.

**B. Resolution.**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.

2. That Policy Nos. PM 130 and PM 135 hereby are adopted and incorporated into the Policy and Procedure Manual of the City of Placentia.

3. The Records Retention Schedule and Procedures identified in Policy No. PM 135 shall be maintained on file in the Office of the City Clerk and each department of the City shall be provided a copy thereof.

PASSED AND ADOPTED this 15<sup>th</sup> day of February, 2011.

---

SCOTT W. NELSON, MAYOR

ATTEST:

---

PATRICK J. MELIA, CITY CLERK

I, Patrick J. Melia, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Placentia, held on the 1<sup>st</sup> day of December, 2009, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

---

PATRICK J. MELIA,  
CITY CLERK

APPROVED AS TO FORM:

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ANDREW V. ARCZYNSKI,  
CITY ATTORNEY

RESOLUTION NO. R-2011-  
PAGE 2 of 2

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
Lead Dept.		<p>Accident / Injury reports: <b>PUBLIC</b></p> <p>(Send Employee Reports to Personnel / Human Resources)</p>	2 years		2 years	Mag, Ppr				GC \$34090
Finance		<p>Accounts Payable, Invoices, Petty Cash, Warrant Requests, Cash Awards to Youth, etc.</p> <p><b>if ALL backup is forwarded to Finance</b></p>	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Ppr	Yes: Before Payment			All originals go to Finance (these are copies); GC \$34090.7
City Clerk		Agenda Packets / Staff Reports:	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Mfr, OD, Ppr		S	Yes: After 2 years	GC \$34090.7
City Clerk		Agreements & Contracts	Send Originals to the City Clerk		Send Originals to the City Clerk	Mag, Mfr, OD, Ppr		S	Yes: After 2 years	GC \$34090.7

## RECORDS RETENTION SCHEDULE LEGEND

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Do not duplicate or distribute without prior written permission

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

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

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

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

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

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

**P = Permanent**

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

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

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

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

**Destroy Paper after Imaged & QC'd (*guideline, if record is imaged*):** QC'd=Quality Checked. "Yes" indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk – CD-R, WORM or DVD-R), and both the images and indexing Quality Checked ("QC'd").

### Legend for legal citations.(\$: Section)

CC: Civil Code (CA)  
CFC: California Fire Code  
EVC: Evidence Code (CA)  
FTB: Franchise Tax Board (CA)  
HUD: Housing & Urban Develop. (US)  
PC: Penal Code (CA)  
UBC: Uniform Building Code  
USC: United States Code (US)

B&P: Business & Professions Code (CA)  
CCP: Code of Civil Procedure (CA)  
CFR: Code of Federal Regulations (US)  
FA: Food & Agriculture Code  
GC: Government Code (CA)  
LC: Labor Code (CA)  
R&T: Revenue & Taxation Code (CA)  
UFC: Uniform Fire Code  
VC: Vehicle Code (CA)

CBC: California Building Code  
CCR: California Code of Regulations (CA)  
EC: Elections Code (CA)  
FC: Family Code (CA)  
H&S: Health & Safety Code (CA)  
Ops. Atty. Gen.: Attorney General Opinions (CA)  
UAC: Uniform Administrative Code  
UPC: Uniform Plumbing Code  
W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)								
<p>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p>								
Lead Dept.		<p>Agreements &amp; Contracts - <b>ADMINISTRATION RECORDS</b> Project Schedules, Correspondence with Contractor, Insurance Certificates, etc.</p>	<p>Completion 10 years</p>	<p>Yes: Before Completion</p>	<p>Mag, Mfr, OD, Ppr</p>	<p>S/I</p>	<p>Yes: Upon Completion</p>	<p>Covers E&amp;O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts &amp; Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090</p>
Lead Dept.		<p>Agreements &amp; Contracts: <b>UNSUCCESSFUL BIDS or RESPONSES to RFPs</b> (Request for Proposals) and/or RFPs (Request for Qualifications) that don't result in a contract</p>	<p>2 years</p>		<p>Mag, Ppr</p>			<p>The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090</p>
Lead Dept.		<p>Appeals</p>	<p>The Retention of the Appealed Record Series</p>		<p>Mag, Ppr</p>			<p>Department preference; GC §34090 et seq.</p>
Staffing Dept.		<p>Boards, Commissions, &amp; Committees: <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes</p>	<p>1 year</p>		<p>Tape (Mag)</p>			<p>City preference; State law only requires for 30 days; GC §54953.5(b)</p>

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Staffing Dept.		Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL  AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Department Preference; GC \$34090
Staffing Dept.		Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL  MINUTES, BYLAWS	P		P		Mag, Mfr, OD, Ppr	No	GC \$34090
		Boards, Commissions, & Committees: External Organizations  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr		Non-records
Finance		Brochures: See Reference Manuals  Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	Yes: Current Fiscal Year	Final must be filed with County Auditor; GC \$34090.7, 40802, 53901
Finance		Cash Receipts Detail / Voucher Books / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		All detail is sent to Finance; GC \$34090.7

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Lead (Requesting) Dept.		City Attorney Opinions	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag Ppr	City preference; GC §34090
City Attorney		Claims	Copies - When No Longer Required (Upon Settlement)	When No Longer Required (Upon Settlement)	Mag, Mfr, OD, Ppr	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.		Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years	2 years	Mag, Ppr	GC §34090
Lead (Responding) Dept.		Complaints / Concerns from Citizens (operational)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag Ppr	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
		Contracts: See Agreements				

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Dept. that Authors Document or Receives the City's Original Document		Copies or duplicates of any record  Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Reading File, Working Files, etc.)	Copies - When No Longer Required  2 years	Copies - When No Longer Required	Mag Ppr  Mag, Ppr	GC \$34090.7  GC \$34090

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<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>											
Dept. that Authors Document or Receives the City's Original Document		<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, absence slips, etc.)</p>	When No Longer Required					Mag, Ppr			E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; if not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §§34090, 6252, 6254(a)
City Clerk		Deeds, Easements, Final Orders of Condemnations	Copies - When No Longer Required					Mag, Ppr			Send all originals to the City Clerk; GC §34090.7

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Lead Dept.		Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.		GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.		Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Ppr	GC §34090

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Lead Dept.		Grants / CDBG / Reimbursable Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years	Mag, Ppr	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133.320(g); GC §34090
City Attorney		Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Mag, Mfr, OD, Ppr	Risk Management administrates claim; GC §§34090.7, 34090.6

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City Clerk		Minutes - City Council, CRA (Community Redevelopment Agency), Finance Authority	Copies - When No Longer Required	Copies - When No Longer Required	Inactive Storage (Off-site, OD or Mfr)	Mag, Mfr, OD, Ppr Yes (all)	S	No	Originals maintained by City Clerk Permanently; GC \$34090.7
Lead Dept.		MSDS (Material Data Safety Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes (after inactive)	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), GC \$34090
City Clerk		Municipal Code (these are copies)	Copies - When No Longer Required	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC \$34090
Lead Dept.		Newspaper Clippings	When No Longer Required	When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC \$34090
City Clerk		Ordinances	Copies - When No Longer Required	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC \$34090

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Personnel / Human Resources		Personnel Files	Upon Separation, Send to Personnel / Human Resources	Upon Separation, Send to Personnel / Human Resources	Mag, Ppr	Human Resources is OFR; GC §34090.7
Lead Dept.		Personnel Leave, Vacation, Overtime Requests (Except for Police)	When No Longer Required	When No Longer Required	Ppr	Drafts (the timecard is the final); GC §34090
Lead Dept.		Personnel Supervisory Files (Supervisor's Notes)	(After Incorp. In Evaluation)	(After Incorp. In Evaluation)	Before Annual Performance Evaluation Mag, Ppr	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.		Personnel Work Schedules	2 years	2 years	Mag, Ppr	GC §34090
Lead Dept.		Photographs	When No Longer Required	When No Longer Required	Mag, Ppr	Send photographs with significant historical value to the City Clerk; Considered preliminary drafts; GC §§34090, 6252, 6254(a)

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Lead Dept.		Public Hearing Notices (Mailed) All Legal Advertising is done by City Clerk	2 years		2 years	Mag, Mfr, OD, Ppr Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Lead Dept. (Who Ordered the Appraisal)		Real Estate Appraisal Reports (Acquisition or Sale): Property NOT purchased, Loans not funded, etc.	2 years		2 years	Mag, Ppr Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)		Real Estate Appraisal Reports (Acquisition or Sale): Purchased Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 5 years	Mag, Mfr, OD, Ppr Yes: Before Purchase Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42(b), 24 CFR 91.105(h), 24 CFR 97.42(b), 24 CFR 570.502(b); 29 CFR 97.42, GC §34090
City Clerk		Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Ppr GC §34090.7

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Lead Dept.		Reference Materials: Policies, Procedures, Brochures, Manuals & Reports: Produced by <b>YOUR Department</b>	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Statewide guidelines propose superseded + 2 or 5 years; GC \$34090
Lead Dept.		Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by <b>OTHER Departments</b>	When Superseded	When Superseded	Copies; GC \$34090.7
		Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required	When No Longer Required	Non-Records
		Reference or Working Files: See Correspondence			
Lead Dept.		Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	Administratively and Historically significant, therefore retained permanently; GC \$34090

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Lead Dept.		Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	5 years			Mag, Ppr	Information is outdated after 5 years; statewide guidelines propose 2 years; if historically significant, retain permanently; GC §34090
City Clerk		Resolutions - City Council, CRA (Community Redevelopment Agency), Finance Authority	Copies - When No Longer Required		S	Mag, Mfr, OD, Ppr	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.		Speaker Cards (submitted at public meetings)	When No Longer Required			Ppr	Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §§34090 et seq., 6254(a)
Lead Dept.		Special Event Permits	Expiration + 2 years			Mag, Ppr	GC §34090
Lead Dept.		Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years			Mag, Ppr	GC §34090

