

CITY OF BELMONT CITY COUNCIL



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CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, February 25, 2025

6:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

MEETING ATTENDANCE:

Council meetings, unless otherwise noted, are broadcast live to Belmont residents on

1. Comcast Cable Channel 27
2. Streamed live via the City's website at Belmont.gov,
3. ZOOM <https://belmont-gov.zoom.us/> **Meeting ID: 95745673035**
4. Public may attend the meeting in the Council Chambers, Belmont City Hall 2nd floor

PUBLIC COMMENT:

- Public in the Council Chamber present the Clerk a request to speak slip found at the table at the rear of the chamber.
- If participating virtually use the Raise Hand feature to request to speak.
 - For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number),
 - enter **Meeting ID: 95745673035**, and press *9 to request to speak.

All public comments are subject to a **3-minute time limit** unless otherwise determined by the Chair.

If you wish to submit written public comment, you may send an email to cclerk@belmont.gov before the council considers the item. Please indicate the agenda item topic or agenda item number you wish to comment on in your email's subject line. Any public comment regarding agenda items that are received from the time of publication of the agenda and 3 hours before the start of the meeting will be distributed to the Council prior to the meeting and made part of the meeting record. Written public comments will not be read during the Council meeting.

The Mayor has the authority to rule any speaker out of order, including speakers during the Public Comment period; If the subject raised is not within the subject matter jurisdiction of the City Council, during a public hearing or a general business item if the speaker is not presenting testimony or evidence relevant to the matter or if the speaker becomes disruptive to the proceedings and conduct of the meeting.

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to conduct themselves with civility and courtesy at all times. All

persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated in order to foster an environment where everyone feels welcome to speak.

1. CALL TO ORDER [6:15 pm]

2. ROLL CALL

3. CLOSED SESSION

A. Conference with Labor Negotiators (Govt Code Section 54957.6)

Agency designated representatives: Afshin Oskoui, City Manager Employee organization: Mid-Management Confidential Employee Association (MMCEA) and Belmont Police Officers Association (BPOA) and American Federation of State, County and Municipal Employees (AFSCME)

4. STUDY SESSION [none]

The public will have an opportunity to address the City Council concerning this item.

REGULAR BUSINESS ITEMS [7:00 pm]

5. PLEDGE OF ALLEGIANCE

6. REPORT FROM CLOSED SESSION

7. SPECIAL PRESENTATIONS

A. Proclamation Recognizing March as Women's History Month

B. Third Annual Dr. Martin Luther King, Jr. Poetry & Essay Contest Recitals

C. Introduction of San Mateo Consolidated Fire Department Fire Chief

8. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

This portion of the meeting is reserved for persons wishing to address the Body on any City matter not on the agenda. The period for public comment at this point in the agenda is limited to 15 minutes, with a maximum of 3 minutes per speaker. Speakers who requested but did not receive an opportunity to speak during this comment period will be given an opportunity to address the Body later in the meeting. State law prohibits the Body from acting on non-agenda items.

9. COUNCILMEMBER ANNOUNCEMENTS

10. CONSENT BUSINESS

Consent business items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion on these items unless a member or staff request specific items to be removed for separate action. The City Attorney will read the title of ordinances to be adopted.

A. Approval of Minutes

Recommendation: Consider modifications and approve minutes

Attachment(s):

[February 11, 2025 meeting minutes](#)

B. Monthly Financials

Recommendation: Motion to accept monthly financials for the Months of October and November 2024

Attachment(s):

[Monthly Financial Reports - October](#)
[Monthly Financial Reports - November](#)

C. Adoption of Policy to Comply with Assembly Bill 2561 and Government Code 3502.3

Recommendation: Staff recommends that the City Council adopt a policy which establishes the framework and requirements for holding public hearings and reporting on the City's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.)

Attachment(s):

[Staff Report](#)
[Resolution](#)

D. Public, Education, and Government Access Program Ordinance Introduction

Recommendation: Introduce an ordinance establishing a state video franchise holder fee to support Public, Education, and Government (PEG) facilities and penalties of material breach of state and federal customer service standards.

Attachment(s):

[Staff Report](#)
[Draft Ordinance](#)

E. Server Replacement and Upgrades to Security System

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute an agreement for the acquisition and installation of a server and associated upgrades to the security system for an amount not to exceed \$80,000

Attachment(s):

[Staff Report](#)
[Resolution](#)
[Server Replacement and Upgrade Quote](#)

F. Revisions to the Records Retention Schedule

Recommendation: Adopt a resolution approving a revised City Records Retention Schedule for all City Departments

Attachment(s):

[Staff Report](#)
[Resolution](#)
[Records Retention Schedule\(redlined\)](#)

G. Primary Grant Agreement with the San Mateo County Transportation Authority

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute a Primary Grant Agreement (PGA) with the San Mateo County Transportation Authority (TA) to ensure eligibility for Measure A and Measure W grant funding

Attachment(s):

[Staff Report](#)
[Resolution](#)

[Primary Grant Agreement Template](#)

H. 2025 Pavement Rehabilitation Project Design Amendment #1

Recommendation: motion authorizing the City Manager to negotiate and execute Amendment #1 to the Task Order #8 with Pavement Engineering Inc. for additional services to develop progress sets and estimates for the 2025 Pavement Rehabilitation Project including the development of a Full Depth Reclamation (FDR) mix design and the design of a linear bioretention facility for an additional amount of \$42,672, for a total contract cost not-to-exceed amount of \$453,500

Attachment(s):

[Staff Report](#)

[Full Depth Reclamation \(FDR\) Quote](#)

[Bioretention](#)

I. Declaration of City Owned Properties as Exempt Surplus Land

Recommendation: Approve resolutions declaring the city owned properties located at 730 El Camino Real, 503 Crest View Avenue, and 1000 O'Neill as exempt surplus land under the Surplus Lands Act and finding the declarations exempt from CEQA under Guidelines Section 15061(b)(3)

Attachment(s):

[Staff Report](#)

[503 Crest View Ave SLA Resolution](#)

[730 El Camino Real SLA Resolution](#)

[1000 O'Neill Ave SLA Resolution](#)

11. PUBLIC HEARINGS [none]

12. GENERAL BUSINESS

General Business items are considered separately, typically in the order listed. The chair will call for public comment on each item when the body considers the item.

A. Community Benefits Program Implementation

Recommendation: Adopt a Resolution identifying community benefit priorities and receive an update on the proposed implementation strategy for the community benefit program

Attachment(s):

[Staff Report](#)

[Resolution](#)

B. Community Development Department Project Update

Recommendation: Receive a Community Development Department project update; no action required

Attachment(s):

[Staff Memo](#)

[Presentation](#)

13. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

- A. **Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments**
- B. **Verbal report from City Manager**

14. MATTERS OF INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. However, Council/Board may take final action on an item if there is no need for additional staff analysis.

15. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board or Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

AGENDA POSTING: I declare a copy of this agenda was posted at City Hall, One Twin Pines Lane, and the City's website www.belmont.gov on _____, by _____ . /s/

CITY OF BELMONT CITY COUNCIL MEETING MINUTES

City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California

TUESDAY, FEBRUARY 11, 2025

CALL TO ORDER 6:30 PM

ROLL CALL

COUNCILMEMBERS PRESENT: Jordan, Latimerlo, McCune, Pang-Maganaris, Mates

COUNCILMEMBERS ABSENT: None

CLOSED SESSION [None]

PLEDGE OF ALLEGIANCE

Leb by Mayor Mates

STUDY SESSION [6:30 p.m.]

Cannabis Retail Businesses Community Benefit Terms

Assistant City Manager Kleinbaum provided background of the Belmont and state cannabis retail regulatory framework. She noted that the state regulations are stringent. She provided information on two business that were invited to apply for a retail shop in Belmont; Canna-Bel at 1397 El Camino Real and Nug 1538 El Camino Real, Suite C. She continued to provide the possible economic opportunities of allowing cannabis retail and noted that potential revenues can rise to nine hundred thousand in total revenues for the city. She continued with an overview of community benefits including contributions to parks and recreation programs, and support to the Belmont Community Foundation. She ended her presentation with next steps including a Planning Commission on recommendations on entitlement application in March and Council review of the entitlement applications.

She noted that staff is asking for direction on the proposed Development Agreement terms under negotiation for the retail cannabis operators under entitlement review at 1397 El Camino Real and 1538 El Camino Real, Suite C and whether to continue to support consideration of one or both retail cannabis applications.

In response to Council questions, Ms. Kleinbaum explained that the cannabis market in the surrounding area is not yet fully tested. She stated that staff recommends proceeding with both retailers since they have different business models, and it is uncertain which one will be a better fit for the Belmont customer base.

Charles Stone, Canna-Bel explained that the 30% discretionary benefit to be determined annually by Canna-Bel Community Advisory Board, he stated that the advisory board expressed a need for discretion to provide benefit to broader nonprofit communities outside of the Belmont Parks and Recreation Department.

Public Comment

David Salguero provided comments in opposition to the Nug Dispensary, 1538 El Camino Location.

Mary Morrissey Parden provided comments on the community benefits model.

Public comments also received via email.

Council deliberation ensued and concluded to support staff recommendations regarding the Development Agreement terms for the retail cannabis operators at 1397 El Camino Real and 1538 El Camino Real, Suite C and to continue to support consideration both retail cannabis applications.

REGULAR BUSINESS ITEMS [7:00 pm]

REPORT FROM CLOSED SESSION (None)

SPECIAL PRESENTATIONS

Black History Month Proclamation

Mayor Mates read the proclamation and presented it to Stephen Booker, Political Director and Community Affairs Liaison of IBEW Local Union 617.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Tiffany Obayashi commented on installation of safety railing on Ralston Avenue.

COUNCILMEMBER ANNOUNCEMENTS

Councilmembers provided information on upcoming events and events they previously attended.

CONSENT BUSINESS

City Council Meeting Minutes, January 14, 2025 January 28, 2025 February 4, 2025

Council Intergovernmental Assignment Updates

Task Order with HdL authorizing the City Manager to negotiate and execute a 5-year Companies for Business License Tax administration services for an amount not to exceed \$625,000, subject to annual Council budget appropriation

City of Belmont **Investment Policy** as submitted by the Finance Director/City Treasurer

Resolutions 2025-06 authorizing the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of San Bruno regarding the administration of FEMA Pre-Disaster Mitigation Grant No. LPDM-PJ-09-CA-2023-003 and

Resolution 2025-07 authorizing the City Manager to negotiate and execute two agreements purchasing fuel reduction work to be reimbursed by the FEMA grant and CAL FIRE Fire Prevention Grant No. 5GG21211 for a combined amount not to exceed \$403,704

Resolution 2025-08 approving The Second Revised and Restated Joint Exercise Of Powers Agreement For The San Mateo County Operational Area Emergency Services Organization

Ordinance 2025-1182 Repealing Provisions in the Belmont City Code Chapter 12 and 19 Pertaining to Business Licenses Superseded by Measure DD and Amending Solicitor Regulations Contained Therein

Authorizing the City Manager to negotiate and execute **Task Order No. 3 to the Master Service Agreement with The Lew Edwards Group** to provide communications outreach and consulting services in the amount of \$78,000 plus a 10% contingency, for a total Agreement not-to-exceed amount of \$381,600

Approving Fiscal Year 2025-26 Budget Calendar

Resolution 2025-09 accepting the Bishop subdivision's street improvements and fire road as completed and compliant with the City's approved plans, authorizing the release of subdivision improvement bond, accepting a maintenance and warranty bond for the required one-year warranty period, and accepting the dedication of open space

City Attorney Rennie read the title of **Ordinance 2025-118**.

City Manager Oskoui noted that minor changes were made to the Council Assignment list and the list was share with the Council.

ACTION: on a motion made by Councilmember Latimerlo and seconded by Councilmember McCune the consent business was unanimously approved by a roll call vote (5-0).

ITEM TAKEN OUT OF ORDER:

MATTERS OF INTEREST/CLARIFICATION

Discussion and Consideration of Endorsing San Mateo County's March Ballot Measure A

Mayor Mates asked the Council to consider adopting a resolution endorsing the March 4, 2025 Special Election Ballot Measure A - San Mateo County Charter Amendment Measure.

Public Comment

Rich Hedges, Charles Stone, Sean Harper, Vanessa Lemus Tapia, Mike Nash, Julie Lind, Jacki Rigni provided comments in support of the resolution. James Simmons, District 2 representative on the Independent Advisory Commission to the Sheriff's office provided comments on open communication and being informed. Email correspondence also received.

Council deliberation ensued.

ACTION: On A motion made by councilmember McCune and seconded by councilmember Pang-Maganaris **Resolution 2025-11** Stating the City's Support For San Mateo County Measure A, on the Ballot March 4, 2025 was unanimously approved by a roll call vote (5-0)

PUBLIC HEARINGS (None)

GENERAL BUSINESS

Adoption of Updated Sanitary Sewer Master Plan

Public Works Consultant, Shyamala Raveendran with IEC/Ardurra provided a project overview noted that the plan includes updated sewer planning criteria and explained that a sixteen year capital improvement program (CIP) was developed based on capacity and condition assessments. She outlined the estimated cost for the CIP totaling sixty-eight million dollars by the 2035-2039 fiscal years.

Council discussion ensued.

Public Comment

Mary Morrisey Parden commented on equitable pricing for commercial and residential properties.

ACTION: On a motion made by Councilmembers Pang-Maganaris and seconded by Councilmember Latimerlo the updated Sanitary Sewer Master Plan a forward-looking document that guides the management, maintenance, and development of the City's sewer infrastructure was unanimously approved a roll call vote (5-0).

Report on Mid-Year Financial Results as of December 31, 2024

Finance Director Castaneda provided an overview of the 2024-2025 mid-year budget results. She highlighted that the ongoing state takeaway of the Vehicle License Fee (VLF), a critical funding source for the City, remains a significant concern. Additionally, she reported that sales tax growth is declining, and there is a slowdown in development in the City. These factors continue to pose challenges in maintaining City services and infrastructure. She emphasized the City's commitment to engaging with the community to identify service priorities, exploring targeted locally controlled revenue sources, and maintaining a strategic financial focus.

She concluded her presentation by recommending that the Council adopt resolutions approving revisions to the capital improvement budgets for both the City and the Belmont Fire Protection District, reflecting updated project estimates, revised timelines, and necessary revenue transfers to Capital Improvement Program (CIP) project expenditure funds.

Council discussion ensued regarding shortfalls as related to state takeaways.

ACTION: On a motion made by Councilmember Pang-Maganaris and seconded by Councilmember Jordan **Resolution 2025-10** Amending the Fiscal Year 2024-25 Budget By Approving Revisions to Revenue and Authorizing Supplemental Appropriations and

Resolution 2025-01 - Belmont Fire Protection District - Mid Year Resolution Summarizing Proposed Budget Amendments by Fund were unanimously approved by a roll call vote (5-0)

Appointment to City Commissions

Councilmembers deliberated on the applicants and made appointments.

ACTION: On a motion made by Councilmember Latimerlo and seconded by Councilmember Pang-Maganaris Council unanimously appointed the following individuals to City Commissions by a roll count vote (5-0):

Planning Commission 3 year term

Brian Kulich
Margaret Jadallah

Parks and Recreation Commission 3 year term

Adar Emken
Avery Lyford
Arianna Cunha

Non-voting Youth 1 year term

Jiya Venkatesh
Itza Perez

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

Councilmembers reported on their assignments.

Verbal report from City Manager

City Manager Oskoui reminded the community of the incoming inclement weather.

ADJOURNMENT at this time being 9:20 p.m.



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Belmont Fire Protection District
- Street Maintenance
- Sewer Collection System
- Sewer Treatment

Notable Fund Balance Decrease compared to prior YTD:

- Development Services
- Affordable Housing Successor
- Capital Improvement Projects

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

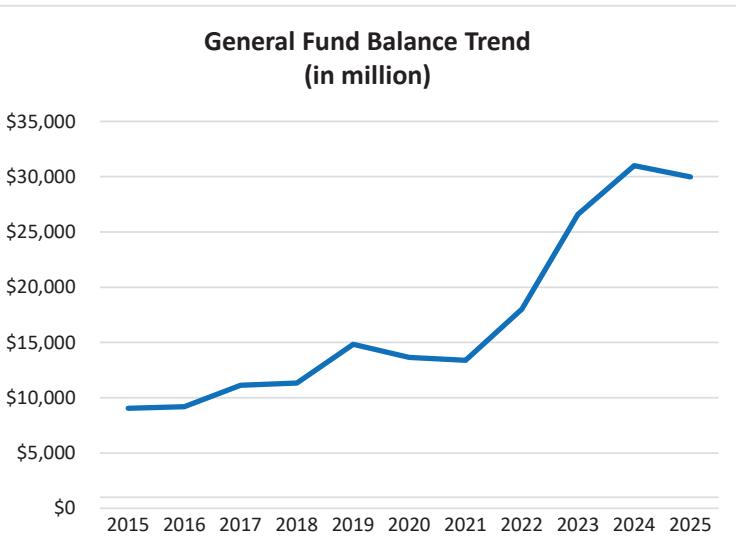
CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above \$50,000

This report contains financial information which has not been reviewed or audited by an independent auditor, does not reflect the application of generally accepted accounting principles in all instances and is subject to future revision. This report has not been prepared with a view to informing an investment decision in any of the City's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in this report are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of the City's bonds, notes or other obligations and investors and potential investors should rely only on information filed by the City on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and website, maintained on the World Wide Web at <https://emma.msrb.org/>

These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in

City of Belmont
Performance at a Glance
Results for the Period Ended October 31, 2024
(000's)

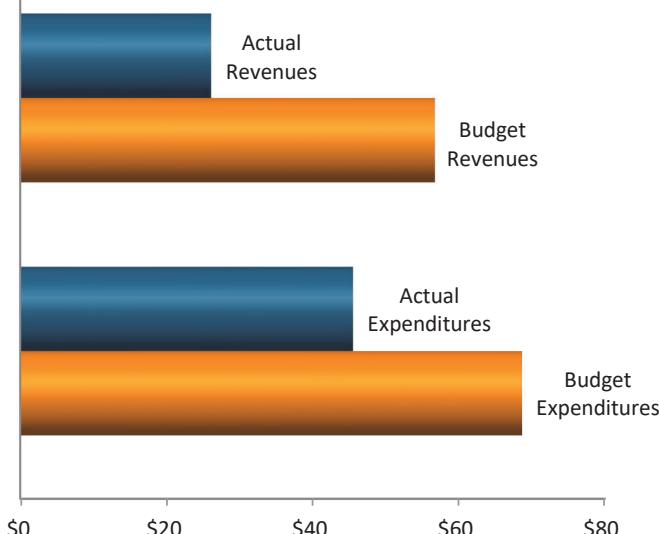


General Fund Balance Trends*

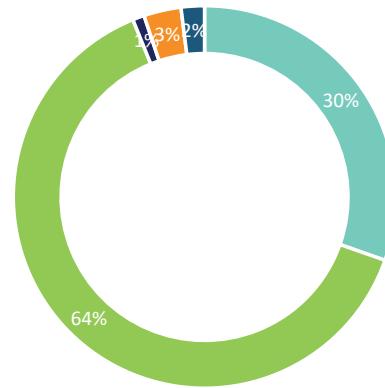
6/30/2015	2015	\$9,049	Audited
6/30/2016	2016	\$9,177	Audited
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
10/31/2024	2025	\$29,996	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures YTD Comparison (in millions)



Capital Improvement Plan



■ Streets
■ Sewer
■ Technology
■ Recreational Facilities

General Fund

The General Fund balance is \$30 million, a decrease of \$1 million compared to the amount at the prior fiscal year-end. This is primarily due to the timing of semi-annual property tax receipts received in December and April.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) Recreation and Library Bond Debt Service funds have deficits and are expected to be eliminated in a future period.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended October 31, 2024
(000's)



Fund	Fund Name	Revenues						Expenditures						Unaudited Fund Balance 10/31/24 (1)+(2)-(3)	PY YTD Fund Balance 10/31/23
		YTD Budget	YTD Actual (2)	YTD Variance (Under) Over	%	PY YTD Actual	PY YTD Budget	YTD Actual (3)	YTD Under (Over)	%	PY YTD Actual	PY YTD Variance %			
	Audited Fund Balance 06/30/24 (1)														
GENERAL FUND		\$31,003	\$11,071	\$6,920	(\$4,151)	63%	\$7,100	\$10,662	2,823	\$7,927	\$2,736	74%	\$7,515	\$1,214	\$29,996
101 General		4,464	805	392	(413)	49%									2,217
102 Measure I															26,172
SPECIAL REVENUE FUNDS															3,150
205 Recreation		397	1,329	619	(710)	47%	584	1,362	1,357	5	100%	1,228			(341)
206 Library Maintenance & Operation		777	114	8	(106)	7%	6	324	128	196	40%	128			(60)
207 Athletic Field Maintenance		391	55	83	28	151%	48	118	53	65	45%	34			693
208 City Tree		252	7	4	(3)	62%	16	45	11	35	24%	37			380
209 Senior Services Donation		96	4	8	4	222%	1	3	0	3	0%	0			263
210 Development Services		2,020	2,294	2,069	(225)	90%	3,174	2,400	2,084	317	87%	1,607			93
212 General Plan Maintenance		1,492	168	157	(10)	94%	255	474	309	165	65%	168			3,104
223 Belmont Fire Protection District		25,882	6,340	549	(5,792)	9%	1,090	4,620	7,415	(2,795)	161%	6,699			1,679
225 Police Grants and Donations		35	0	1	0	216%	0	0	3	0	0%	0			14,589
227 Supplemental Law Enforcement		71	58	103	45	177%	111	29	30	(1)	104%	40			30
231 Street Maintenance		1,365	893	469	(424)	53%	449	866	836	30	97%	822			78
232 RMRA Street Project		498	256	200	(57)	78%	178	482	152	329	32%	1			783
233 Measure W		2,295	163	89	(74)	55%	82	1,006	0	1,006	0%	0			1,891
234 Street Improvements		2,935	378	280	(98)	74%	399	1,159	98	1,061	8%	46			2,256
237 Traffic Impact		100	52	1	(51)	2%	1	0	0	0	N/A	0			97
239 Public Art		420	7	4	(3)	61%	3	0	3	0	0%	0			408
275 Affordable Housing Successor		6,056	76	64	(12)	84%	144	525	162	363	31%	75			5,958
277 Inclusionary Housing		3,254	64	12	(53)	18%	2	0	0	0	N/A	0			2,573
Total Special Revenue		48,336	12,259	4,721	(7,539)	39%	6,545	13,419	12,635	784	94%	10,885			38,002
CAPITAL PROJECT FUNDS															
308 General Facilities		621	9	6	(3)	62%	6	198	2	196	1%	2			625
310 Infrastructure		2,290	29	22	(7)	77%	20	1,088	(172)	1,260	-16%	24			738
312 Comcast-PEG Program		421	5	4	(1)	85%	3	40	0	40	0%	0			2,391
341 Planned Park		1,084	30	8	(22)	26%	14	233	1	232	1%	1			425
342 Park Impact		680	15	7	(8)	49%	19	221	0	221	0%	0			1,714
343 Open Space		104	0	1	1	N/A	1	35	53	(18)	152%	4			660
399 Capital Improvement Projects		3,292	18,359	3,247	(15,112)	18%	6,151	19,614	4,329	15,285	22%	2,839			94
704 Special Assessment Districts		328	4	3	(1)	85%	3	0	0	0	N/A	0			3,312
Total Capital Projects		8,820	18,451	3,299	(15,152)	18%	6,217	21,429	4,213	17,216	20%	2,871			318
DEBT SERVICE & OTHER FUNDS															
406 Library Bond Debt Service		320	232	3	(229)	1%	0	227	550	(323)	242%	534			(226)
501-505 Sewer Collection System		40,307	7,999	6,498	(1,501)	81%	602	12,459	10,042	2,417	81%	4,436			(248)
507 Sewer Treatment		28,834	1,103	50	(1,053)	5%	37	1,792	2,458	(667)	13%	2,053			36,763
525 Storm Drainage Enterprise		1,406	698	214	(484)	31%	183	983	413	570	42%	588			27,648
530 Solid Waste Management		2,110	230	187	(43)	81%	160	203	182	21	90%	177			1,768
570 Worker's Compensation		1,837	313	346	32	110%	350	284	754	(470)	266%	685			1,852
571 Liability Insurance		3,324	305	303	(2)	99%	(209)	464	683	(218)	147%	601			1,426
572 Self Funded Vision		0	0	0	0	N/A	0	0	0	0	(4)	2,944			2,876
573 Fleet & Equipment Management		8,241	1,715	1,715	(59)	97%	1,578	2,351	1,767	584	75%	1,619			4
574 Facilities Management		366	1,011	1,021	10	101%	968	1,057	989	69	94%	921			8,356
575 Benefit Refunding		1,313	503	453	(50)	90%	446	529	292	237	55%	359			(557)
775 Successor Agency Trust Fund ¹		-	0	0	0	N/A	0	0	0	N/A	0	0			1,322
Total Debt & Other		88,058	14,170	10,791	(3,379)	76%	4,116	20,350	18,131	1,034	89%	11,965			69,824
Total All Funds		\$180,581	\$56,756	\$26,122	(\$30,534)	46%	\$24,405	\$58,683	\$45,544	\$21,954	66%	\$34,449	\$161,259	\$146,782	

Fund Types:
General Fund - Used to account for and report all financial resources not accounted for and reported in another fund.
Special Revenue Funds - Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
Capital Projects Funds - Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.
Debt Service & Other Funds - Includes funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest; funds used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis; and funds to account for operations financed and operated in a manner similar to a private business enterprise with the intent that the cost of providing goods and services is primarily financed through user charges; and funds used to account for assets held by the City as an agent.