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Finance / Payroll		Tapes: See Boards & Commissions				
		Time Sheets / Time Cards - Where Signed Time Cards are sent to Finance  (Part-time employees in Public Works and Community Services are not sent to Finance)	Copies - When No Longer Required			
Lead Dept.		Training - ALL <u>COURSE</u> RECORDS	7 years	Mag, Mfr, OD, Ppr	S	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)
		(Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	Mag, Mfr, OD, Ppr	S	Yes: When Inactive

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Lead Dept.		Volunteer Applications & Agreements / Reserves - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years	<p>Department preference (Courts treat volunteers as employees):</p> <p>EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 &amp; 1627.3(b)(1)(i)&amp;(ii), GC §§12946, 34090</p>
Lead Dept.		Volunteer Applications & Agreements / Reserves - Unsuccessful Applicants	3 years		3 years	<p>Department preference (Courts treat volunteers as employees):</p> <p>EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 &amp; 1627.3(b)(1)(i)&amp;(ii), GC §§12946, 34090</p>

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
			Inactive Storage (Off-site, OD or Mfr)	Active (in office)	Total Retention	Vital?		
(OFR)								
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
City Clerk		Agenda Packets / Staff Reports: IMAGED	P	5 years	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr Yes: After 2 years	Department Preference (The minutes are the permanent record); GC §34090 et seq.
City Clerk		City Council, Placentia Redevelopment Agency		Completion	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr Yes: After 2 years	Covers Statute of Limitations (E&O does not apply); Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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			Inactive Storage (Off-site, OD or Mfr)	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
City Clerk		<p>Agreements &amp; Contracts - Infrastructure, DDAs, OPAs, MOUs, MOAs, IMAGED</p> <p>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</p> <p>Examples of Infrastructure: Architects, Buildings, bridges, CalIPERS, covenants, curb cuts, deferred improvement agreements, design/build, development, environmental, Joint Powers, LLAs, MOUs, park improvements, property &amp; property restrictions, redevelopment, reservoirs, sewers, sidewalks, street &amp; alley improvements, settlement, subdivisions, utilities, water, etc.</p>	P	S	<p>Yes: Before Completion</p> <p>Mag, Mfr, OD, Ppr</p> <p>Yes: Upon Completion</p>	<p>Department Preference; All infrastructure, JPAs, &amp; Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors &amp; Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)</p>

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)			Total Retention			
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
City Clerk		<p>Agreements &amp; Contracts - <b>Non-Infrastructure</b></p> <p>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal, Initial Insurance Certificates, Notice of Completion)</p> <p>Examples of NON-Infrastructure: Consulting, disposal, employment contracts, franchises, housing, leases, loans, mutual aid, professional services, artists, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	<p>Covers E&amp;O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts &amp; Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090</p>
City Clerk		Applications for Boards, Commissions or Committees (Successful / Appointed Only)	Term of Office + 2 years		Mag, Ppr	Department preference; GC §34090
City Clerk		Applications for Boards, Commissions or Committees (Unsuccessful, and Not Appointed)	2 years		Mag, Ppr	These records do not pose the same liability to the City as other types of volunteers; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
City Clerk		Audit Reports / CAFR / Single Audits	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; GC \$34090
City Clerk		Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; GC \$34090
City Clerk		City Clerk Subject Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC \$34090
Admin / Risk Manag.		Claim Forms, Correspondence	Settlement + 1 year	4 years	Settlement + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
City Clerk		Deeds, Easements, Real Property, Dedications, Final Order of Condemnation	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	GC \$34090
City Clerk		Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>DESIGNATED EMPLOYEES</b> (specified in the City's Conflict of Interest code)	2 years	5 years	7 years		Ppr			City maintains original statements; GC \$81009(e)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference
			Inactive Storage (Off-site, OD or Mfr)	Active (in office)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
City Clerk		Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (Elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney - "87200 filers")	3 years	4 years	7 years		Ppr		Department preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk		Ethics Training Certificates for City Council, Commissions, Department Heads, Applicable Employees	3 years	2 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC
City Clerk		FPPC Form 801 (Gift to Agency Report)		4 years	4 years		Mag, Ppr		Must post on website; 2 CCR 18944.2(c)(3)(G)
City Clerk		FPPC Form 802 (Tickets Provided by Agency Report)		7 years	7 years		Mag, Ppr		Must post on website for 4 years; GC §81009(e)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
(OFR)			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
<b>ELECTIONS - CONSOLIDATED</b>						
City Clerk		Campaign Statements (FPPC 400 Series Forms): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	2 years	P	P	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk		Campaign Statements (FPPC 400 Series Forms): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		5 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk		Campaign Statements (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		4 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk		Campaign Statements (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years	Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk		Candidate File: Nomination Papers, Candidate Statements, etc. - <b>SUCCESSFUL CANDIDATES</b>	8 years		8 years	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)			Active (in office)							
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
City Clerk		Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	4 years	4 years		Mag, Ppr				Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC \$17100
City Clerk		Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years	2 years		Mag, Ppr				Department preference; GC \$34090
City Clerk		Elections - HISTORICAL (Sample ballot, etc.)	2 years	P		Mag, Mfr, OD, Ppr	S/I	No		Retained for Historical Value, GC \$34090
City Clerk		Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 Months	Results or Final Examination if No Election + 8 Months		Ppr				Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC \$17200, 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> <i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
<b>ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)</b>						
City Clerk		Ballots - After Election		6 mo.	6 mo.	Ppr EC §17302
City Clerk		Ballots - After Recount		6 mo.	6 mo.	Ppr EC §17306
City Clerk		Challenged & Assisted Voters List		6 mo.	6 mo.	Ppr If uncontested, EC §17304
City Clerk		Inspector Receipts for Ballots		6 mo.	6 mo.	Ppr EC 17302, 17306
City Clerk		Precinct Officer Appointments		6 mo.	6 mo.	Ppr EC §17503
City Clerk		Roster of Voters		5 years	5 years	Mag, Mfr, OD, Ppr EC §17300
City Clerk		Tally Sheets		6 mo.	6 mo.	Ppr EC §17304
City Clerk		Vote-by-Mail Applications / Absentee Applications		6 mo.	6 mo.	Ppr EC §17505
City Clerk		Vote-by-Mail Identification Envelopes		6 mo.	6 mo.	Ppr EC §17302
City Clerk		Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.	Ppr EC §17304
City Clerk		Voter Index Original		5 years	5 years	Ppr EC §17001
<b>(End of Elections Section)</b>						
City Clerk		Historical Records (e.g. Articles of Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P	Mag, Mfr, OD, Ppr City Clerk determines historical significance; records can address a variety of subjects and media; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
City Clerk		Index of Records / Contracts where the City Clerk is the Office of Record	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	No	Retained for Historical Value, GC §34090
City Clerk		Legal Advertising (ALL) / Proof of Publication / Affidavits of Publication	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk		Maddy Act List / Vacancy List	2 years		2 years		Mag, Ppr			GC §34090
City Clerk		General Plans, Elements and Amendments	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Minutes - City Council, Placentia Redevelopment Agency	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Municipal Code Administration, Distribution, etc.	2 years		2 years		Mag, Ppr			GC § 34090
City Clerk		Municipal Code and History File (always retain 1 supplement)	P		P		Mag, Mfr, OD, Ppr	S/I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference	
			Inactive Storage (Off-site, OD or Mfr)	Active (in office)	Total Retention		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>							
City Clerk		Oaths of Office - Elected and Appointed Officials, Commissions	P		P	Mag, Ppr	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk		Ordinances - City Council	P		P	Mag, Mfr, OD, Ppr	GC §34090 et. seq.
City Clerk		Public Records Act Requests	2 years		2 years	Mag, Ppr	GC §34090
City Clerk		Recordings / Tapes of City Council Meetings - Audio Recordings / Tapes or DVDs	1 year		1 year	Tape (Mag)	Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk		Records Destruction Lists / Certificates of Records Destruction	10 years		10 years	Mag, Mfr, OD, Ppr	Department Preference; GC §34090 et. seq.
City Clerk		Records Retention Schedules, Updates to Records Retention Schedules	10 years	P	P	Mag, Mfr, OD, Ppr	GC §34090 et. seq.
City Clerk		Resolutions - City Council, Placentia Redevelopment Agency	P		P	Mag, Mfr, OD, Ppr	GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Inactive Storage (Off-site, OD or Mfr)	Active (in office)	Total Retention	
(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
City Clerk		Roster of Elected and Appointed Officials (Board & Committee Members, etc.)		P	p.	Mag, Mfr, OD, Ppr No S/I Retained for Historical Value, GC §34090
City Clerk		Subpoenas (Duces Tecum)		2 years	2 years	Mag, Ppr GC §34090
City Clerk		Tri-City Authority: Minutes and Agenda Packets		P	p.	Mag, Mfr, OD, Ppr Yes (all) No S JPA; City is the Lead in Support (Department preference; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>							
<b>COMMUNITY SERVICES</b>							
Community Services		<p>Capital Improvement Projects (CIP) Where Community Services is the Lead: <u>Administration File</u></p> <p>Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs &amp; Responses, etc.</p>	<p>Upon Completion</p>	<p>1 years or After Funding Agency Audit, if required, whichever is longer</p>	<p>Completion + 10 years or After Funding Agency Audit, if required, whichever is longer</p>	<p>Yes: Until Completed</p> <p>Mag, Ppr.</p>	<p>Some grant funding agencies require audits; Statute of Limitations for Errors &amp; Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts &amp; Spec's=4 years, Wrongful Death=comp. + 5 years; Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090</p>
Community Services		<p>Capital Improvement Projects (CIP) Where Community Services is the Lead: <u>Unsuccessful Proposals</u></p>	<p>2 years</p>		<p>2 years</p>	<p>Mag, Ppr.</p>	<p>GC §34090</p>

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Community Services		<p>Capital Improvement Projects (CIP) - Where Community Services is the Lead: <u>Permanent File</u></p> <p>Plans, Specifications, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.</p>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Comple. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC \$34090
Community Services		CLASS (Registration) Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC \$34090
Community Services		Cultural Arts Commission Recordings / Tapes - Audio Recordings / Tapes or DVDs	1 year		1 year		Mag			Department preference (consistent with City Council); State law only requires for 30 days; GC \$54953.5(b)
Community Services	It's stored in the City Clerk's vault for safe-keeping, but you are the OFR	Cultural Arts Commission AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC \$34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Community Services		It's stored in the City Clerk's vault for safe-keeping, but you are the OFR	P		P		Mag, Mfr, OD, Ppr	S	No	GC \$34090
Community Services		Day Trips (One Day Excursions & Waivers)	2 years		2 years		Mag, Ppr			GC \$34090
Community Services		Facility Use Permits and Equipment Applications, Books, Waivers Includes Certificates of Insurance	2 years		2 years		Mag, Ppr		Yes: Before Event	GC \$34090
Community Services		Heritage Festival Committee Recordings / Tapes - Audio Recordings / Tapes or DVDs	1 year		1 year		Mag			Department preference (consistent with City Council); State law only requires for 30 days; GC \$54953.5(b)
Community Services	(See above)	Heritage Festival Committee AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC \$34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES**

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services		Heritage Festival Committee	P		P		Mag, Mfr, OD, Ppr	S	No	GC \$34090
Community Services		<b>MINUTES, BYLAWS</b> Historical Records (of Significant Historical Value)	5 years	P	P		Mag, Mfr, OD, Ppr	S	No	Department Preference; GC \$34090
Community Services		Logs: Daily Attendance, Pool Logs, Day Camp Sign-in / Sign Out Logs	1 year		1 year		Mag, Ppr			Department Preference (Preliminary Drafts / Transitory records not retained in the ordinary course of business); GC \$34090
Community Services		Privilege Suspension Record (Difficult Participants)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC \$34090
Community Services		Recreation & Parks Commission Recordings / Tapes - Audio Recordings / Tapes or DVDs	1 year		1 year		Mag			Department preference (consistent with City Council); State law only requires for 30 days; GC \$54953.5(b)
Community Services	(See above)	Recreation & Parks Commission <b>AGENDAS, AGENDA PACKETS</b>	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC \$34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Community Services		Recreation & Parks Commission <b>MINUTES, BYLAWS</b>	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Community Services		Recreation Publications - Advertisement / Flyer / Annual Class Offerings	P		P		Mag, Ppr			Department Policy (historical value); GC §34090
Community Services		Registration Forms / Parent Release / Trip Permits / Senior Center Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / Sign-in Sheets etc.;	2 years				Mag, Ppr			GC §34090
Community Services		Camps, Field Trips, Authorization to give Medicine, etc.								
Community Services		Special Event Contracts	Completion + 2 years		Completion + 2 years		Mag, Ppr		Yes: Before Completion	GC §34090
Community Services		Sports - Rosters, Waivers, Applications, Ejection Letters, Injury Reports	2 years		2 years		Mag, Ppr			GC §34090
Community Services		Surveys / Evaluations (Program Feedback or Evaluations)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts / Transitory records not retained in the ordinary course of business; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES**

Office of Record	Retention No.	Records Description	Retention / Disposition			Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
Community Services		Timecards / Timesheets - Part-time employees not forwarded to Finance	2 years	3 years	5 years	Mag, Ppr			Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention				
(OFR)									
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
<b>NEIGHBORHOOD SERVICES</b>									
Community Services / Neighbor. Services		Housing Programs: Applications for Loans: <b>Rejected</b> (First Time Home Buyers, Rehabilitation, etc.)	2 years		2 years	Mag, Ppr		GC §34090	
Community Services / Neighbor. Services		Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, Community Housing Development Organizations, CDBG & HOME <b>WITH a Recapture / Resale Restriction</b> Deeds and Insurance are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	Mag, Mfr, OD, Ppr	Yes	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)(c)(2) & 570.502(b), 29 CFR 97.42, GC §34090	
Community Services / Neighbor. Services		Housing Programs: <b>Grants</b> (Rehabilitation, etc.) <b>WITHOUT a Recapture / Resale Restriction</b> Deeds and Insurance are sent to City Clerk	5 years		5 years	Mag, Mfr, OD, Ppr	Yes	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)(c), & 570.502, 29 CFR 97.42	

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES**

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Community Services / Neighbor. Services		Housing Programs: Loans (Rehabilitation, First Time Home Buyers, Trust Deeds, Loans, Community Housing Development Organizations, etc.) <b>WITHOUT a Recapture / Resale Restriction</b>	Loan Pay-off + 5 years		Loan Pay-off + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	HUD requires 5 years after the agreement terminales; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)(c), & 570.502, 29 CFR 97.42
Community Services / Neighbor. Services		Deeds and Insurance are sent to City Clerk								
Community Services / Neighbor. Services		Placentia Community Foundation <b>AGENDAS, AGENDA PACKETS</b>	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC \$34090
Community Services / Neighbor. Services		Placentia Community Foundation <b>MINUTES, BYLAWS</b>	P		P		Mag, Mfr, OD, Ppr	S	No	GC \$34090
Community Services / Neighbor. Services		Placentia Community Foundation <b>Recordings / Tapes - Audio Recordings / Tapes or DVDs</b>	1 year		1 year		Mag			Department preference (consistent with City Council); State law only requires for 30 days; GC \$54953.5(b)

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Community Services / Neighbor. Services		Senior Advisory Committee Recordings / Tapes - Audio Recordings / Tapes or DVDs	1 year		1 year		Mag			Department preference (consistent with City Council); State law only requires for 30 days; GC §54953.5(b)
Community Services / Neighbor. Services		Senior Advisory Committee AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community Services / Neighbor. Services		Senior Advisory Committee MINUTES, BYLAWS	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Community Services / Neighbor. Services		Senior Referrals (to other programs)	2 years		2 years		Mag, Ppr			GC § 34090
Community Services / Neighbor. Services		Senior Transportation	5 years		5 years		Mag, Ppr			Meets municipal government auditing standards; GC § 34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES / NEIGHBORHOOD SERVICES**

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Community Services / Neighbor. Services		Timecards / Timesheets - Part-time employees not forwarded to Finance	2 years	3 years	5 years		Mag, Ppr			Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Community Services / Neighbor. Services		Veterans Advisory Commission Recordings / Tapes - Audio Recordings / Tapes or DVDs	1 year		1 year		Mag			Department preference (consistent with City Council); State law only requires for 30 days; GC §54953.5(b)
Community Services / Neighbor. Services		Veterans Advisory Commission AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community Services / Neighbor. Services		Veterans Advisory Commission MINUTES, BYLAWS	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>							
<b>BUILDING</b>							
Develop. Services / Building		Building Activity Reports	2 years		2 years	Mag, Ppr GC \$34090	
Develop. Services / Building		Mobile Home Park Permits	2 years		2 years	Mag, Ppr GC \$34090	
Develop. Services / Building		Building Permit Database	Indefinite		Indefinite	Mag Yes (all) Department Preference - Data is interrelated; GC \$34090,	
Develop. Services / Building		Building Permit Log	P		P	Mag Yes (all) Department Preference; GC \$34090,	
Develop. Services / Building		Building Permits / Building Address Files					
Develop. Services / Building		Permit Packets: Approved Applications, Finalled Building Permits, Certificate of Occupancy, Modification Requests with Plans/Applications, Administrative Modification Decisions, Structural Calculations, Lab Test Reports, Structural Observation Reports, Soils Reports	6 months	P	P	Mag, Mfr, OD, Ppr Yes Yes: After Department preference; GC \$34090; H&S \$19850	

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
Develop. Services / Building		Building Plan Checks - Unapproved	When No Longer Required		When No Longer Required	Mag, Ppr Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.
Develop. Services / Building		Building Plans and Construction Documents - Finalled - Tenant Improvements and Room Additions	Completion + 180 days		Completion + 180 days	Mag, Mfr, OD, Ppr CBC requires 180 days from completion date; CBC Appendix 1 §§104.7, 106.5; H&S§19850, GC §34090
Develop. Services / Building		Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	6 months	P	P	Mag, Mfr, OD, Ppr CBC requires 180 days from completion date; CBC Appendix 1 §§104.7, 106.5; H&S§19850, GC §34090
Develop. Services / Building		Building Plans and Construction Documents - Void or Withdrawn	When No Longer Required		When No Longer Required	Mag, Ppr Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.
Develop. Services / Building		Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS, PRODUCTION HOMES  (includes Hazardous Materials Questionnaire, etc.)	6 months	P	P	Mag, Mfr, OD, Ppr Department Preference; Statewide guidelines propose 2 years for blueprints & specifications; CBC Appendix 1 §§104.7, 106.5; H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Develop. Services / Building		Complaints (Written correspondence received or sent)	2 years		2 years		Mag, Ppr			GC \$34090
Develop. Services / Building		Requests & Permissions to Receive Copies of Plans (to and from architects)	2 years		2 years		Mag, Ppr			GC \$34090
Develop. Services / Building		Uniform Building Codes / California Building Code	P		P		Mag, Ppr			GC \$50022.6