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended October 31, 2024
(000's)



	General Fund					All Other Funds				
	Year to Date (YTD)			Annual Budget	PY YTD Actual	Year to Date (YTD)			Annual Budget	PY YTD Actual
	Budget	Actual	Variance			%	Budget	Actual		
REVENUES										
Taxes	\$7,908	\$4,163	(\$3,746)	53% a	\$23,725	\$3,752	\$7,516	\$655	(\$6,861)	9% a
Licenses and permits	405	352	(53)	87%	1,215	248	795	1,173	378	148%
Intergovernmental	122	181	59	148%	366	193	4,411	569	(3,842)	13% d
Charge for services	1,439	1,393	(46)	97%	4,318	1,398	12,901	5,836	(7,064)	45% e
Fines and forfeits	48	29	(19)	60%	144	38	-	-	-	N/A
Use of money and property	639	796	157	125%	1,917	1,464	1,778	1,869	91	105%
Miscellaneous	107	6	(101)	5% b	321	8	9	95	86	1040%
Other financing sources	-	-	-	N/A	-	-	-	6	6	N/A
Operating transfers in	402	-	(402)	0% c	1,205	-	18,277	8,998	(9,279)	49% c
Total Revenues	11,071	6,920	(4,151)	63% c	33,212	7,100	45,687	19,202	(26,485)	42%
EXPENDITURES										
General government	2,680	2,349	(331)	88%	8,040	1,975	3,013	3,457	444	115% f
Public safety	5,362	4,732	(630)	88%	16,086	4,741	4,536	7,479	2,944	165% g
Streets and utilities	-	-	-	N/A	0	0	24,396	10,037	(14,359)	41%
Culture and recreation	970	846	(124)	87%	2,911	799	3,598	2,636	(962)	73%
Urban redevelopment	-	-	-	N/A	0	0	2,768	2,031	(737)	73%
Non departmental	-	-	-	N/A	0	0	690	94	(596)	14%
Debt service	1,650	-	(1,650)	0%	4,950	0	341	2,885	2,544	846% h
Operating transfer out	10,662	7,927	(2,736)	74%	31,987	7,515	8,016	1,071	(6,945)	13%
Total Expenditures	21,325	15,854	(5,471)	74%	63,975	15,030	47,358	29,690	(17,668)	63%
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(\$10,254)	(\$8,934)	\$1,320	(\$0)	(\$30,763)	(\$7,930)	(\$1,671)	(\$10,488)	(\$8,817)	(\$0)

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

General Fund

Revenues

- a) **Taxes** – The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April.
- b) **Miscellaneous** – The budget variance is primarily due to the timing of the annual Crystal Springs Uplands School (CSUS) Public Service Fee, which will be received in a future reporting period.
- c) **Operating Transfers In** – Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

Other Funds

Revenues

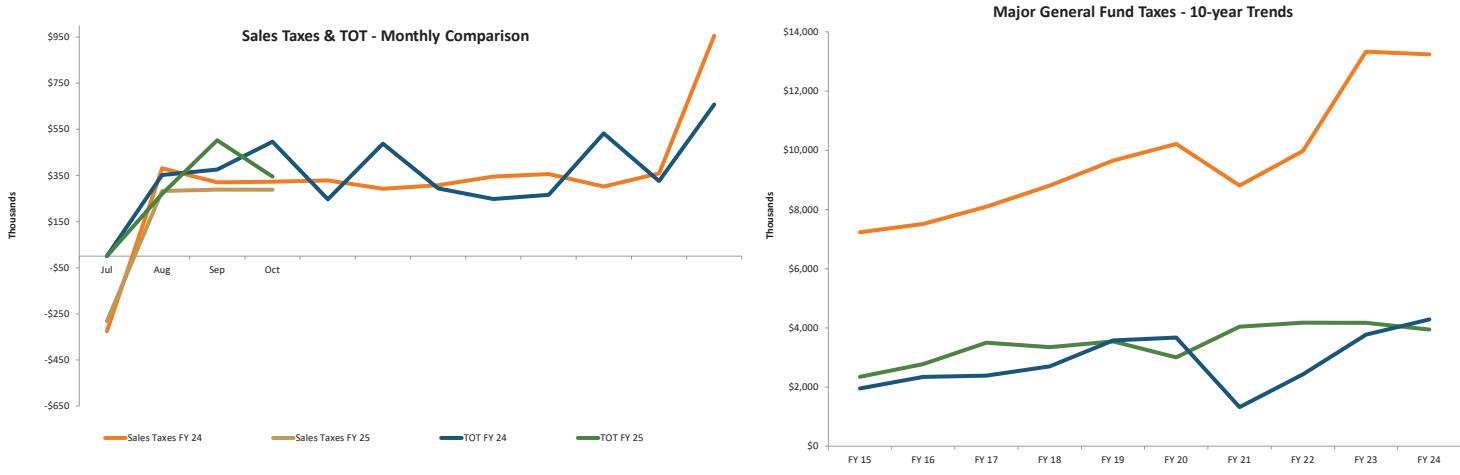
- d) **Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
- e) **Charges for Services** - The Sewer User Fee (Collection & Treatment) is included as part of the City's Property Tax bill to be received semi-annually, typically in December and April.

Other Funds

Expenditures

- f) **General Government** - The variance is due to annual insurance premiums, pension, and OPEB contributions were paid in July and accumulated as year-to-date amounts.
- g) **Public Safety** - Variance due to payments of \$1.9M to BSCFD and quarterly payment of \$2.4M to San Mateo Consolidated Fire Department for two quarters and annual insurance premium were made in July accumulated as year-to-date amounts.
- h) **Debt service** - The budget variance is primarily due to annual/semi-annual debt service payments made in the beginning of the year.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended October 31, 2024



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
4LEAF INC	Building Inspection July	10/11/24	EFT00036704	87,531.20
ALL FENCE CO., INC.	CORP YARD GATE	10/4/24	1205075	59,725.00
BELMONT INVESTMENT GROUP LLC	SURETY REFUND BISHOP RD	10/11/24	1205099	60,000.00
C2R ENGINEERING INC	PROGRESS PAY 001	10/25/24	1205138	339,876.83
CALPERS	PERS HEALTH PREMIUM-OCTOBER	10/9/24	DAJ000009300	222,574.66
CALPERS	COB CONTRIBUTION PPE 10/4/24	10/10/24	DAJ000009301	138,017.04
CALPERS	COB CONTRIBUTIONS-PPE 10/18/24	10/24/24	DAJ000009303	137,102.53
CASEY CONSTRUCTION INC	PROGRESS PAY 1	10/4/24	1205083	439,067.20
DISBURSEMENTS	Payroll Wage PPE 9/28/24	10/4/24	DAJ000009355	463,946.73
DISBURSEMENTS	Payroll Tax PPE 9/28/24	10/4/24	DAJ000009357	115,264.03
DISBURSEMENTS	Payroll Wage PPE 10/12/24	10/18/24	DAJ000009359	486,957.83
DISBURSEMENTS	Payroll Tax PPE 10/12/24	10/18/24	DAJ000009361	111,993.11
DISBURSEMENTS	PAYROLL ADP WAGE PPE10/26/24	10/31/24	DAJ000009364	493,636.08
DISBURSEMENTS	PAYROLL ADP TAX PPE10/26/24	10/31/24	DAJ000009365	113,003.01
GHILOTTI BROS INC	PROGRESS PAY 6	10/4/24	EFT00036670	557,095.73
MISSION SQUARE	DEF COMP ACCT#302442	10/7/24	DAJ000009294	56,256.93
MISSION SQUARE	DEF COMP ACCT#302442	10/21/24	DAJ000009297	55,525.87
PAVEMENT ENGINEERING INC	QA FOR 2024 SLURRY THRU 9/30	10/25/24	EFT00036875	51,735.00
SILICON VALLEY CLEAN WATER	NOVEMBER CONTRIBUTION	10/4/24	EFT00036651	399,366.00
SM COUNTY TAX COLLECTOR	24/25 PROPERTY TAXES	10/25/24	DAJ000009304	105,078.44
TOWNE FORD SALES	109/TRANSMISSION MOUNT	10/25/24	EFT00036900	106,193.41

Total Disbursements in Excess of \$50,000 \$ 4,599,946.63
 Total Count 21

Purchase Order Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
GOOD CITY COMPANY	BEAMREACH 405&455 HARBOR	10/3/24	25 00044	157,489.00
C2R ENGINEERING INC	SAN JUAN SEWER CAP IMPROV	10/7/24	25 00049	1,483,618.40
Total Purchase Orders Issued in Excess of \$50,000				\$ 1,641,107.40
Total Count				2

**CITY OF BELMONT
TREASURER'S REPORT
October 31, 2024**



Agency Receipts and Disbursements Summary

	Beginning Balance September 30, 2024	Receipts	Disbursements	Ending Balance October 31, 2024
City of Belmont Belmont Fire Protection District	\$ 119,901,870.32 19,029,977.70	\$ 4,377,210.13 56,884.69	\$ (5,694,281.75) (89,613.91)	\$ 118,584,798.70 18,997,248.48
Total	\$ 138,931,848.02	\$ 4,434,094.82	\$ (5,783,895.66)	\$ 137,582,047.18

Balance Summary

	Deposit	Investments	Pool Total
City of Belmont & Belmont Fire Protection District	\$ 995,022.88	\$ 136,587,024.30	\$ 137,582,047.18

I certify that this report accurately reflects all investments of City of Belmont and Belmont Fire Protection District, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

s/b Grace Castaneda
Grace Castaneda
City Treasurer

A handwritten signature of Grace Castaneda in black ink.

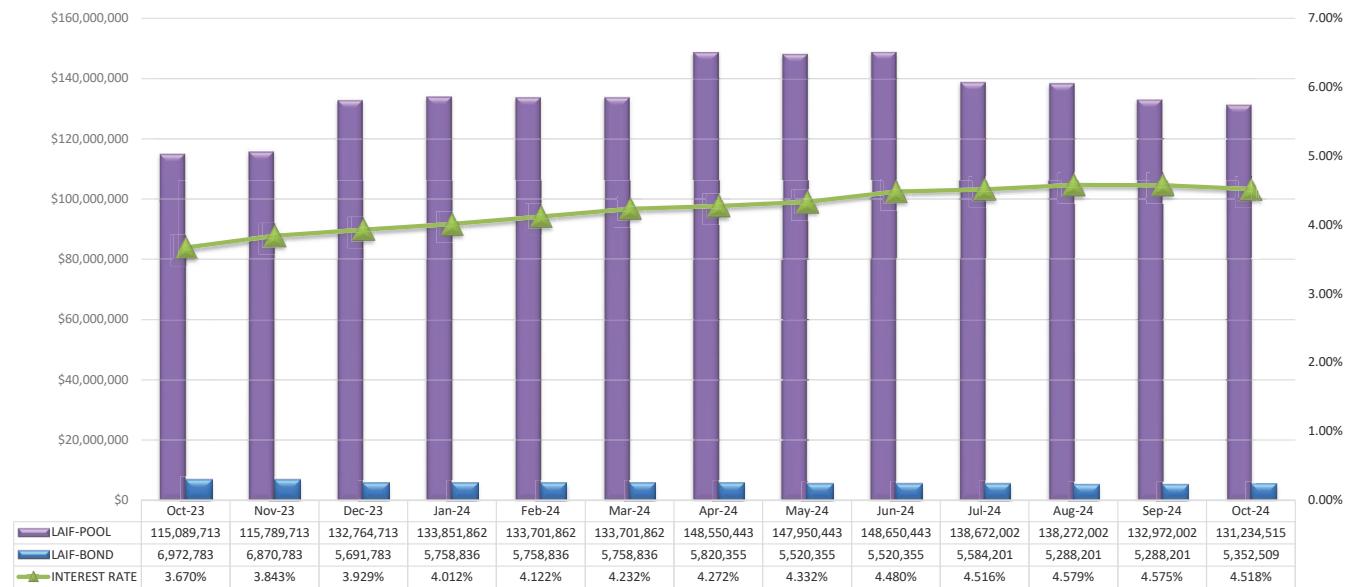
CITY OF BELMONT
TREASURER'S REPORT
October 31, 2024



Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		\$ 995,022.88	\$ 995,022.88					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	131,234,514.84	131,505,000.20	494,097.95	90 days	4.518%	LAIF	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	5,352,509.46	5,363,541.43	20,152.20	90 days	4.518%	LAIF	LAIF	LAIF
Total			\$ 137,582,047.18	\$ 137,863,564.51	\$ 514,250.15					

City of Belmont Investment Portfolio Trends





HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Belmont Fire Protection District
- Street Maintenance
- Sewer Collection System

Notable Fund Balance Decrease compared to prior YTD:

- Development Services
- Affordable Housing Successor

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

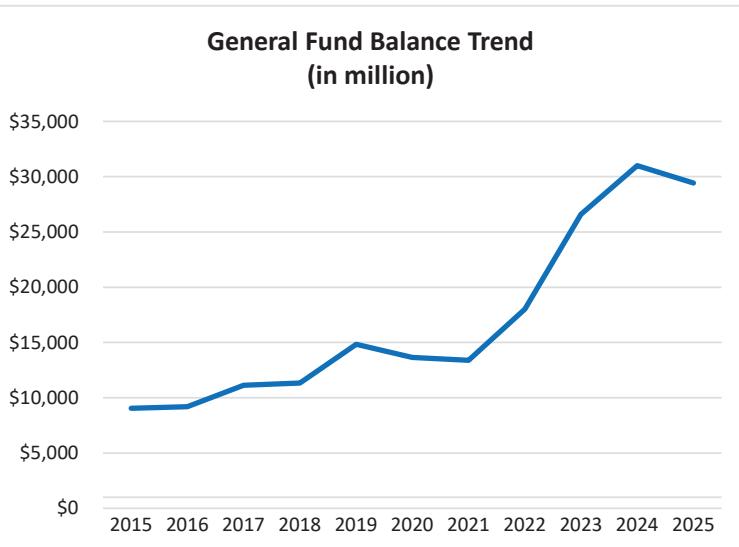
CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above \$50,000

This report contains financial information which has not been reviewed or audited by an independent auditor, does not reflect the application of generally accepted accounting principles in all instances and is subject to future revision. This report has not been prepared with a view to informing an investment decision in any of the City's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in this report are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of the City's bonds, notes or other obligations and investors and potential investors should rely only on information filed by the City on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and website, maintained on the World Wide Web at <https://emma.msrb.org/>

These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in

City of Belmont
Performance at a Glance
Results for the Period Ended November 30, 2024
(000's)

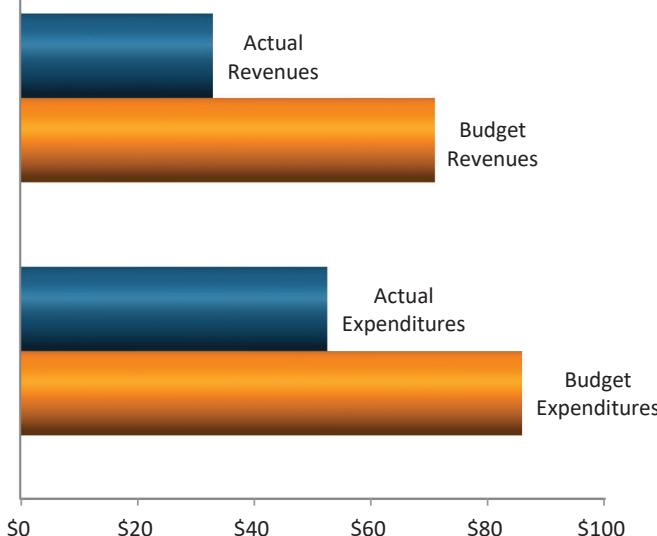


General Fund Balance Trends*

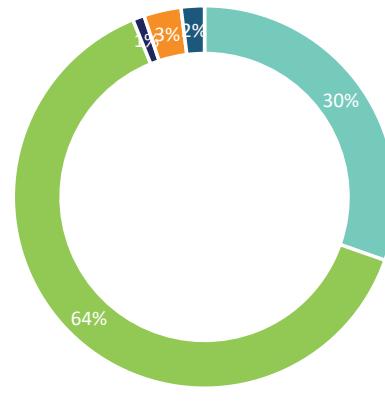
6/30/2015	2015	\$9,049	Audited
6/30/2016	2016	\$9,177	Audited
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
11/30/2024	2025	\$29,436	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures YTD Comparison (in millions)



Capital Improvement Plan



■ Streets
■ Sewer
■ Technology
■ Recreational Facilities

General Fund

The General Fund balance is \$29.4 million, a decrease of \$1.6 million compared to the amount at the prior fiscal year-end. This is primarily due to the timing of semi-annual property tax receipts received in December and April.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) Recreation and Library Bond Debt Service funds have deficits and are expected to be eliminated in a future period.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended November 30, 2024
(000's)



Fund	Fund Name	Revenues						Expenditures						Unaudited Fund Balance 11/30/24 (1)+(2)-(3)	PY YTD Fund Balance 11/30/23								
		YTD Budget	YTD Actual (2)	YTD Variance (Under) Over	%	PY YTD Actual	PY YTD Budget	YTD Actual (3)	YTD Under (Over)	%	PY YTD Actual	PY YTD Variance %											
	Audited Fund Balance 06/30/24 (1)																						
GENERAL FUND		\$31,003	\$13,838	\$8,947	598	(\$4,891)	(408)	65%	\$8,914	692	\$13,328	3,528	\$10,514	2,698	\$2,814	830	79%	\$9,416	1,326	\$29,436	2,363	26,084	3,303
101 General		4,464	1,006																				
102 Measure I																							
SPECIAL REVENUE FUNDS																							
205 Recreation		397	1,661	743		(918)		45%	706		1,702		1,693	9	99%	1,470		(553)		(180)			
206 Library Maintenance & Operation		777	142	8		(135)		5%	6		405		153	252	38%	162		631		659			
207 Athletic Field Maintenance		391	69	84		15		122%	50		147		61	86	42%	44		413		371			
208 City Tree		252	8	5		(4)		56%	17		57		19	38	33%	41		238		259			
209 Senior Services Donation		96	4	8		4		181%	1		4		0	4	0%	0		104		93			
210 Development Services		2,020	2,868	2,431		(437)		85%	3,524		3,000		2,663	337	89%	2,053		1,788		3,008			
212 General Plan Maintenance		1,492	210	178		(31)		85%	269		592		415	177	70%	307		1,256		1,554			
223 Belmont Fire Protection District		25,882	7,926	2,031		(5,894)		26%	2,522		5,775		7,452	(1,677)	129%	6,738		20,462		15,982			
225 Police Grants and Donations		35	0	1		0		172%	0		4		0	4	0%	0		36		30			
227 Supplemental Law Enforcement		71	73	119		(47)		164%	126		36		41	(4)	1112%	50		150		83			
231 Street Maintenance		1,365	1,116	620		(496)		56%	505		1,083		1,048	35	97%	1,010		937		(505)			
232 RMRA Street Project		498	320	272		(48)		85%	242		602		202	400	34%	1		568		847			
233 Measure W		2,295	204	89		(115)		44%	119		1,258		86	1,172	7%	0		2,298		1,927			
234 Street Improvements		2,935	472	391		(82)		83%	511		1,449		105	1,344	7%	64		3,221		2,351			
237 Traffic Impact		100	65	1		(64)		2%	1		0		0	0	0%	0		101		97			
239 Public Art		420	9	4		(5)		49%	3		4		0	4	0%	0		424		408			
275 Affordable Housing Successor		6,056	95	71		(24)		75%	151		656		183	473	28%	117		5,944		9,482			
3,254		80	12	(69)		15%	2						0	0	N/A	0		3,266		3,266			
Total Special Revenue		48,336	15,324	7,068		(8,256)		46%	8,753		16,774		14,120	2,654	84%	12,056		41,284		39,040			
CAPITAL PROJECT FUNDS																							
308 General Facilities		621	12	6		(6)		50%	6		247		2	245	1%	5		625		735			
310 Infrastructure		2,290	36	22		(14)		62%	23		1,360		(172)	1,532	-13%	43		2,485		2,375			
312 Comcast-PEG Program		421	6	4		(2)		68%	3		50		0	50	0%	0		425		408			
341 Planned Park		1,084	38	8		(30)		21%	14		292		2	290	1%	2		1,090		1,713			
342 Park Impact		680	18	7		(11)		39%	19		276		0	276	0%	0		687		660			
343 Open Space		104	2	1		(0)		69%	1		43		53	(9)	122%	0		52		98			
399 Capital Improvement Projects		3,292	22,948	4,301		(18,647)		19%	6,333		24,518		5,198	19,320	21%	3,174		2,395		3,159			
704 Special Assessment Districts		328	5	3		(2)		68%	3		0		0	0	N/A	0		331		318			
Total Capital Projects		8,820	23,066	4,353		(18,73)		19%	6,402		26,786		5,082	21,704	19%	3,223		8,091		9,467			
DEBT SERVICE & OTHER FUNDS																							
406 Library Bond Debt Service		320	290	3		(287)		1%	0		284		557	(273)	196%	534		(234)		(248)			
501-505 Sewer Collection System		40,307	9,999	6,516		(3,483)		65%	611		15,574		11,025	4,549	71%	5,347		35,798		26,746			
507 Sewer Treatment		28,334	1,379	50		(1,329)		4%	37		2,239		2,579	(340)	115%	2,063		26,305		25,365			
525 Storm Drainage Enterprise		1,406	873	345		(528)		40%	316		1,229		625	604	51%	797		1,126		1,692			
530 Solid Waste Management		2,110	287	240		(47)		84%	208		253		232	22	91%	213		2,119		1,863			
570 Worker's Compensation		1,837	392	442		50		113%	414		355		755	(400)	213%	685		1,524		1,490			
571 Liability Insurance		3,324	381	370		(11)		97%	(142)		581		700	(119)	121%	625		2,994		2,919			
572 Self Funded Vision		0	0	0		N/A		0	0		0		0	0	N/A	(4)	0	0	4	0	4		
573 Fleet & Equipment Management		8,241	2,218	2,124		(94)		96%	1,962		2,939		2,090	849	71%	2,055		8,275		8,301			
574 Facilities Management		366	1,264	1,272		8		101%	1,207		1,322		1,144	1,78	87%	1,098		494		(494)			
575 Benefit Refunding		1,313	629	618		(11)		98%	556		661		404	257	61%	426		1,527		1,364			
775 Successor Agency Trust Fund ¹		-	0	0		N/A		0	0		0		0	0	N/A	0	0	0	0	0	0		
Total Debt & Other		88,058	17,712	11,981		(5,731)		68%	5,169		25,437		20,111	4,083	79%	13,839		79,928		69,002			
Total All Funds		\$180,581	\$70,947	\$32,947		(\$38,000)		46%	\$29,930		\$5,854		\$22,525	\$32,095	61%	\$39,860		\$161,103		\$146,897			

Fund Types:
General Fund - Used to account for and report all financial resources not accounted for and reported in another fund.
Special Revenue Funds - Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
Capital Projects Funds - Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.
Debt Service & Other Funds - Includes funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest; funds used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis; and funds to account for operations financed and operated in a manner similar to a private business enterprise with the intent that the cost of providing goods and services is primarily financed through user charges; and funds used to account for assets held by the City as an agent.

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended November 30, 2024
(000's)



	General Fund							All Other Funds						
	Year to Date (YTD)				Annual Budget	PY YTD Actual	Year to Date (YTD)				Annual Budget	PY YTD Actual		
	Budget	Actual	Variance	%			Actual	Variance	%	Annual Budget				
REVENUES														
Taxes	\$9,885	\$5,773	(\$4,112)	58% a	\$23,725	\$5,118	\$9,395	\$2,413	(\$6,982)	26% a	\$22,549	\$2,534		
Licenses and permits	506	425	(82)	84%	1,215	339	994	1,355	361	136%	2,385	1,238		
Intergovernmental	153	203	50	133%	366	217	5,514	1,269	(4,245)	23% e	13,233	4,452		
Charge for services	1,799	1,644	(155)	91% b	4,318	1,666	16,126	7,341	(8,785)	46% b	38,702	7,546		
Fines and forfeits	60	40	(20)	66%	144	48	-	-	-	N/A	-	-		
Use of money and property	799	853	55	107%	1,917	1,519	2,223	1,902	(321)	86% f	5,334	2,103		
Miscellaneous	134	9	(124)	7% c	321	8	11	163	152	1436%	27	338		
Other financing sources	-	-	-	N/A	-	-	-	6	6	N/A	-	-		
Operating transfers in	502	-	(502)	0% d	1,205	-	22,846	9,551	(13,295)	42% d	54,830	2,804		
Total Revenues	13,838	8,947	(4,891)	65%	33,212	8,914	57,109	24,000	(33,109)	42%	137,060	21,016		
EXPENDITURES														
General government	3,350	3,122	(228)	93%	8,040	2,468	3,767	3,915	148	104% g	9,040	3,796		
Public safety	6,703	6,274	(428)	94%	16,086	5,983	5,669	7,526	1,857	133% h	13,607	6,764		
Streets and utilities	-	-	-	N/A	0	0	30,495	12,256	(18,239)	40%	73,188	8,854		
Culture and recreation	1,213	1,117	(95)	92%	2,911	964	4,498	3,199	(1,299)	71%	10,794	2,944		
Urban redevelopment	-	-	-	N/A	0	0	3,460	2,583	(876)	75%	8,304	1,851		
Non departmental	-	-	-	N/A	0	0	863	96	(766)	11%	8,304	-		
Debt service	2,063	-	(2,063)	0%	4,950	0	426	2,885	2,458	677% i	(2,879)	3,431		
Operating transfer out	13,328	10,514	(2,814)	79%	31,987	9,416	10,020	(963)	(10,983)	-10%	24,048	(6,611)		
Total Expenditures	26,656	21,027	(5,629)	79%	63,975	18,831	59,197	31,498	(27,700)	53%	144,404	21,028		
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(\$12,818)	(\$12,081)	\$737	(\$0)	(\$30,763)	(\$9,917)	(\$2,089)	(\$7,498)	(\$5,409)	(\$0)	(\$7,344)	(\$12)		

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

General Fund

Revenues

- a) **Taxes** - The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April.
- b) **Charges for Services** - The Sewer User Fee (Collection & Treatment) is included as part of the City's Property Tax bill to be received semi-annually, typically in December and April.
- c) **Miscellaneous** - The budget variance is primarily due to the timing of the annual Crystal Springs Uplands School (CSUS) Public Service Fee, which will be received in a future reporting period.
- d) **Operating Transfers In** - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

Other Funds

Revenues

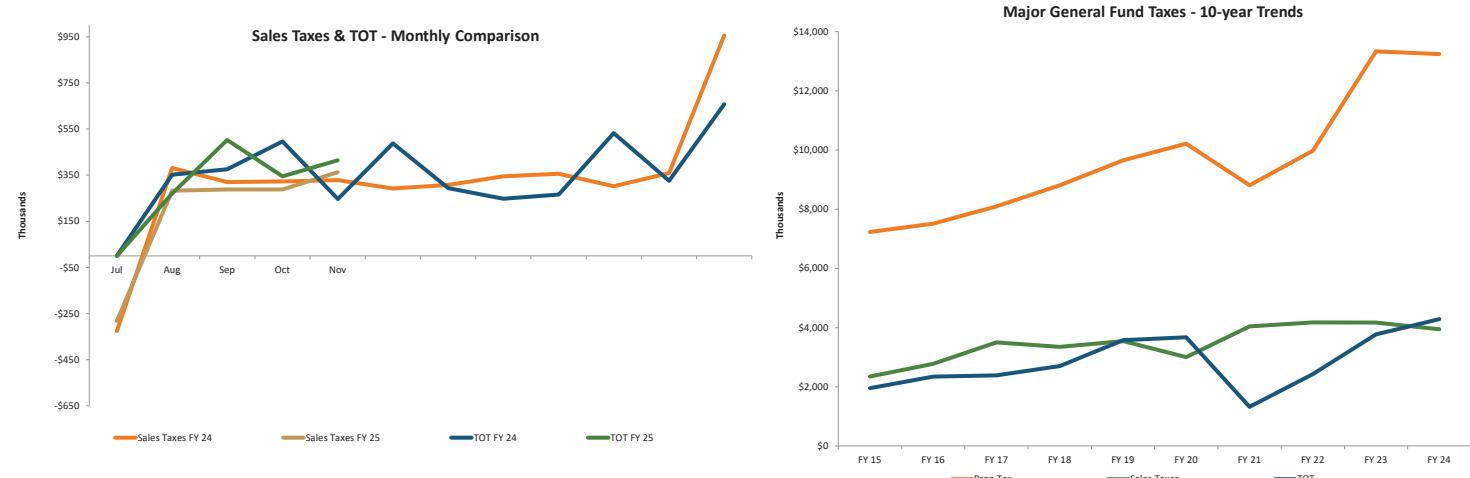
- e) **Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
- f) **Use of money and property** - The budget variance is primarily due to interest revenues which will be posted in December.

Other Funds

Expenditures

- g) **General Government** - The variance is due to annual insurance premiums, pension, and OPEB contributions were paid in July and accumulated as year-to-date amounts.
- h) **Public Safety** - Variance due to payments of \$1.9M to BSCFD and quarterly payment of \$2.4M to San Mateo Consolidated Fire Department for two quarters and annual insurance premium were made in July accumulated as year-to-date amounts.
- i) **Debt service** - The budget variance is primarily due to annual/semi-annual debt service payments made in the beginning of the year.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended November 30, 2024



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
AMERICAN ASPHALT REPAIR AND	PROGRESS PAY 2	11/1/24	EFT00036911	126,773.61
BENEFIT COORDINATORS CORP	Dental and Vision 11/24	11/22/24	EFT00037051	51,638.13
C2R ENGINEERING INC	PROGRESS PAY#2 SAN JUAN SEWER	11/15/24	1205167	365,254.12
CALPERS	COB CONTRIBUTION PPE 11-01-24	11/8/24	DAJ000009329	138,462.18
CALPERS	COB HEALTH PREMIUM-NOVEMBER	11/8/24	DAJ000009331	217,900.01
CALPERS	COB CONTRIBUTIONS PPE 11-15-24	11/25/24	DAJ000009332	134,507.86
CALPERS	COB CONTRIBUTION PPE 11-29-24	11/29/24	DAJ000009333	132,928.21
DISBURSEMENTS	Payroll Wage PPE 11/9/24	11/14/24	DAJ000009379	494,155.55
DISBURSEMENTS	Payroll Tax PPE 11/9/24	11/14/24	DAJ000009381	115,849.88
DISBURSEMENTS	Payroll Wage PPE 11/23/24	11/27/24	DAJ000009382	465,671.81
DISBURSEMENTS	Payroll Tax PPE 11/23/24	11/27/24	DAJ000009384	104,030.72
GOOD CITY COMPANY	401/501 Island Parkway Sept 24	11/1/24	EFT00036926	81,801.04
MISSION SQUARE	DEF COMP ACCT#302442	11/4/24	DAJ000009325	57,113.04
MISSION SQUARE	DEF COMP ACCT# 302442	11/18/24	DAJ000009328	60,693.94
MNS ENGINEERS INC	HILLER STREET SEWER THRU 8/31	11/22/24	EFT00037052	65,891.05
PAVEMENT ENGINEERING INC	PS&E 2023 PAVEMENT THRU 9/30	11/22/24	EFT00037053	59,061.25
SILICON VALLEY CLEAN WATER	DECEMBER CONTRIBUTIONS	11/15/24	EFT00036968	399,366.00

Total Disbursements in Excess of \$50,000 \$ **3,071,098.40**

Total Count **17**

Purchase Order Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
WALLACE GROUP	FOG CONTROL-SERVICE AGREEMENT 2024-24	11/15/24	25 00062	71,113.75
GOOD CITY COMPANY	TO#5-AMEND #1-1301 SHOREWAY	11/27/24	25 00066	53,562.50

Total Purchase Orders Issued in Excess of \$50,000 \$ **124,676.25**

Total Count **2**

**CITY OF BELMONT
TREASURER'S REPORT
November 30, 2024**



Agency Receipts and Disbursements Summary

	Beginning Balance October 31, 2024	Receipts	Disbursements	Ending Balance November 30, 2024
City of Belmont Belmont Fire Protection District	\$ 118,584,798.70 18,997,248.48	\$ 4,457,407.47 636,749.54	\$ (4,424,752.46) (452.25)	\$ 118,617,453.71 19,633,545.77
Total	\$ 137,582,047.18	\$ 5,094,157.01	\$ (4,425,204.71)	\$ 138,250,999.48

Balance Summary

	Deposit	Investments	Pool Total
City of Belmont & Belmont Fire Protection District	\$ 416,975.18	\$ 137,834,024.30	\$ 138,250,999.48

I certify that this report accurately reflects all investments of City of Belmont and Belmont Fire Protection District, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

s/b Grace Castaneda
Grace Castaneda
City Treasurer

A handwritten signature of Grace Castaneda in black ink.

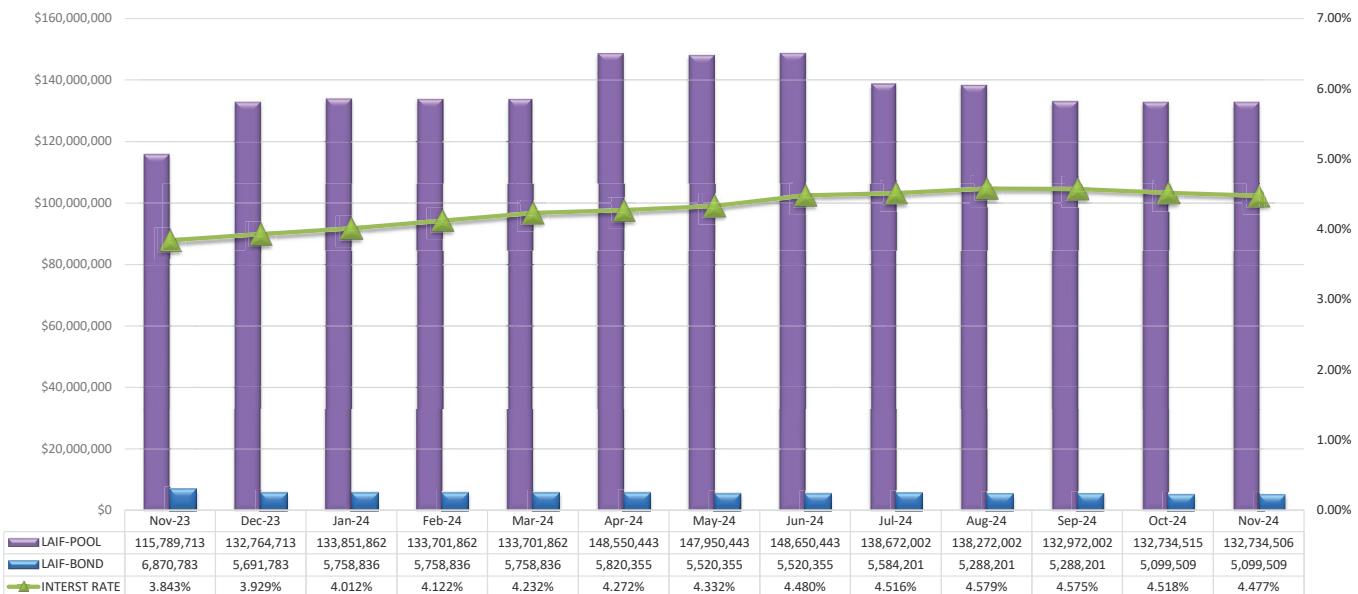
CITY OF BELMONT
TREASURER'S REPORT
November 30, 2024



Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		\$ 416,975.18	\$ 416,975.18					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	132,734,514.84	133,008,091.82	495,210.35		90 days	4.477%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	5,099,509.46	5,110,019.98	19,025.42		90 days	4.477%	LAIF	LAIF
Total			\$ 138,250,999.48	\$ 138,535,086.98	\$ 514,235.77					

City of Belmont Investment Portfolio Trends





STAFF REPORT

Meeting Date: February 25, 2025

Agency: City of Belmont

Staff Contact: Ann Rtizma, Interim Administrative Services Director, artizma@belmont.gov

Agenda Title: Adoption of Policy to Comply with Assembly Bill 2561/Government Code 3502.3: Public Hearings on Vacancies and Recruitment and Retention Efforts

Agenda Action: Resolution

Recommendation

Staff recommends that the City Council adopt a policy which establishes the framework and requirements for holding public hearings and reporting on the City's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.)

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

AB 2561, which became effective January 1, 2025, requires public agencies, including the City, to hold at least one public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This legislation aims to address job vacancies in local government, which negatively impact public service delivery and employee workload. Among its requirements, the law mandates that agencies present the status of vacancies and workforce efforts during a public hearing before the governing body.

This report serves as a precursor to tonight's presentation and outlines the City's legal obligations under AB 2561 and recommends adopting measures to ensure compliance with the new requirements codified in Government Code Section 3502.3.

Analysis

In compliance with the new legal obligations, the City is required to do the following:

1. **Public Hearing:** At least once each fiscal year, at a public hearing before the City Council, the City shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the City Council adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the City Council's adoption of the City's final budget. (Gov. Code § 3502.3(a)(2).)



2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the City to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There are currently three (3) bargaining units at the City. (Gov. Code § 3502.3(b).)
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

Policy

The Policy sets forth requirements regarding the information that the City will provide concerning vacancies at the City, the City's recruitment and retention efforts, and the identification of changes to City policies, procedures, and recruitment activities. In the event that the vacancy rate in any bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, the Policy sets forth additional information that the City will provide upon request of the employee organization that represents such bargaining unit.

The Policy also sets forth the legal entitlement for recognized employee organizations to make presentations at the public hearing.

The purpose of the Policy is to comply with applicable law and to ensure transparency, accountability, and responsiveness to community needs regarding the City's staffing practices.

Procedures for the Public Hearing on City Vacancies and Recruitment and Retention Efforts:

The Procedures for the Public Hearing on City Vacancies and Recruitment and Retention Efforts ("Procedures") establish protocol for the City's public hearings on vacancies to ensure a fair, orderly and efficient hearing process.

The Procedures set forth specific requirements concerning matters such as the provision of notice to recognized employee organizations regarding the public hearing and their right to make a presentation at the hearing, the length and order of the City's and the employee organizations' presentations, and the standards of discourse during the public hearing.

Alternatives

1. Provide staff with alternate direction to the proposed Policy in whole or in part.
2. Take No Action



Attachments

- A. AB 2561 Text
- B. Exhibit A - Proposed Policy

Fiscal Impact

No Fiscal Impact

There is no fiscal impact associated with conducting the public hearing required under Government Code Section 3205.3.

However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the City Council as necessary.