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Vital?	
(OFR)						
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
<b>CODE ENFORCEMENT</b>						
Develop. Services / Code Enforce.		Code Enforcement / Abatement Case Files / Criminal Cases / Administrative Citations (Includes appeals and Code Enforcement Complaint Letters)	When No Longer Required - Minimum Close + 2 years		Yes: Until Resolution	Mag, Mfr, OD, Ppr Yes: After QC (Initial Letter and Resolution in Letter) Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; CFC §104.3.4, GC §34090
Develop. Services / Code Enforce.		Complaint Database	Indefinite - Minimum 2 years		Yes (all)	Mag Department Preference - Data is interrelated; GC §34090,
Develop. Services / Code Enforce.		Code Enforcement / Abatement Case Files	P		Yes: Until Resolution	Mag, Mfr, OD, Ppr Yes: After QC GC §34090
Develop. Services / Code Enforce.		Notice of Restrictions, Recorded Liens & Releases	2 years			Mag, Ppr GC §34090
Develop. Services / Code Enforce.		Garage Sale Permits	2 years			Mag, Ppr GC §34090
Develop. Services / Code Enforce.		Vacant Building Registrations	2 years			Mag, Ppr GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Develop. Services / Code Enforce.		Complaints	2 years		2 years			Mag, Ppr		GC \$34090
Develop. Services / Code Enforce.		Incident Reports	2 years		2 years		Yes: Until Paid	Mag, Ppr		GC \$34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
<b>PLANNING</b>						
Develop. Services / Planning		Annexations / Boundaries / Consolidations / LAFCO	2 years	P	P	Land Records; GC §34090
Develop. Services / Planning		Census, Demographics	When No Longer Required		When No Longer Required	(Non-Records - Census Bureau is OFR); GC §34090 et seq.
Develop. Services / Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.)	P		P	Usually filed in the project file; Final environmental
Develop. Services / Planning		Inside City Boundaries				Yes: After determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Develop. Services / Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.)	When No Longer Required		When No Longer Required	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Develop. Services / Planning		Outside City Boundaries				
Develop. Services / Planning		General Plan Working Papers	When No Longer Required		When No Longer Required	Preliminary drafts; GC §34090
City Clerk		General Plan, Elements and Amendments	Copies - When No Longer Required		Copies - When No Longer Required	Yes: After Department preference; GC Amended §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>							
Develop. Services / Planning	It's stored in the City Clerk's vault for safe-keeping, but you are the OFR	Historical Committee AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Department Preference; GC \$34090
Develop. Services / Planning	It's stored in the City Clerk's vault for safe-keeping, but you are the OFR	Historical Committee MINUTES, BYLAWS	P		P	Mag, Mfr, OD, Ppr S No GC \$34090	
Develop. Services / Planning		Home Occupation Permits	P		P	Mag, Mfr, OD, Ppr S / I Yes: After Amended \$34090	Department preference; GC
Develop. Services / Planning		Land Use Studies / Plans / Reports	P		P	Mag, Mfr, OD, Ppr S / I Yes: After Amended \$34090	Department preference; GC
Develop. Services / Planning		Master Plans, Specific Plans, Bikeway Plans, etc.	P		P	Mag, Mfr, OD, Ppr S / I Yes: After Amended \$34090	Department Preference; GC

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Develop. Services / Planning	It's stored in the City Clerk's vault for safe-keeping, but you are the OFR	Planning Commission Agenda Packets	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Ppr			Copies (the Staff Reports are filed in the Project Entitlement Folder); GC §34090.7
Develop. Services / Planning	It's stored in the City Clerk's vault for safe-keeping, but you are the OFR	Planning Commission Minutes & Bylaws	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
Develop. Services / Planning		Planning Commission Recordings / Tapes - Audio Recordings / Tapes or DVDs	1 year		1 year		Mag			Department preference (consistent with City Council); State law only requires for 30 days; GC §54953.5(b)
Develop. Services / Planning		Planning Commission Recordings / Tapes - Video Recordings	4 years		4 years		Mag			Department preference; Video tapes are required for only 90 days; GC §34090.7
Develop. Services / Planning		Planning Commission Resolutions	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC §34090 et seq.

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention.	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Develop. Services / Planning		Planning Project Files - Permanent Entitlements - Incomplete or Withdrawn	When No Longer Required		When No Longer Required		Mag, Ppr			<p>Department preference; Projects have a 2 year vesting (applicant must pull permit within 2 years), and can be extended – those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired.</p> <p>GC§§34090, 34090.7</p>

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference			
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan				
		Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Destroy Paper after Imaged & QC'd?				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
Develop. Services / Planning		<p><b>Planning Project Files - Permanent Entitlements (Approved, Denied or Expired)</b></p> <p>(Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans &amp; Maps)</p> <p>Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.</p> <p><i>Material Boards may be destroyed after project completion</i></p>	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Projects have a 2 year vesting (applicant must pull permit within 2 years), and can be extended – those applications in which the applicant does not follow through, and can be extended, the permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Develop. Services / Planning		Preliminary Review File (No Final Application)	When No Longer Required	When No Longer Required	Yes	Mag, Ppr	S / I	Yes: After QC	Department preference; Preliminary Documents (no application submitted); GC §34090
Develop. Services / Planning		Project Log Index / Spreadsheet / Binders of Historic Actions	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Develop. Services / Planning		Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr		Non-records; GC §34090 et seq.	
Develop. Services / Planning		Special Studies (Not related to a specific project)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After Department Preference; GC §34090	
Develop. Services / Planning		Special Use Permits	2 years		2 years		Mag, Ppr		GC §34090	
Develop. Services / Planning		Temporary Use Permits / Special Event Permits / Temporary Entitlements:	2 years		2 years	Yes: During Event	Mag, Ppr		Temporary uses; Department maintains complete files for administrative purposes; GC§§34090	
City Clerk		Banners, Film Permits, Outdoor Events, Special Events, etc.	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		Copies; GC §34090.7	
Develop. Services / Planning		Zoning Amendments, Zoning Text Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	
Develop. Services / Planning		Zoning Maps of Significant Historical Value							Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7	

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference			
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention		Vital?	Media Options	Image: I=Import M=Mfr S=Scan
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
<b>REDEVELOPMENT</b>									
City Clerk		Deeds / Order of Condemnation	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC \$34090.7
Develop. Services / Redevelop.		Economic Development (Projects will vary over time - e.g. Proposed Hotels, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Mag, Ppr		Yes: When Active Issues	GC \$34090
Develop. Services / Redevelop.		Housing Programs (Where RDA is the Lead): Affordable Housing Projects, Rehabilitation, First Time Home Buyers, Community Housing Development Organizations, CDBG & HOME	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates; or the Written Agreement Terminates, Whichever is Longer	Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)(c)(2) & 570.502(b), 29 CFR 97.42, GC \$34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention		
(OFR)							
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>							
Develop. Services / Redevelop.		Housing Programs (Where RDA is the Lead): <b>Loans / Grants</b> (Rehabilitation, First Time Home Buyers, Trust Deeds, Loans, Community Housing Development Organizations, etc.)  <b>WITHOUT a Recapture / Resale Restriction</b>  Deeds and Insurance are sent to City Clerk	Loan Pay-off + 5 years			Yes: 1 year	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)(c), & 570.502, 29 CFR 97.42
Develop. Services / Redevelop.		Housing Programs (Where RDA is the Lead): Applications for Loans: Rejected (First Time Home Buyers, Rehabilitation, etc.)	2 years				GC \$34090
Develop. Services / Redevelop.		Inclusionary Plan, Implementation Plan, Annual Plan, 5-year Plan	When No Longer Required - Minimum 5 years  Copies - When No Longer Required			Yes: 1 year	HUD requires 5 years; GC \$34090
City Clerk		RDA Agreements, Contracts	Copies - When No Longer Required			Yes: After 2 years	GC \$34090.7

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
City Clerk		RDA Resolutions, Minutes	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Mfr, OD, Ppr Yes: After 2 years GC §34090.7
Develop. Services / Redevelop.		Redevelopment Project Areas	Project Completion + 5 years	P	P	Mag, Mfr, OD, Ppr No Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA; GC §34090.7
Develop. Services / Redevelop.		Redevelopment Project Files & Project Plans (Includes Environmental Assessments)	Project Completion + 5 years	P	P	Mag, Mfr, OD, Ppr No Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA; GC §34090.7
Develop. Services / Redevelop.		Relocation Files	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement Mag, Ppr Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
Develop. Services / Redevelop.		Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion Mag, Mfr, OD, Ppr Department preference; GC §34090
Finance		Statement of Indebtedness / Annual Report to State / State Controllers Report	Copies - When No Longer Required		Copies - When No Longer Required	Yes: After 2 years GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition			Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Vital?	Total Retention	Inactive Storage (Off-site, OP or Mfr)				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
<b>FINANCE / MANAGEMENT</b>									
City Clerk		Audit Reports / CAFR / Single Audits		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference (copies); GC §34090.7
Finance / Mgmt.		Audit Work Papers / Audit Schedules	5 years	P		Mag, Ppr			Department preference; Meets municipal government auditing standards; GC §34090
Finance / Mgmt.		Bank Statements, Bank Reconciliations	5 years		5 years	Mag, Ppr			Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / Mgmt.		Bonds: Debt Official Statements / Certificates of Participations (COPs)	Cancelat., Redemption or Maturity	1 years	Cancelat., Redemption of Maturity + 10 years	Mag, Ppr		Yes: Until Maturity	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
City Clerk		Budgets - Adopted / Final	P			Mag, Mfr, OD, Ppr	S / I	Yes: Current Fiscal Year	Department preference (copies); Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Mgmt.		Daily Cash Receipts / Daily Deposits	2 years	3 years	5 years	Mag, Ppr		Yes	Meets municipal government auditing standards; GC §34090
Finance / Mgmt.		Financial Services Database	Indefinite		Indefinite	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Mgmt.		Journal Entries / Back Up Documents / Budget Adjustments	5 years		5 years	Mag, Ppr			Meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: (=Import M=Mfr S=Scan)		Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Finance / Mgmt.		Management Audit Letters	5 years		5 years		Mag, Ppr			Meets auditing requirements; GC §34090
Finance / Mgmt.		Management Reports / Measure "A" / Single Audits	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; Meets auditing requirements; GC §34090
City Clerk		Master Schedule of Fees and Charges Publication	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Finance / Mgmt.		Public Employee Bonds / Fidelity Bonds / Dishonesty, etc.	2 years	P	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113 Preliminary drafts (the database is the original); The backup copy of the reports is held on tape by Admin Services. Hard copy reports should not be retained off-site; GC §34090 et seq., and Department Policy
Finance / Mgmt.		Reports / Registers - Balance Sheet, Revenue, Expenditure. Trial Balance, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; GC §34090
Finance / Mgmt.		Reports: Annual Slate or Federal: State Controller's Report, Street Report, Statement of Indebtedness, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; GC §34090
Finance / Mgmt.		Reports: Year-end General Ledger	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	
(OFR)		Vehicle Titles "Pink Slips"	Upon Sale of Vehicle	Upon Sale of Vehicle	Upon Sale of Vehicle	Ppr	Provided to new owner upon sale; GC \$34090
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>							