Funding Source Confirmed:

<u>Source:</u>	<u>Purpose:</u>	<u>Public Outreach:</u>
Staff	Statutory/Contractual Requirement	Posting of Agenda

*Insert additional information, or delete if not used

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTION OF POLICY TO COMPLY WITH ASSEMBLY BILL 2561/GOVERNMENT CODE 3502.3: PUBLIC HEARINGS ON VACANCIES AND RECRUITMENT AND RETENTION EFFORTS

WHEREAS, the City of Belmont is committed to transparency, efficiency, and accountability in governance, including workforce reporting, and recruitment and retention practices; and,

WHEREAS, Assembly Bill 2561 (AB 2561) requires municipalities to enhance public participating, improve vacancy reporting and strengthen workforce recruitment and retention; and,

WHEREAS, the City has developed a Policy on Public Hearings, Vacancy Reporting, and Workforce Recruitment & Retention in compliance with AB 2561 to ensure best practices in these areas; and

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council approves and adopts the Policy on Public Hearings, Vacancy Reporting, and Workforce Recruitment and Retention under AB 2561 (Exhibit A)

SECTION 2. The City Manager, or designee, shall implement and enforce this Policy.

* * *

ADOPTED February 25, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

CITY OF BELMONT POLICY ON PUBLIC HEARINGS, VACANCY REPORTING, AND WORKFORCE RECRUITMENT & RETENTION UNDER AB 2561

Exhibit A

Effective Date: February 25, 2025

Approved By: City Council

Purpose:

This policy establishes the framework and requirements for holding public hearings and reporting on the City's workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.) The purpose is to ensure transparency, accountability, and responsiveness to community needs regarding the City's staffing and employment practices.

Scope:

This policy applies to the City, City management and the City Council.

Definitions:

Public Hearing: A formal meeting that is open to the public, where City representatives present information and accept public comments on specific topics, as required by law.

Vacancies: Unfilled positions within the City's workforce that require recruitment efforts to be adequately staffed.

Recruitment: The process of attracting, screening, and selecting qualified candidates for employment with the City.

Retention: Efforts to maintain a stable and satisfied workforce by addressing the factors that contribute to stability in the workforce.

Policy Statement:

In accordance with AB 2561 (Gov. Code § 3502.3), the City is committed to holding a public hearing on vacancies at the City, the City's recruitment, and retention efforts and any issues with the City's policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

The City will hold a public hearing at least once each fiscal year and provide reports on vacancies, recruitment, and retention efforts.

CITY OF BELMONT POLICY ON PUBLIC HEARINGS, VACANCY REPORTING, AND WORKFORCE RECRUITMENT & RETENTION UNDER AB 2561

Policy Provisions:

1. Public Hearing Requirements

The City shall conduct public hearings at least on an annual basis (once each fiscal year) to present information on vacancies, recruitment and retention efforts and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

Public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.

Recognized employee organizations shall have the right to present information, concerns, and recommendations at the public hearing.

Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings.

The City shall ensure that each public hearing is adequately documented, with minutes and recordings made publicly available within 30 days **of** the hearing.

2. Reporting Requirements

The City shall present information on the following at the public hearing:

1. The status of vacancies at the City.
2. Information on the City's recruitment and retention efforts.
3. Identification of any obstacles in the City's policies, procedures, and recruitment activities that may create challenges in the hiring process.

If the City prepares a report that includes the information described above, the City may elect to make the report available to the public via the City's website or in print form prior to each public hearing.

3. Special Reporting Requirements for High Vacancy Rates

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City shall, upon request of the recognized employee organization, include the following information during the public hearing:

CITY OF BELMONT POLICY ON PUBLIC HEARINGS, VACANCY REPORTING, AND WORKFORCE RECRUITMENT & RETENTION UNDER AB 2561

1. The total number of job vacancies within the bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.
4. Responsibilities

City Council: The City Council is responsible for overseeing compliance with this policy and ensuring public hearings and reports meet the requirements outlined in AB 2561.

City Management: City management shall coordinate with the Human Resources department to gather necessary data and ensure accurate reporting.

Human Resources Department: The Human Resources Department is responsible for compiling vacancy, recruitment, and retention data, and preparing reports in collaboration with City management.

5. Monitoring and Review

The City Council shall review the effectiveness of this policy on a biannual basis and make revisions as necessary to ensure ongoing compliance with AB 2561 and alignment with best practices in public transparency.

6. Compliance and Enforcement

The City will maintain records of all public hearings, reports, and related documents for a minimum of five years, in compliance with public records requirements.

Approval and Revision History:

Approved: February 25, 2025

Revised: NA

Appendices:

1. AB 2561 Text.

**CITY OF BELMONT POLICY ON PUBLIC HEARINGS, VACANCY
REPORTING, AND WORKFORCE RECRUITMENT & RETENTION
UNDER AB 2561**

Appendix A – AB 2561 Text

CITY OF BELMONT POLICY ON PUBLIC HEARINGS, VACANCY REPORTING, AND WORKFORCE RECRUITMENT & RETENTION UNDER AB 2561



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AB-2561 Local public employees: vacant positions. (2023-2024)

SHARE THIS:

Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB2561

1/3

CITY OF BELMONT POLICY ON PUBLIC HEARINGS, VACANCY REPORTING, AND WORKFORCE RECRUITMENT & RETENTION UNDER AB 2561

11/16/24, 4:00 PM

Bill text - AB-2561 Local public employees: vacant positions.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

- (a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.
- (b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.
- (c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

- 3502.3.** (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.
 - (2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.
 - (3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
 - (b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.
 - (c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:
 - (1) The total number of job vacancies within the bargaining unit.
 - (2) The total number of applicants for vacant positions within the bargaining unit.
 - (3) The average number of days to complete the hiring process from when a position is posted.
 - (4) Opportunities to improve compensation and other working conditions.
 - (d) This section shall not prevent the governing board from holding additional public hearings about vacancies.
 - (e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.
 - (f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.



STAFF REPORT

Meeting Date: February 25, 2025

Agency: City of Belmont

Staff Contact: Ann Ritzma, Interim Administrative Services Director

Agenda Title: Public, Education, and Government Access Program

Agenda Action: Ordinance

Recommendation

Introduce an ordinance establishing a state video franchise holder fee to support Public, Education, and Government (PEG) facilities and penalties of material breach of state and federal customer service standards.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The Digital Infrastructure and Video Competition Act of 2006 (DIVCA) went into effect January 1, 2007. DIVCA established a state franchising system administered by the California Public Utilities Commission (CPUC) for video service providers that has replaced city-issued franchises. A statutory DIVCA video franchise lasts for a 10-year term and requires the holder to pay a franchise fee of 5% of gross cable revenues to the local jurisdiction. The franchise certificate requires video operators to provide three public, educational and governmental (PEG) access channels, and cities may opt to establish a fee to support those channels in the amount of 1% of a state video franchise holder's gross revenue. There are currently two video service providers with state franchises in Belmont: DirecTV and Comcast. Their video franchises expire in 2027 and 2028, respectively.

Analysis

Belmont's PEG channel is currently used to broadcast City Council meetings, Commission meetings and public workshops. A 1% PEG fee is estimated to generate \$55,000 annually, although revenue is forecasted to decrease as the trend for video cable subscribers is also projected to decrease. The 1% PEG fee can provide funding to upgrade equipment and technology in the Council Chamber and broadcasting booth. The broadcasting equipment was upgraded in August 2024 from analog to digital and another upgrade to the equipment will be necessary in 5-7 years.

Under Public Utility Code Section 5870(n), the Council may opt to establish the 1% PEG fee by adopting an ordinance requiring the state franchise holder to pay the fee to the City. The revenue can only be used to support PEG channel facilities consistent with federal law. The state franchise holder's obligation to pay the PEG fee expires upon expiration of the state franchise but may be reauthorized if the state franchise is renewed.



Alternatives

1. Take No Action

Attachments

- A. Draft Ordinance

Fiscal Impact

No Fiscal Impact

Funding Source Confirmed: The 1% PEG fee will be accounted for in the PEG Capital Fund 312 that can fund for upgrade equipment and technology in the Council Chamber and broadcasting booth.

Source:

Council

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

ORDINANCE NO. _____

AN UNCODIFIED ORDINANCE OF THE CITY OF BELMONT ESTABLISHING A PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS (PEG) FEE TO SUPPORT PEG CHANNEL FACILITIES

THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. LEGISLATIVE FINDINGS

The City Council finds as follows.

- (a) California Public Utility Code (PUC) Section 5870, subdivision (n) authorizes a local public agency to require the holder of a state franchise under the Digital Infrastructure and Video Competition Act of 2006 to pay a fee not exceeding 1 percent of the holder's gross revenue as defined in PUC Section 5860 to support public, educational, and governmental access (PEG) channel facilities.
- (b) On January 17, 2017, the State of California Public Utilities Commission (CPUC) issued a state franchise (California Video Franchise Certificate Number 0002) to Pacific Bell Telephone Company dba SBC Pacific Bell Telephone Company dba AT&T California to provide video service in the City of Belmont. The franchise effective date was March 30, 2017 and the expiration date March 30, 2027.
- (c) On November 1, 2017, the CPUC issued a state franchise (California Video Franchise Certificate Number 0021) to Comcast of California IX, Inc. and Comcast of California/Colorado/Florida/Oregon, Inc. ("Comcast"). The franchise effective date was January 2, 2018 and the expiration date January 2, 2028.
- (d) On November 20, 2020, the CPUC issued an amendment to Franchise Certificate Number 0021 giving Comcast Cable Communications Management, LLC dba Comcast the right to offer video service in Belmont.
- (e) On June 15, 2021, the CPUC approved an application by AT&T California to transfer its state video franchise (California Video Franchise Certificate Number 0002) to DIRECTV, LLC, dba DIRECTV.

SECTION 2. DEFINITIONS

Unless the term is specifically defined in this ordinance or the contrary is stated or clearly appears from the context, the definitions in the Digital Infrastructure and Video Competition Act of 2006, as codified in Public Utility Code Division 2.5 and as may be amended, govern the interpretation of this ordinance.

SECTION 3. STATE FRANCHISE FEE

In accordance with Public Utility Code Section 5840, subdivision (q) and Section 5860, a state franchise holder authorized and operating within the boundaries of the city must pay to the city a franchise fee equal to 5 percent of franchise holder's gross revenue.

SECTION 4. STATE PEG FEE

- (a) In accordance with Public Utility Code Section 5870, subdivision (n), a state franchise holder authorized and operating within the boundaries of the city must pay a fee of 1 percent of the holder's gross revenue to the city to support PEG channel facilities.
- (b) PEG fees may only be used to support PEG channel facilities consistent with federal law. The city treasurer is directed to maintain PEG fees in a separate account from franchise fees.
- (c) The obligation in subsection (a) expires, and may be reauthorized by the City Council, upon the expiration of the holder's state franchise.

SECTION 5. COMPLIANCE WITH STANDARDS

- (a) A state franchise holder must comply with all applicable state and federal customer service and protection standards pertaining to the provision of video service as provided in Public Utility Code Section 5900.
- (b) In accordance with Public Utility Code Section 5900, subdivision (d), a material breach by a state franchise holder of the standards required by Public Utility Code Section 5900 is subject to local penalties as provided in this ordinance section.
- (c) If the enforcement authority determines that a state franchise holder has materially breached applicable customer service and protection standards, the enforcement authority must give notice to the franchise holder and allow the franchise holder 30 days from receipt of the notice to remedy the specified material breach before issuing monetary penalties under this section. Notice served by regular mail is deemed received after five calendar days.
- (d) Material breaches not remedied within the 30 days of receipt of notice are subject to the following monetary penalties as may be imposed by the enforcement authority in accordance with state law. A monetary penalty may not be assessed for a material breach if it is out of the reasonable control of the holder.
 - (1) A monetary penalty of \$500.00 for each day of each material breach, not to exceed \$1,500 for each occurrence of a material breach.
 - (2) If a material breach of this section has occurred, and the enforcement authority provided notice and a fine or penalty has been assessed, and if a subsequent material breach of the same nature occurs within 12 months, a monetary penalty of \$1,000 for each day of each material breach, not to exceed \$3,000 for each occurrence of the material breach.
 - (3) If a third or further material breach of the same nature occurs within those same 12 months described in (d)(2), and the enforcement authority has provided notice and a fine or penalty has been assessed, the penalties may be increased to a maximum of \$2,500 for each day of each material breach, not to exceed \$7,500 for each occurrence of the material breach.

SECTION 6. EFFECTIVE DATE.

This Ordinance takes effect and will be enforced 30 days after its adoption.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on [insert date], 2012 and adopted the ordinance at a regular meeting held on [insert date], 2012 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: February 25, 2025
Agency: City of Belmont
Staff Contact: Jason Eggers, IT Manager, jeggers@belmont.gov
Agenda Title: Server Replacement and Upgrades to Security System
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute an agreement for the acquisition and installation of a server and associated upgrades to the security system for an amount not to exceed \$80,000.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The City of Belmont utilizes an Avigilon security system that was installed in 2017. The system was installed by Edgeworth Integration, LLC, a certified Elite Plus Partner with Avigilon. As the sole registered value-added reseller (VAR) for the City of Belmont, Edgeworth provides maintenance, monitoring, and upgrades to this system.

The City's security monitoring needs have evolved over the past eight years. There are monitoring systems at City Hall as well as all other city facilities. The most recent upgrades to the system were made in the summer of 2024, when new cameras and monitoring tools were installed at the City's corporation yard. Although the system has expanded and there have been significant upgrades, the security system server has not been replaced since the initial implementation in 2017.

The original server is now end-of-life and showing signs of failure. Additionally, some of the peripheral gear for the systems is wearing out, and the access control software is overdue to be upgraded.

Analysis

The project includes a new video storage server, a UPS kit, a replacement camera, updated software and licensing for the system, and the labor for installation and setup.

- The new server will allow for improved video retention, and higher-resolution video storage capacity. This is especially important as video city retention requirements have increased since 2017.
- The UPS kit is a network controllable unit. This will provide better continuity of operations in the case of power outages or other system reset events.
- Upgrading the access control software and updating the licensing for all 64 security cameras is



needed to bring the system to a current state or operations. These system upgrades will provide for a security system that more reliable, and easier to control, monitor, and service.

The vendor proposal (Attachment B) outlines the materials and labor needed, with a total quoted price of \$76,203. This quoted price includes a discount of \$8,105 that was negotiated by reducing labor costs by scheduling all the work to be done at the same time. Staff is recommending a project contingency of 5% bringing the total project cost to a not-to-exceed amount of \$80,000.

Alternatives

1. Return to staff for additional information
2. Take no action

Attachments

- A. Vendor Proposal

Fiscal Impact

No Fiscal Impact

Funding Source Confirmed:

\$50,000 for this project is available in the Capital Improvement Program (CIP) Avigilon Security System Refresh Project #2166, with the remaining \$30,000 funded from CIP Continuity of Operations Project #2160.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR THE ACQUISITION AND INSTALLATION OF SECURITY SYSTEM UPGRADES IN A NOT-TO-EXCEED AMOUNT OF \$80,000

WHEREAS, the city utilizes an enterprise security system to monitor and manage physical access to City Hall; and,

WHEREAS, the server for managing the security system is failing and is due to be replaced; and,

WHEREAS, funding has have been budgeted for the Avigilon Security System Refresh Project (CIP #2166) and for the Continuity of Operations Project (CIP #2160).

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an agreement for the acquisition and installation of a server and associated upgrades to the Avigilon security system from for an amount not to exceed \$80,000.

* * *

ADOPTED February 25, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

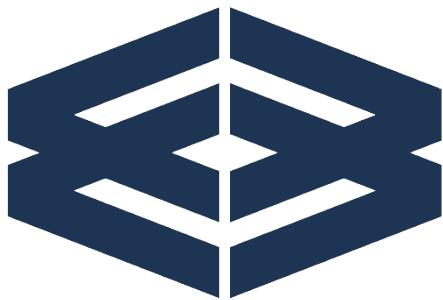
ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



EDGEWORTH

Chris Rogers
Project Installation Manager
crogers@edgeworthsecurity.com
+1 5102033113

1000 Commerce Dr.
Suite 200
Pittsburgh, PA 15275
US

PREPARED FOR:
City of Belmont
City of Belmont - 1 Twin Pines Lane

The information contained within this report is proprietary and confidential. This report should be distributed to only those individuals with a need-to-know. Paper copies should be properly secured, and electronic copies stored offline and protected appropriately.



System Design Description

Security system design and integration plan detailed below for Client.

Proposal Assumptions

Clarifications & Exclusions:

1. EW is a fully bonded and insured, (non-union) specialty contractor licensed with the California State Licensing Board
2. It is assumed that the work stated herein, can be achieved during normal business hours (Mon-Fri 7am-5pm), unless otherwise noted.
3. This proposal has been bid at standard wage and NOT State of CA Prevailing Wage Rates.
4. Our security designs may include various countermeasures to offset currently known security (hacking) vulnerabilities, with security levels predicated upon discussed needs, customer priorities, and customer budget.
5. All new electrical conduit & 120VAC circuit power needs are excluded.
6. EW has excluded project drawings (i.e. AutoCAD or MS Visio) for this project.
7. Static IP Address / VLANs / Network Connections shall be provided by others, including network router/ managed switch/ firewall / modem configurations.
8. Connections between electronic security system into fire/life safety systems are not included.
9. EW assumes that there are no hazardous materials or asbestos at worksite. Cost of removal or abatement is excluded.
10. Building/Electrical permits, Umbrella Insurance, Bid or Performance/Payment Bonds or such (if required), is excluded from this proposal.
11. Work Areas over 15 feet may require a suitable lift (e.g. Scissor Lift, Boom Lift, etc.) for safety purposes. These lifts are excluded from this proposal.
12. Costs associated with Riser Management Companies, (if necessary or applicable), are excluded from this proposal.
13. EW reserves the right to replace any proposed equipment with equivalent/equal products, due to manufacturer supply shortages, product expiration (end of life), or any other such reasons. EW will notify client of such occurrences & events when applicable.
14. EW will warranty our workmanship (and any new parts proposed & installed under this proposal), for a period of 1 year after substantial completion date.
15. Our EW warranty does not apply to any existing cabling, existing devices or and existing equipment that may have been re-utilized if applicable.

Due to supply chain price increases from our manufacturers and our effort to minimize those effects on Edgeworth clients our quotes are only valid for 60 business days. **Impacts to schedule and delivery of equipment may also be affected due to manufacture delays. Please discuss with your sales representative if you have any questions or concerns about pricing**

Scope of Work

Edgeworth Security will provide the quoted equipment, installation and/or services.

Install new Unity 8 server.

Upgrade all other servers to Unit 8.

Upgrade all licenses to Unity 8

Install and set up Wattbox UPS with smart PDU and set up remote access to Edgeworth Monitoring.

Re set up access to monitoring with Belmont IT assistance.

Set up and install badging software to existing access control system and help with Badge design

Replace camera in IT hallway

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Set up tech check for all camera in city to monitor system health

Quarterly maintenance all cameras through out the city and system updates all system quarterly.

CONFIDENTIAL

This document is proprietary and confidential. No part of this document may be disclosed in any manner to a third party without prior written consent from Edgeworth Security, LLC.



Quote #: Q-00818
Quote Prepared On: 1/31/2025

Quote Prepared For	
Contact:	Jason Eggers
Company:	City of Belmont
Address:	1 Twin Pines Lane Belmont, CA 94002
Phone:	(650) 637-2970
Email:	jeggers@belmont.gov

Quote Prepared By	
Contact:	Chris Rogers
Company:	Edgeworth Security
Address:	1000 Commerce Dr. Suite 200 Pittsburgh, PA 15275
Phone:	
Email:	crogers@edgeworthsecurity.com

01. Access Control badging License

Product Details					
Qty	Product Name	Description	Discount %	Net Unit Price	Total Price
1	AC-SW-LIC-16RCU-6-P	Access Control Manager 6 16 Reader Count Software License	20%	\$2,040.00	\$2,040.00

02. Server

Product Details					
Qty	Product Name	Description	Discount %	Net Unit Price	Total Price
1	NVR6-PRM-FORM-D-160TB-S22-NA	NVR6 PRM FORM D 160TB 2U Rack Mnt; WS22; 5Y Onsite 4HMC; NA	10%	\$60,736.50	\$60,736.50

03. It Hallway Camera

Product Details					
Qty	Product Name	Description	Discount %	Net Unit Price	Total Price
1	32C-H5A-4MH	4X8MP, WDR, 360 degree max field of view, Lightcatcher, 3.3-5.7MM, Camera Only	10%	\$2,849.40	\$2,849.40

04. Accessories

Product Details					
Qty	Product Name	Description	Discount %	Net Unit Price	Total Price
1	H5AMH-DC-COVR1	Dome bubble and cover, for in-ceiling mount, clear. For use with the Avigilon H5A Multisensor	10.002%	\$79.18	\$79.18
1	H4AMH-AD-IRIL1	Optional IR illuminator Ring, Up to 30m (100ft), for use with H4AMH-DO-COVR1	10%	\$350.46	\$350.46
1	H5AMH-AD-	In-ceiling adapter, must order either a H5AMH-DC-	10%	\$159.30	\$159.30



	CEIL1	COVR1 or H5AMH-DC-COVR1-SMOKE			
1	CLPNL-1001	Ceiling panel metal white 2 ft X 2 ft to replace existing ceiling tile for Multi Sensor Multi directional camera	10.001%	\$99.17	\$99.17
1	POE60U-1BTE	Gigabit 802.3bt 60 W PoE Injector, Indoor, single port	10%	\$159.30	\$159.30

05. Option Equipment

Product Details					
Qty	Product Name	Description	Discount %	Net Unit Price	Total Price
1	KIT-UPS-IPVM12-1500	WattBox® IP UPS Kit - 12 Controllable Outlets 1500VA	10%	\$1,847.70	\$1,847.70
64	ACC-ENT-SMART-1YR	ACC Enterprise Smart Plan; 1 year	10%	\$32.40	\$2,073.60

06. Services

Product Details					
Qty	Product Name	Description	Discount %	Net Unit Price	Total Price
1	Labor - Video	Scope of Work - The below SOW represents Edgeworth Security's proposal based on customer provided requirements and site walk. 1) Run cable infrastructure 2) Install video equipment 3) Focus, adjust and test equipment	0%	\$1,950.00	\$1,950.00
1	EMC/IT Professional Services	Re-set up and re onboard Corps yard monitoring through new server. 1. System Compatibility 2. Communication Setup 3. Analytic Programming 4. Monitoring Protocol 5. Analytic Signal Handling 6. Testing, Go-Live	0%	\$1,250.00	\$1,250.00
1	Professional Services	Remote System set up and initializing equipment prior to site deployment. Includes set up of latest system firmware, bios set up etc.	0%	\$2,050.00	\$2,050.00
1	Processing & Procurement	Order processing, tracking and staging management.	0%	\$125.25	\$125.25
1	Shipping	Shipping & Handling Costs. This does not include expedited shipping.	0%	\$250.00	\$250.00



Quote #: Q-00818
Quote Prepared On: 1/31/2025

Terms & Conditions

A 50% deposit is required to proceed with installation once the quote has been accepted. ONE YEAR PARTS WARRANTY, 90 DAYS ON LABOR. Court costs & attorney fees will be added in case of collections. All sales are final & all deposits are non-refundable. All service calls not related to system failure, will be charged the normal service rate. Edgeworth Integration, LLC lists the above client as an additional insured on if required by written contract or agreement. Late Payment. Any Edgeworth invoice not paid within the due date of such billing is subject to interest due and payable by Customer at the rate of one and one-half percent (1.5%) per month or the highest rate allowed by law, whichever is less, on any portion of Edgeworth's invoice which has not been paid. In addition, Customer will pay Edgeworth's costs of collection of any unpaid invoice. Due to supply chain price increases from our manufacturers and our effort to minimize those effects on Edgeworth clients our quotes are only valid for 5 business days

Subtotal: \$84,124.82

Tax: \$182.46

Discount Amount: \$8,104.96

Integration Grand Total: \$76,202.32

Remote Guard Monthly Cost: \$0.00

Special Instructions

Please use instructions below to wire deposit. Final bill will be invoiced upon completion of job.

ACH/Wire Transfer Instructions:

1000 Commerce Dr., Ste. 200

Pittsburgh, PA, 15275

Comerica Bank

2000 Avenue of the Stars St. 210

Los Angeles, CA, 90067

Routing: 121137522

For Credit to:

Edgeworth Integration, LLC

Account: 1895235263



EDGEWORTH

Quote #: Q-00818
Quote Prepared On: 1/31/2025

EDGEWORTH SECURITY, LLC

Name: Chris Rogers

City of Belmont

Name: Jason Eggers

Title: Project Installation Manager

Title:

Signature:

Signature:

Date:

Date:



STAFF REPORT

Meeting Date: February 25, 2025

Agency: City of Belmont

Staff Contact: Jozzi Plut, City Clerk, jplut@belmont.gov, 650-595-7414

Agenda Title: Revisions to the Records Retention Schedule

Agenda Action: Resolution

Recommendation

Adopt a resolution approving a revised City Records Retention Schedule for all City departments

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

State law establishes a minimum retention period of two years for most records that are required to be retained. Specific state or federal statutes require shorter or longer retention periods for certain records. A local agency may vary the retention period for a record so long as it complies with the applicable statutory minimum or maximum. The City of Belmont completely overhauled its outdated Records Retention and Destruction Policy in 2015 and made modifications to the procedures for individual departments to request destruction of records based on the retention schedule. In November 2020 the Council adopted Resolution 2020-101 updating record types that were not initially captured in the 2015 revised document.

Analysis

The Schedule is a comprehensive index of those records which are managed by city departments and describes each record type and a retention period for each type. The retention periods are based on the needs of individual departments and complies with the state and federal statutes. The periods balance transparency to ensure public access to the activities of the City with efficient business operations regarding records retention.

In addition to the existing records, new line items were added to the schedule to include equipment used by the Police Department. This ensures that the schedule accurately reflects the current inventory of departmental assets and is up to date with the evolving needs of law enforcement operations. This update is a part of our ongoing commitment to maintaining a comprehensive and accurate records retention schedule.