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference			
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
<b>FINANCE/ ACCOUNTS PAYABLE</b>									
Finance / Accounts Payable		1099's Issued / 1096 / W-9, etc.	5 years		5 years		Mag, Ppr		IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530, GC §34090
Finance / Accounts Payable		Checks / Warrants (Other Than Payroll) / Cancelled Checks	2 years	3 years	5 years		Mag, Ppr		Department preference; meets municipal government auditing standards; GC §34090
Finance / Accounts Payable		Purchase Orders	5 years		5 years		Mag, Ppr		Meets municipal government auditing requirements; GC §34090
Finance / Accounts Payable		Warrant (Check) Register	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary drafts (the database is the original); The backup copy of the reports is held on tape by Admin Services. Hard copy reports should not be retained off-site; GC §34090 et seq., and Department Policy
Finance / Accounts Payable		Vendor File / Paid Vouchers / Warrant File / Accounts Payable / Check Copies / Invoices and Backup / Credit Card Statements / Credit Card Receipts / Prop A Reimbursement, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OP, or Mfr)	Total Retention					
If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
<b>FINANCE / ACCOUNTS RECEIVABLE</b>										
Finance / Accounts Receivable		Accounts Receivable (ALL)	2 years	3 years	5 years	Mag, Ppr			Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §34090	
Finance / Accounts Receivable		Includes billing for CNG station, damage to City Property, etc.	2 years	3 years	5 years	Mag, Ppr			Meets Municipal Government auditing standards (negative information remains on credit ratings for 7 years); GC §34090	
Finance / Accounts Receivable		Accounts Receivable Write-Offs (due to non-payment)	5 years		7 years	Mag, Ppr			Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq.	
Finance / Accounts Receivable		Collection Agency Assignments	7 years			Mag, Ppr				

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OP or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
<b>FINANCE / PAYROLL</b>										
Finance / Payroll		Garnishments (e.g. State Disbursement, etc)	2 years	3 years	5 years		Mag, Ppr		Department preference; meets municipal government auditing standards; GC \$34090	
City Clerk		MOU (copies)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		GC \$34090.7	
Finance / Payroll		Payroll Journals / Payroll Registers / Payroll Check Registers / Deduction Report	2 years	3 years	5 years		Mag, Ppr		Department preference; meets municipal government auditing standards; GC \$34090	
Finance / Payroll		PERS Report - Retirement Reports (CalPERS)	2 years	3 years	5 years		Mag, Ppr		Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T \$19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC \$34090	
Finance / Payroll		Taxes - Per Pay Period, Monthly, Quarterly Tax Reports	2 years	3 years	5 years	Yes Current Year	Mag, Ppr		Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T \$19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC \$34090	
Finance / Payroll		Taxes - DE-6 & 941 Forms, Annual	2 years	P	P	Yes Current Year	Mag, Ppr		Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T \$19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC \$34090	

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
Finance / Payroll		Timecards / Timesheets (Except Part-time employees in Public Works and Community Services)	2 years	3 years	5 years	Mag, Ppr			Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Finance / Payroll		W-2's	2 years	P	P	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090

RECORDS RETENTION SCHEDULE: PERSONNEL / HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition		Retention / Disposition			Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OP or Mfr)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
Personnel / Human Resources		Actuarials	10 years		10 years		Mag, Ppr		Department preference; GC §34090
Personnel / Human Resources		Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr		Department preference; EEOC/FLSA/DEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Personnel / Human Resources		Compensation Surveys & Studies	3 years		3 years		Mag, Ppr		Department preference; EEOC/FLSA/DEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Personnel / Human Resources		DMV-Pull Notices, Waivers for Pull Notices (Other Than Police)	When Superseded or Separated		When Superseded or Separated		Mag Ppr		Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

RECORDS RETENTION SCHEDULE: PERSONNEL / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
(OFR)						
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
Personnel / Human Resources		Drug Testing Program / DOT Testing - Eligible Pool Lists, Drug & Alcohol Test Results, Training, BIT Inspections, etc.	5 years		5 years	D.O. T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Personnel / Human Resources		Eligibility Lists	3 years		3 years	Department preference - Valid for 1 year, can be extended); EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 34090
Personnel / Human Resources		Employee Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 2 years		Plan Termination + 2 years	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §34090

RECORDS RETENTION SCHEDULE: PERSONNEL / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference			
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
Personnel / Human Resources		Equal Opportunity Employment - Complaints / Department of Fair Employment & Housing (DFEH or EEOC) Claims	Separation	3 years	Separation + 3 years		Mag, Ppr		Department preference, All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Personnel / Human Resources		Equal Opportunity Employment - EEOC Reports (EEO-4 Reports)	3 years		3 years		Mag, Ppr		29 CFR 1602.30; 29 CFR 1602.32
Personnel / Human Resources	I-9s		Separation + 3 years		Separation + 3 years		Mag, Ppr		Non-citizens must re-certify periodically; RICA recommends 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2-3 years; 29 CFR 1627.3(b)(i), GC §§12946, 34090
Personnel / Human Resources	Job Descriptions		When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Department preference: EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: PERSONNEL / HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OP or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Personnel / Human Resources		<p>LiveScan Response Logs - Employees</p> <p>Includes subsequent arrest notifications</p>	50 years		50 years		Mag, Ppr			<p>Department Preference (protects City in the event of past employee misconduct); DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC§ 34090 et seq.</p>
Personnel / Human Resources		Negotiation Binders / Notes, Side Letters, Correspondence, etc.	10 years		10 years	Yes while current	Mag, Ppr			<p>Department preference; GC §34090</p>
Personnel / Human Resources		OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A, etc.	2 years	3 years	5 years		Ppr			<p>Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429(c)</p>
Personnel / Human Resources		<p>Personnel Files - All Employees</p> <p>Includes background checks, and all training certificates, 1-9s after separation.</p>	Separation + 5 years	25 years	Separation + 30 years	Yes: Until Separation	Mag, Ppr			<p>Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 &amp; 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 53235.2(b); 29 USC 1113</p>

RECORDS RETENTION SCHEDULE: PERSONNEL / HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention			
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>								
Personnel / Human Resources		Personnel Files - Medical Records (all employees) Includes Breathing Apparatus Fit Tests & LiveScan Log	Separation + 5 years	25 years	Separation + 30 years	Yes: Until Separation Mag Ppr		Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Personnel / Human Resources		Recruitment Files (Includes Applications, Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, etc.)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years	Mag, Ppr		Department preference; EEOC / FLISA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.( c)), GC §§12946, 34090
Personnel / Human Resources		Studies & Surveys Conducted on Behalf of the City (Attrition, Benefits, Succession Planning, etc.)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years	Mag, Ppr		Department preference; GC §34090
Personnel / Human Resources		Workers Compensation Claims	Separation + 5 years	25 years	Separation + 30 years	Yes: Until Separation Mag Ppr		Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

**RECORDS RETENTION SCHEDULE: PLANNING & REDEVELOPMENT**

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Inactive Storage (Off-site, OD or Mfr)	Total Retention						
(OFR)			Active (in office)							
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
<b>PLANNING</b>										
Planning		Aerial Maps / Photographs - Analog or Digital & Index to Aerials	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference (Information Systems maintains digital aerials); GC §34090
Planning		Affidavits of Publications - CDBG Only	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes	Meets various grant requirements (see City-wide); City Clerk is the OFR for all Legal Advertising GC §34090 et seq.
Planning		Annexations / Boundaries / Consolidations / LAFCO	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes	Land Records; GC §34090
Planning		Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR); GC §34090 et seq.
Planning		Economic Development (Projects will vary over time - e.g. Proposed Hotels, etc.)	When No Longer Required - Minimum 2 years		Minimum 2 years		Mag, Ppr			GC §34090
Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning		Inside City Boundaries								

RECORDS RETENTION SCHEDULE: PLANNING & REDEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. ) <b>Outside City Boundaries</b>	When No Longer Required		When No Longer Required	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning		General Plan Working Papers	When No Longer Required		When No Longer Required	Ppr Mag, Ppr
City Clerk		General Plan, Elements and Amendments	Copies - When No Longer Required		When No Longer Required	Mag, Mfr, OD, Ppr Yes (all)
Planning		Land Use Studies / Plans / Reports	P		P	Mag, Mfr, OD, Ppr Yes: After Department preference; GC Amended \$34090
Planning		Master Plans, Specific Plans, Bikeway Plans, etc.	P		P	Mag, Mfr, OD, Ppr Yes: After Department preference; GC Amended \$34090
Planning		Planning Commission Agenda Packets	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Ppr Yes (all)
Planning		Planning Commission Minutes & Bylaws	P		P	Mag, Mfr, OD, Ppr S / I

**RECORDS RETENTION SCHEDULE: PLANNING & REDEVELOPMENT**

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
Planning		Planning Commission Recordings / Tapes - <b>Audio Recordings / Tapes or DVDs</b>	30 days, or After Minutes are Approved, whichever is longer		30 days, or After Minutes are Approved, whichever is longer	Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning		Planning Commission Resolutions	P		P	Yes: After 10 years GC §34090 et seq.
Planning		Planning Project Files - <b>Permanent Entitlements - Incomplete or Withdrawn.</b>	When No Longer Required		When No Longer Required	Department preference; Projects have a 2 year vesting (applicant must pull permit within 2 years), and can be extended – those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. GC§§34090, 34090.7

RECORDS RETENTION SCHEDULE: PLANNING & REDEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Planning		<p><b>Planning Project Files - Permanent Entitlements (Approved, Denied or Expired)</b></p> <p>(Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans &amp; Maps)</p> <p>Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.</p> <p><i>Exhibits may be destroyed after the expiration of the Appeals Period</i></p>	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Projects have a 2 year vesting (applicant must pull permit within 2 years), and can be extended – those applications in which the applicant does not follow through, and can be extended, the permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning		Preliminary Review File (No Final Application)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Preliminary Documents (no application submitted); GC §34090
Planning		Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING & REDEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Planning		Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	When No Longer Required		When No Longer Required	Mag, Ppr				Non-records; GC §34090 et seq.
Planning		Special Studies (Not related to a specific project)	P		P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Yes: After Department Preference; GC §34090	
Planning		Temporary Use Permits / Special Use Permits / Temporary Entitlements:	2 years		2 years	Mag, Ppr		Yes: During Event	Temporary uses; Department maintains complete files for administrative purposes; GC§§34090	
City Clerk		4th of July, Fireworks, Banners, Outdoor Events, etc.				Mag, Ppr				
City Clerk		Zoning Amendments, Zoning Text Amendments	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Ppr				Copies; GC §34090.7
Planning		Zoning Maps of Significant Historical Value	P		P	Mag, Mfr, OD, Ppr	S	Yes (all)		Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

**RECORDS RETENTION SCHEDULE: PLANNING & REDEVELOPMENT**

Office of Record	Retention No.	Records Description	Retention / Disposition			Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
<b>REDEVELOPMENT</b>									
City Clerk		Deeds / Order of Condemnation	Copies - When No Longer Required  2 years		Copies - When No Longer Required  2 years	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC \$34090.7
Redevelop. Agency		Housing Programs: Applications for Loans: <b>Rejected</b> (First Time Home Buyers, Rehabilitation, etc.)				Mag, Ppr			GC \$34090
Redevelop. Agency		Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, Community Housing Development Organizations, CDBG & HOME <b>WITH a Recapture / Resale Restriction</b>  Deeds and Insurance are sent to City Clerk	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer  5 years		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)(c)(2) & 570.502(b), 29 CFR 97.42, GC \$34090

RECORDS RETENTION SCHEDULE: PLANNING & REDEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Redevelop. Agency		Housing Programs: Loans (Rehabilitation, First Time Home Buyers, Trust Deeds, Loans, Community Housing Development Organizations, etc.)	Loan Pay-off + 5 years		Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)(c), & 570.502, 29 CFR 97.42
Redevelop. Agency		WITHOUT a Recapture / Resale Restriction								
Redevelop. Agency		Deeds and Insurance are sent to City Clerk								
City Clerk		Proportional Spending / Inclusionary Plan / Low Cost Spending	50 years		50 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference; GC \$34090
City Clerk		RDA Agreements, Contracts	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	GC \$34090.7
City Clerk		RDA Resolutions, Minutes	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	GC \$34090.7
Redevelop. Agency		Redevelopment Project Areas	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA; GC \$34090.7

**RECORDS RETENTION SCHEDULE: PLANNING & REDEVELOPMENT**

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Redevelop. Agency		Redevelopment Project Files & Project Plans (Includes Environmental Assessments)	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA; GC §34090.7
Redevelop. Agency		Relocation Files	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Ppr			Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
Redevelop. Agency		Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090
Finance		Statement of Indebtedness / Annual Report to State / State Controllers Report	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Media Options	Image: I=Import M=Mfr S=Scan QC=q?	Comments / Reference	
			Active (in office)	Inactive (Records Manag. or Imaged)	Vital?				Destroy Paper after Imaged &
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
<b>CHIEF OF POLICE / INTERNAL AFFAIRS / INTELLIGENCE</b>									
Police / Admin. / Chief		General Orders / Policies & Procedures / Operation Directives (Department Policies and Procedures)	P			Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief		General Subject Files	When No Longer Required - Minimum 2 years			Mag, Ppr			Department Preference; GC §34090
Police / Admin. / Chief		Criminal Intelligence Files (NOT Gang or Vice)	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded	Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Admin. / Chief		DMV-Pull Notices, Waivers for Pull Notices (Police Only)	When Superseded or Separated			Mag Ppr			Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive (Records Manag. or Imaged)	Total Retention	
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
Police / Admin. / Chief		Internal Affairs Investigations / Disciplinary Files / Complaints / Citizens Complaints	Final Disposition + 5 years		Mag, Ppr	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5(b), VC §2547 State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5(b), VC §2547
Police / Admin. / Chief		Internal Affairs Investigations / Disciplinary Files / Complaints / Internal Complaints	Final Disposition + 2 years		Mag, Ppr	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5(b), VC §2547
Police / Admin. / Chief		Permits: Massage Establishments	Change of Ownership / Close + 2 years		Mag, Ppr	Department Preference; GC §34090 et seq.
Police / Admin. / Chief		Permits: Massage Technicians (Backgrounds, Cards, etc.)	Separation from Company + 2 years		Mag, Ppr	Department Preference; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record	Retention No.	Records Description	Retention / Disposition		Media Options	Image: I=Import M=Mfr S=Scan QC:d7	Destroy Paper after Imaged &	Comments / Reference
			Active (in office)	Inactive (Records Manag. or Imaged)				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Police / Admin. / Chief		Reports and Studies regarding Police operations (not historical - manpower, etc.)	When No Longer Required - Minimum 2 years	Inactive (Records Manag. or Imaged)				
Police / Admin. / Chief		Ride-A-Long Waiver Form	2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
					Mag, Ppr			GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive (Records Manag. or Imaged)	Total Retention	
(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
<b>ADMINISTRATIVE SERVICES BUREAU / COMMUNICATIONS / CAD / DISPATCH</b>						
Police / AS / Commun.		Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	1 year		1 year	Mag
Police / AS / Commun.		Video Recordings - Public Areas, Parking Lots, etc.	When No Longer Required		When No Longer Required	Mag
Police / AS / Commun.		Video Recordings - Temporary Holding Facility surveillance, records, cashiers, etc.	1 year		1 year	Mag
<b>ADMINISTRATIVE SERVICES BUREAU / FISCAL SERVICES - See City-Wide Schedule for all other records</b>						
Police / AS / Fiscal Services		Overtime Slips / Time Off Slips	2 years	3 years	5 years	Mag, Ppr
		Police Only				
						Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6 Does not record "regular and ongoing operations"; GC §34090 et seq. Records regular and ongoing operations; GC §34090.6(a)
						Department preference (preliminary drafts); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive (Records Manag. or Imaged)	Total Retention	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
<b>ADMINISTRATIVE SERVICES BUREAU / PERSONNEL &amp; TRAINING</b>						
Police / AS / Personnel & Training		Personnel Background Packet - Unsuccessful (not hired) - Employees, Reservists, Volunteers	3 years		3 years	Mag, Ppr
Police / AS / Personnel & Training		Personnel Background Packets for Employees Reservists, Volunteers - Conclusions and Medical Records	Separation + 1 years	2 years	Separation + 3 years	Mag, Ppr
Police / AS / Personnel & Training		Personnel Training File - Tests, Bulletins, Certificates, Range Files, Program Information, Needs Assessment, Field Training	Separation + 1 years	4 years	Separation + 5 years	Mag, Mfr, OD, Ppr

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
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(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
Police / AS / Personnel & Training		Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	2 years	3 years	5 years	Mag, Ppr
Police / AS / Personnel & Training		Training Database	Indefinite		Indefinite	Mag
Police / AS / Personnel & Training		Training Requests & Approvals	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Mag, Ppr
Police / AS / Personnel & Training		Weapons List / Department Weapons (Range master)	Indefinite		Indefinite	Mag
						Department Preference; Rosters are sent to POST; Statewide guidelines propose 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
						Department Preference; Data is interrelated; GC §§12946, 34090
						Department Preference; GC §34090
						Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition		Retention / Disposition		Comments / Reference
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan QC:q?	Destroy Paper after Imaged & QC:q?	
(OFR)							
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>							
<b>ADMINISTRATIVE SERVICES BUREAU / PROPERTY &amp; EVIDENCE</b>							
Police / AS / Property & Evidence		Crime Report Photos, Negatives	Follows the Retention Period of the Crime Report Adjudication / Final Disposition, including all appeals	Follows the Retention of the Crime Report Adjudication / Final Disposition, including all appeals	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department Preference; GC \$34090
Police / AS / Property & Evidence		Evidence Control Cards	Disposition, including all appeals	Disposition, including all appeals	Mag, Ppr		Department Preference; GC \$34090
Police / AS / Property & Evidence		Evidence Database	Indefinite	Indefinite	Mag, Ppr		Data is interrelated; GC \$34090
Police / AS / Property & Evidence		Evidence Files	Adjudication / Final Disposition, including all appeals	Adjudication / Final Disposition, including all appeals	Mag, Ppr		Department Preference; GC \$34090
Police / AS / Property & Evidence		Gun and Narcotics Destruction Log (Documents related to)	P	P	Mag, Ppr		Department Preference to be consistent with Statewide guidelines; GC \$34090
Police / AS / Property & Evidence		Latent Prints / Fingerprints (Those not in LiveScan)	Follows the Retention Period of the Crime Report	Follows the Retention of the Crime Report	Mag, Ppr		Department Preference; GC \$34090
Police / AS / Property & Evidence		Mug Shots	Follows the Retention Period of the Arrest Record	Follows the Retention of the Arrest Record	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department Preference; GC \$34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
			Active (in office)	Inactive (Records Manag. or Imaged)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Police / AS / Property & Evidence		PAS Device Calibration Logs	2 years		2 years		Mag, Ppr	GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive (Records Manag. or Imaged)	Total Retention	
(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
<b>ADMINISTRATIVE SERVICES BUREAU / RECORDS DIVISION</b>						
Police / AS / Records		Activity Permits	2 years		2 years	Mag, Ppr GC §34090
Police / AS / Records		Arrest Log	When No Longer Required		When No Longer Required	Mag, Ppr Preliminary drafts; GC §34090 et seq.
Police / AS / Records		Bicycle Licenses	2 years		2 years	Mag, Ppr GC §34090
Police / AS / Records		Citation Log Books (#s / ranges) - Parking, Traffic Citations - Parking, Traffic	2 years		2 years	Mag, Ppr GC §34090 et seq.
Police / AS / Records		Includes corrections and voids	2 years		2 years	Mag, Ppr GC §34090 et seq.
Police / AS / Records		Court Transmittals	When No Longer Required		When No Longer Required	Mag, Ppr Preliminary drafts; GC §34090 et seq.
Police / AS / Records		CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)	Firearm Found or Recovered - Minimum 5 years		Firearm Found or Recovered - Minimum 5 years	Mag, Mfr, OD, Ppr Yes: After QC Yes: After QC PC§ 11108(b); GC§ 34090

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference			
			Active (in office)	Inactive (Records Managed or Imaged)	Total Retention				
		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
Police / AS / Records		<p>CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)</p> <p>ALL, Except Those Specifically Mentioned in the Schedule</p> <p>Criminal &amp; Non-Criminal, Misdemeanors &amp; Felonies</p>	When No Longer Required - Minimum 5 years		Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §800 et seq.
Police / AS / Records		<p>CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)</p> <p>Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive</p>	Close of Investigation	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	PC §§11169(c), 11170(a)(3)
Police / AS / Records		<p>CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)</p> <p>Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms</p>	Date of Arrest + 3 years	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Individual petitions District Attorney; ("Shall" Destroy); GC §34090; PC §851.8(a)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description			Retention / Disposition			Comments / Reference			
		Active (in office)	Inactive (Records Manag. or Imaged)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?			
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>											
Police / AS / Records		CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)  FELONIES & IMAGED REPORTS - SERIOUS, VIOLENT, HOMICIDES, RAPES, AGGRIATED ASSUALTS. CHILD OR			P			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799
Police / AS / Records		CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)  Juvenile Investigations			Sealing Date + 5 years (Or Court Order)			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / AS / Records		CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)  Misdemeanor - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms			2 years			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	("Shall" Destroy); H&S §11361.5

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference				
			Active (in office)	Inactive (Records Manag. or Imaged)	Total Retention					
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?				
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Police / AS / Records		<p>CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)</p> <p>Misdemeanor - Juvenile Marijuana - H&amp;S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms</p> <p>CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)</p>	Conviction or Arrest (if No Conviction) + 2 years			Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/MI	Yes: After QC	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., GC§68152(e)(8)
Police / AS / Records		<p>Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&amp;S §11361.5)</p> <p>CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)</p>	Offender is 18 Years Old			Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / AS / Records		<p>Missing Persons</p> <p>CRIME REPORTS / INCIDENT REPORTS: (includes Warrants)</p>	Found / Recovered + 2 years			Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/MI	Yes: After QC	Department Preference; GC §34090
Police / AS / Records		<p>Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms</p>	Sealing Date + 5 years (Or Court Order)			Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/MI	Yes: After QC	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Inactive (Records Manag. or Imaged)	Active (in office)	Vital?	Media Options	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>							
Police / AS / Records		Logs: Watch Commander Logs, Officer Watches, etc.	When No Longer Required	2 years	Mag, Ppr		Preliminary drafts; GC §34090 et seq.
Police / AS / Records		NCIC Validation	When No Longer Required	2 years	Mag, Ppr		GC §34090
Police / AS / Records		Order after Hearing (Restraining Order, Emergency Protective Orders (EPO), Temporary Restraining Order (TRO))	When No Longer Required	2 years	Mag		Court records - originals retained by the Court; GC §34090 et seq.
Police / AS / Records		Reports: Monthly Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	When No Longer Required	2 years	Mag, Ppr		GC §34090
Police / AS / Records		Reposessed Vehicles	When No Longer Required	Indefinite	Mag, Ppr		Preliminary draft to notify PD that car has not been stolen; GC §34090
Police / AS / Records		RMS Database	Indefinite	Indefinite	Mag	Yes	Data Fields / Records are interrelated; GC §34090
<b>ADMINISTRATIVE SERVICES / TEMPORARY HOLDING FACILITY</b>							
Police / AS / Temp. Holding Facility		Holding Cell Logs, Reports & Schedule	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Inactive (Records Managed, or Imaged)	Active (in office)	Total Retention	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
<b>FIELD OPERATIONS / PATROL</b>						
Police / Field Ops / Patrol		Canine (Police Dogs) Training & Service Records	Separation from Service + 2 years		Separation from Service + 2 years	Mag, Ppr Department Preference; GC §34090 et seq.
Police / Field Ops / Patrol		CHP 180 Reports (Tows) - Abandoned, Impounded, Stored	5 years		5 years	Mag, Ppr Department Preference; GC §34090
Police / Field Ops / Patrol		Officer Recordings: Audio Recordings that are not evidence ("hip recorders", etc.)	When No Longer Required		When No Longer Required	Mag Department Preference; Recordings that become evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business; GC §34090.6(a)
Police / Field Ops / Patrol		Traffic Hearing Officer Records (Tows, Parking, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Mag, Ppr GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
			Active (in office)	Inactive (Records Manag. or Imaged)	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>								
<b>INVESTIGATIONS BUREAU (DETECTIVES)</b>								
Police / Investigat.		Asset Forfeiture Files	When No Longer Required - Minimum 5 years			Mag, Ppr		Department Preference (Federal DOJ requires 5 years); GC §34090
Police / Investigat.		Crime Prevention Programs	When No Longer Required - Minimum 2 years			Mag, Ppr		GC §34090
Police / Investigat.		Field Investigation Cards (Fis)	After Entry into RMS			Mag, Ppr		Preliminary drafts (the database is the original); GC §34090 et seq.
Police / Investigat.		Guns: Dealers Record of Sale (DROS)	2 years			Mag, Ppr		GC §34090
Police / Investigat.		Informant Files	When No Longer Required - Minimum 2 years			Ppr, Mag		Department Preference; GC §34090 et seq.
Police / Investigat.		Investigation Files and Arrest Files / Detective's Files	Transferred into Record's Files			Ppr, Mag		Transfer all Official Reports to Records to be placed in the Day Files.
Police / Investigat.		Pawn Slips	2 years			Mag, Ppr		GC §34090
Police / Investigat.		Permits: Pawn Shop, Second Hand	Change of Ownership / Close + 2 years			Mag, Ppr		Department Preference; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Manag. or Imaged)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Police / Investigat.		Registrants: Arson - Adults	5 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department Preference: Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090
Police / Investigat.		Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years.		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090
Police / Investigat.		Registrants: Narcotic	Last Arrest + 5 years		Last Arrest + 5 years.		Mag, Ppr			Department Preference: Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Investigat.		Registrants: Sex Offenders - Adults	P	P	P		Mag, Mfr, OD, Ppr	S/M/I	No	Department Preference: Pursuant to PC §290 et seq.
Police / Investigat.		Registrants: Sex Offenders - Juveniles	or Sealing Date + 5 years (or Court Order) When No Longer Required - Minimum 5 years		or Sealing Date + 5 years (or Court Order) When No Longer Required - Minimum 5 years.		Mag, Mfr, OD, Ppr	S/M/I	No	Pursuant to PC §290 et seq.; W&I §781;
Police / Investigat.		Special Enforcement / Gang Files & Vice Files					Ppr, Mag			Department Preference: GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
<b>ENGINEERING</b>										
Public Works / Engineering		Abandonments / Vacations (Streets) / Survey File	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	GC §34090 et seq.
Public Works / Engineering		Aerial Maps / Photographs - Analog or Digital & Index to Aerials	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference (Information Systems maintains digital aerials); GC §34090
Public Works / Engineering		Assessment District / Maintenance District / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (FORMATION, BOUNDARIES, ENGINEERS REPORTS)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337.337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering		Bonds: Construction Bonds / Subdivision Bonds	Release of Bond / Security		Release of Bond / Security		Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: Destroy Paper after Imaged & QC'd?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
Public Works / Engineering		<p>Capital Improvement Projects (CIP) - Where Public Works is the Lead: <u>Administration File</u></p> <p>Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs &amp; Responses, etc.</p>	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr	Destroy Paper after Imaged & QC'd?	<p>Some grant funding agencies require audits; Statute of Limitations for Errors &amp; Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts &amp; Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090</p>
Public Works / Engineering		<p>Capital Improvement Projects (CIP) - Where Public Works is the Lead: <u>Permanent File</u></p> <p>Plans, Specifications, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.</p>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	Yes: Completed + 10 years	<p>Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090</p>

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> <i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
Public Works / Engineering		Capital Improvement Projects (CIP) - Where Public Works is the Lead: <u>Unsuccessful Proposals</u>	2 years		2 years		Mag, Ppr		GC \$34090
Public Works / Engineering		Complaints	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Department preference; GC \$34090
Public Works / Engineering		Correspondence - Regulatory Agencies	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr	Yes: While Active Issues	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC \$34090
Public Works / Engineering		Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC \$34090
Public Works / Engineering		Drawings, Maps, Plans and Record Drawings, Large-Format Drawings (Capital Improvement Project "As-Builts")	P		P		Mag, Mfr, OD, Ppr	Yes: After QC	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC \$34090, 34090.7
Public Works / Engineering		Encroachment Permits - Permanent Encroachments	P		P		Mag, Mfr, OD, Ppr	Yes: 1 year	Department Preference; GC \$34090
Public Works / Engineering		Encroachment Permits - Public Right of Way, Street Permits, Utility Cuts etc.	5 years		5 years		Mag, Ppr		Department Preference (the warrantee period for work done is 5 years); GC \$34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition		Retention / Disposition			Comments / Reference
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<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Public Works / Engineering		Encroachment Permits - Wide Load Permits, Debris Boxes, etc.	2 years		2 years	Mag, Ppr		GC §34090
Public Works / Engineering		Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years	Mag, Mfr, OD, Ppr	S/I	Yes: After QC Department Preference; GC §34090
Public Works / Engineering		Engineering Studies / Surveys (City Built Projects)	P		P	Mag, Mfr, OD, Ppr	S/I	Yes: After QC Department Preference; GC §34090
Public Works / Engineering		Geotechnical and Soils Reports	P		P	Mag, Mfr, OD, Ppr	S	Yes: After QC Department Preference; GC §34090
Public Works / Engineering		Grading Permits & Plans	P		P	Mag, Mfr, OD, Ppr	S	Yes: After QC Department Preference; GC §34090
Public Works / Engineering		NPDES Monitoring - Stormwater	3 years		3 years	Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Engineering		NPDES Permits - Stormwater	Expiration + 3 years		Expiration + 3 years	Mag, Ppr	Yes: Until Expiration	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Engineering		Proposed Projects, Program Information	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		GC \$34090
Public Works / Engineering		Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC GC \$34090
Public Works / Engineering		Sewer System Management Plan	5 years		5 years		Mag, Ppr		Department preference; GC \$34090
Public Works / Engineering		Street Signal Outages & Maintenance	2 years		2 years		Mag, Ppr		GC \$34090
Public Works / Engineering		Underground Service Alerts (USA's) - City	3 years		3 years		Mag, Ppr		Department Preference (required for 3 years); the warrantee period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition		Retention / Disposition			Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
<b>ENGINEERING - PRIVATE DEVELOPMENT</b>									
Public Works / Engineering / Private Development		Bonds: Subdivision Bonds	Release of Bond / Security		Release of Bond / Security		Mag, Mfr, OD, Ppr	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Public Works / Engineering / Private Development		Drawings, Maps, Plans and Record Drawings, Large Format Drawings (Final Maps, Parcel Maps, Right of Way, Tract Maps, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	Yes: After QC	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering / Private Development		Private Development Projects / Job Files: <u>Administration File</u> Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr		Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: (=Import M=Mfr S=Scan QC=d?)		Destroy Paper after Imaged & QC'd?
(OFR)										
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Public Works / Engineering / Private Development		Private Development Projects / Job Files: <u>Permanent Files</u> Drainage, Driveway, Encroachments, Grading Permits & Plans, Rights of Way, Soils Reports, Stormwater, etc. Copies of Deeds, Dedications, Easements, Abandonments (City Clerk is OFR) Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMS, TSMS	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works / Engineering / Private Development		Subdivisions	P		P		Mag, Ppr			Official record held by City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Reference				
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
<b>ENGINEERING - TRAFFIC &amp; TRANSPORTATION</b>										
Public Works / Engineering / Traffic & Transport.		Master Plans - Transportation	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Drafts should be destroyed; GC \$34090
Public Works / Engineering / Traffic & Transport.		Sidewalks: Notification of Liability for Hazardous Conditions	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC \$34090
Public Works / Engineering / Traffic & Transport.		Studies - Transportation	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag Ppr			Drafts / source records entered into database and not retained in the ordinary course of business; GC \$34090
Public Works / Engineering / Traffic & Transport.		SWTRS - Statewide Integrated Traffic Records System	When No Longer Required		When No Longer Required		Mag Ppr			Non-Records (Sheriff)
Public Works / Engineering / Traffic & Transport.		Traffic Complaints	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC \$34090
Public Works / Engineering / Traffic & Transport.		Traffic Safety Commission Agenda Packets	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC \$34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Reference			Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Public Works / Engineering / Traffic & Transport.		Traffic Safety Commission Minutes & Bylaws	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
Public Works / Engineering / Traffic & Transport.		Traffic Safety Commission Recordings / Tapes - Audio Recordings / Tapes or DVDs	1 year		1 year		Mag			Department preference (consistent with City Council); State law only requires for 30 days; GC §54953.5(b)
Public Works / Engineering / Traffic & Transport.		Traffic Speed Surveys	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering / Traffic & Transport.		Traffic Studies / Traffic Counts / Traffic Calming Requests	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>									
<p><b>PUBLIC WORKS MAINTENANCE: BUILDING, EQUIPMENT, PARK, STREET</b></p>									
Public Works / Maintenance		AQMD Permits (Generators, etc.)	Current + 2 years		Current + 2 years		Mag, Ppr		Department Preference; GC \$34090
Public Works / Maintenance		Generator Operation Logs (for fixed / stationary generators) / Inspections	2 years		2 years		Mag, Ppr		GC \$34090
Public Works / Maintenance		Operations & Maintenance Manuals (O&M Manuals)	20 years		20 years		Mag, Ppr		Department Preference; GC \$34090 et. seq.
Public Works / Maintenance		Pressure Vessel Certifications or Permits (Air Compressors, CNG Tank, Propane, etc.)	Current + 2 years		Current + 2 years		Mag, Mfr, OD, Ppr	S Yes: After QC	Department Preference; GC \$34090 et. seq.
Public Works / Maintenance		Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr		GC \$34090
Public Works / Maintenance	Comm. Services said you have some of these	Timecards / Timesheets - Part-time employees not forwarded to Finance	2 years	3 years	5 years		Mag, Ppr		Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T \$19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC \$34090 26CFR31.6001-1

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>										
Public Works / Maintenance		Underground Storage Tank (City Owned)	7 years		7 years		Mag, Ppr		Monitoring and Maintenance records are required on site for 3 years, 6 1/2 years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)	
Public Works / Maintenance		Underground Storage Tanks - USTs (City Owned)	Life of the Tank		Life of the Tank		Mag, Mfr, OD, Ppr	Yes: After 1 year	23 CCR 2712(b), H&S §25284.2(i)	
Public Works / Maintenance		Repairs, Lining, Upgrades Underground Storage Tanks (City-Owned)	10 years	P	P		Mag, Mfr, OD, Ppr	Yes: After 1 year	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.	
Public Works / Maintenance		Location, Soil Remediation, Monitoring Well Records	3 years		3 years		Mag, Ppr		22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.	
Finance / Mgmt.		Vehicle & Equipment Database	Indefinite		Indefinite	Yes	Mag		Data Fields / Records are Interrelated; GC §34090	

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years). since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>						
Public Works / Maintenance		Vehicle, Equipment & Radio Maintenance History Files includes Vans, Trucks, etc. Maintenance, CHP tickets, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years	Mag, Ppr Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Public Works / Lead Div.		Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite	Mag Data is interrelated; GC §34090
Public Works / Lead Div.		Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required	Mag Ppr Preliminary drafts (the database is the original); GC §34090
Public Works / Lead Div.		Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years	Mag Ppr City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i></p>							
<b>PUBLIC WORKS MAINTENANCE: SEWERS</b>							
Public Works / Sewers		CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings (all lines)	10 years		10 years	Mag	Department Preference; GC §34090 et seq.
Public Works / Sewers		Confined Space Entries (Permitted entries into sewers and storm drains in order to comply with regulations)	3 years		3 years	Mag, Mfr, OD, Ppr	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Public Works / Sewers		Sanitary Spills and Overflows (SSOs)	5 years		5 years	Mag, Mfr, OD, Ppr	If treating water, required for 5 years; 40 CFR 122.41(j)(2)
Public Works / Sewers		Station Maintenance Logs / Job Logs (Pumps, etc.)	Life of Station / Pump		Life of Station / Pump	Mag, Ppr	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	
(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
<b>PUBLIC WORKS MAINTENANCE: STORM DRAINS</b>						
Public Works / Sewers		Confined Space Entries (Permitted entries into sewers and storm drains in order to comply with regulations)	3 years		3 years	Mag, Mfr, OD, Ppr  Yes: 2 years  Code of Federal Regulations requires 3 years; 40 CFR 122.41(i)(2)