Furthermore, we have made several overall edits to the schedule to ensure it aligns with the most recent legislative requirements and best practices. One significant update includes the incorporation of agenda packets and meeting videos as permanent records. These additions will enhance the City's ability to maintain records for future research and Public Records Act (PRA) requests. By ensuring that these critical



materials are preserved for historical and legal purposes, we can provide greater transparency and accessibility for the public.

These revisions not only ensure compliance with state and federal statutes but also reflect the practical operational needs of the city departments. This proactive approach helps safeguard the integrity of municipal operations and further strengthens our commitment to openness and accountability.

Alternatives

1. Do not revise the records retention schedule at this time
2. Provide further direction regarding the proposed amendments

Attachments

- A. Resolution
- B. Proposed Retention Schedule (redline)

Fiscal Impact

- No Fiscal Impact

<u>Source:</u>	<u>Purpose:</u>	<u>Public Outreach:</u>
Staff	Discretionary Action	Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A REVISED CITY RECORDS RETENTION SCHEDULE FOR ALL CITY DEPARTMENTS

WHEREAS, state law requires a minimum retention period of two years for most records, with certain records subject to shorter or longer retention periods based on specific state or federal statutes; and,

WHEREAS, the City of Belmont updated it's Records Retention and Destruction Policy since 2015, which was updated to ensure compliance with statutory requirements and operational needs; and,

WHEREAS, the City Council, through Resolution 2020-101, adopted an updated records retention schedule in November 2020, which included modifications to incorporate records types that were not initially captured in the 2015 document; and,

WHEREAS, the City has recently undertaken an additional review and update to the Records Retention Schedule to better align with evolving city operations and legislative requirements; and,

WHEREAS, new line items have been added to the schedule to include equipment used by the Police Department, ensuring that the schedule reflects the current inventory of departmental assets; and,

WHEREAS, additional revisions have been made to incorporate agenda packets and meeting videos as permanent records, enhancing the City's ability to maintain these materials for future research and Public Records Act (PRA) requests; and,

WHEREAS, these updates balance transparency and accessibility for the public with efficient business operations and safeguard the integrity of municipal operations; and,

NOW, THEREFORE, the City Council of the City of Belmont hereby approves the revised City Records Retention Schedule for all City departments, as presented, and directs that the updated schedule be implemented in accordance with applicable state and federal statutes.

* * *

ADOPTED February 25, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

12 PARKS & RECREATION FUNCTION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Business, Vehicle, Improvement, System or Registrant, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
<u>12-01-00 General Parks & Recreation Administration</u>					
12-01-01	Grant Applications & Agreements	Includes applications and agreements for awarded grants	AFP+5 *		21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
12-01-02	Volunteers - Accepted Applications	Includes emergency contact information, volunteer applications, and any fingerprinting records.	C	AT+3	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after termination Administrative Decision: Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow Police Department retention.
12-01-03	Volunteers - Denied Applications	Includes emergency contact information and volunteer applications.	C	AC+3	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after termination Administrative Decision: Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow Police Department retention.
12-01-04	Partnership Agreement Workpapers	Includes partnerships with various other agencies and organizations including Memorandums of Understanding, Joint Use Agreements, etc.	AE+5		State of California Guidelines; Termination/expiration of agreement plus 5 years
<u>12-02-00 Parks Records</u>					
12-02-01	Park Development Files	Includes plans, specifications, correspondence, agreements, grant information, and other park history information.	P		GC 34090(a); Permanent for land and real property records. Administrative Decision: Maintain permanently to track history of the parks.
12-02-02	Pesticide & Chemical Use & Training		CY+7		State of California Guidelines; Current year plus 7 years for non-safety training records.
12-02-03	Pesticide Usage Reports		P		F&AC 14011.5 - 12; maintain and submit Pesticide Use Reports

[Added description.](#)

[Amended to match the Police Department.](#)

[Amended to match the Police Department.](#)

[Expanded description.](#)

12 PARKS & RECREATION FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention	
12-02-04	Playground Equipment Inspections			AC+3	CCP 338; 3 years for action State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.	
<u>12-02-05</u>	<u>Tree Removal Permits</u>	<u>For tree removal permit applications. Retain all applications, regardless of status.</u>		P	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects.	Amended description.
12-03-00	Facilities Maintenance					
12-03-01	City Facility / Equipment Permits & Inspections	Includes elevator, wheelchair lift, generators, and other permits required for operation of City property, and inspections of the facilities.		AE+20	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits	Extended retention period.
12-03-02	Contractor Services			AC+5	48 CFR 4.601; 5 years for procurements exceeding \$25,000	Removed series to avoid duplication/variation from '03 Legal & Renumbered series code. Extended retention period.
12-03-02	Facility Maintenance Records	Includes janitorial, pest control, elevator servicing, elevators, plumbing, and other contract services.		AC+10	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	
12-04-00	Recreation					
<u>12-04-01</u>	<u>ActiveNet Database</u>	<u>Cloud-based software managing program registrations and facility and</u>	<u>IND</u>	<u>Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.</u>		Amended description.
12-04-02	Activity Guides & Newsletters	Includes department activity guide and newsletters.		CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain activity guides for the current year plus 10 years for reference purposes.	Amended series name to include newsletters. Added description. Reduced retention period.
12-04-03	Sign Board Postings			CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years	
12-04-04	Artists Studios	Rental agreements and records of payment for the long-term rental spaces in		AE+5	State of California Guidelines; Termination/expiration of agreement plus 5 years	Amended description.
12-04-05	Facility & Picnic Area Rentals	Written reservation requests.		AE+5	State of California Guidelines; Termination/expiration of agreement plus 5 years	Amended series name. Amended

12 PARKS & RECREATION FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
12-04-06	Field Reservations	Written reservation requests and final field allocation schedules.		AE+5	State of California Guidelines; Termination/expiration of agreement plus 5 years
12-04-07	Rental Insurance	Proof of insurance submitted for picnic, facility, athletic and field rentals and community events. Applicable to both one-time and ongoing rentals.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees. No citations given other than GC 34090.
12-04-08	Instructors Files	Includes contractor agreements and course submission forms. Insurance doc		AT+4	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years Administrative Decision: Maintain instructor files for 4 years after the instructor terminates the class.
<u>12-04-08</u>	<u>Ralston Sports</u>	<u>After school sports program registration information for middle school. Monies received by the City for distribution to the school. As of Fall 2013, registration completed online through Activenet. Older registration forms maintained in paper format.</u>		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
12-04-09	Recreation Class Files	Includes files collected during and after the program such as sign-in sheets and evaluation forms.		CY+3	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. GC 945.6(a)(2); 6 months or 2 years 22 CCR 101221; 3 years
12-04-10	Registration Files	Written registration request forms or, for the Twin Pines Senior & Community Center, participant lists generated by staff or volunteers.	C	CY+3	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. 22 CCR 101221; 3 years State of California Guidelines; 2 years plus the current year.
12-05-00	Senior Center				Removed series to combine with "Recreation" series.
12-04-11	Nutritional Lunch Program	Files on each senior who visits the center including the 100X forms which contain name, address, phone number, birth date, emergency contact information, physicians, nutritional assessments, any financial abuse or elder abuse and neglect, and other information on seniors. 100X forms are completed annually for the state/regional system.	C	CY+5	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year. Administrative Decision: Maintain for current year plus 5 years to mirror the retention for grant programs covered by series 12-01-01
12-05-02	Weekly Attendance Reports			CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion

12 PARKS & RECREATION FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention	
12-05-03	Senior Transportation	<u>Grant provided through the County for vehicles.</u>		AFP+5 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan	Removed series because included in series 12-01-01.
12-05-04	Senior Classes	Classes include exercise, crafts, trips, 55 Alive, Rejuvinate and Retirement, arts and other senior programs.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for event records.	Removed series because included in series 12-04-09 and 12-04-10.
12-05-05	Senior Newsletter	Twin Pines Senior & Community Ctr newsletter of events, menus, classes, dances, and more.		CY+10	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain for the current year plus 10 years for historical reference.	Removed series to combine with series 12-04-02.
12-06-00	Belmont Community Learning Center					
12-06-01	Children's Files	State licensed facility. Includes enrollment packets, parent agreements, emergency medical treatment forms, identification emergency contacts, physician's report, parents rights notification, pre-admission health report, personal rights form, background check forms, evacuation forms, liability and photo releases, immunization records, address, custody, restraining orders, and other parent information.	C	AT+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years	
12-06-02	Payment General Ledger			CY+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years	
12-06-03	Daily Fee Report			CY+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years	
12-06-04	Teacher's Files	Includes CPR and other certificates, educational background, criminal clearance, physical testing, and other contact information for teachers.		AT+5	California Social Services Recommendation: 3 years after termination for personnel records.	
12-06-05	Annual Licensing Roster Updates	Send together with licensing fee to the State.		CY+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years	
12-06-06	Sign-in Sheets		C	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years	

12 PARKS & RECREATION FUNCTION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Business, Vehicle, Improvement, System or Registrant, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
12-07-00 Park & Recreation Commission					
12-07-01	Agendas/Agenda Packets	Includes agendas and staff reports and their attachments.		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 20 year for reference.
12-07-02	Minutes			P	GC 34090e; Minutes of governing bodies, Permanent
12-07-03	Meeting Audio/Video Recordings			CY+10	GC 54953.5; 30 days after recording Administrative Decision: Maintain meeting recordings for the current year plus 10 years to support the minutes and public reference.
12-08-00	Senior Advisory Board				
12-08-01	Agendas/Agenda Packets			CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 20 year for reference.
12-08-02	Minutes			P	GC 34090e; Minutes of governing bodies, Permanent
12-09-00	<u>Tree Board (dissolved 2014)</u>				
12-09-01	Agendas/Agenda Packets			CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 20 year for reference.
12-09-02	Minutes			P	GC 34090e; Minutes of governing bodies, Permanent
12-09-03	Meeting Audio Recordings			CY+10	GC 54953.5; 30 days after recording Administrative Decision: Maintain meeting recordings for the current year plus 10 years to support the minutes and public reference.

Amended
description.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
12-01-00 General Parks & Recreation Administration					
12-01-01	Grant Applications & Agreements	Includes applications and agreements for awarded grants		AFP+5 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
12-01-02	Volunteers - Accepted Applications	Includes the application, contact information, fingerprint verification, correspondence and any general information about the volunteer. Includes emergency contact information, volunteer applications, and any fingerprinting records.	C	AT+2 AT+3	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after completion/position filled Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow police Department retention
12-01-03	Volunteers - Denied/Non-hired Applicants	Includes the application, contact information, fingerprint verification, correspondence and any general information about the volunteer. Includes emergency contact information and volunteer applications.	C	AC+2	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after completion/position filled Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow police Department retention
12-01-04	Partnership Agreement Workpapers	Includes partnerships with various other agencies and organizations including Memorandums of Understanding, Joint Use Agreements, etc.		AE+5	State of California Guidelines; Termination/expiration of agreement plus 5 years
12-02-00 Parks Records					
12-02-01	Park Development Files	Includes plans, specifications, correspondence, agreements, grant information and other park history information.	P		GC 34090(a); Permanent for land and real property records. Administrative Decision: Maintain permanently to track history of the parks.
12-02-02	Pesticide & Chemical Use & Training			CY+7	State of California Guidelines; Current year plus 7 years for non-safety training records.
12-02-03	Pesticide Usage Reports		P		F&AC 14011.5 - 12; maintain and submit Pesticide Use Reports
12-02-04	Playground Equipment Inspections			AC+3	CCP 338; 3 years for action State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.
Contractor- Services	Tree Removal Permits	For tree removal and pruning. Retain all tree removal applications regardless of status		AC+2 P	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects.

12 PARKS & RECREATION FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
12-03-00 Facilities Maintenance					
12-03-01	City Facility / Equipment Permits & Inspections	Includes elevator, wheelchair lift, generators and other permits required for operation of City property, and inspections of the facilities.	AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits	
12-03-02	Contractor Services	Includes janitorial, pest control, elevator servicing, elevators, plumbing and other contract services.	AC+5	48 CFR 4.601; 5 years for procurements exceeding \$25,000	
12-03-03	Facilit+A85:B85y Maintenance Records	Documents include work orders, inspection, repairs, cleaning, reports, preventative maintenance and complaints for City facilities. Annual inspections of the Corp Yard and Island Parkway are included in this series.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	
12-04-00 Recreation					
12-04-01	ActiveNet Database	Manages classes and programs offered by the department. Not used for facility reservations. Cloud Based software managing program registration and facility and picnic area rentals.	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.	
12-04-02	Activity Guides & Newsletters	Brochure listing all of the events and schedules for programs. Includes department activity guide and newsletters.	CY+20 CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain activity guides for the current year plus 20 years for reference purposes.	
12-04-03	Sign Board Postings		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years	
12-04-04	Artists Studios	Original agreement and working files for the facility. Longer-term studio rentals. Rental agreements and records of payment for the long-term rental spaces intended for artists.	AE+5	State of California Guidelines; Termination/expiration of agreement plus 5 years	
12-04-05	Facilities & Picnic Area Rentals	Original agreement and working files for the facility. Written Reservations requests	AE+5	State of California Guidelines; Termination/expiration of agreement plus 5 years	
12-04-06	Field Reservations	Original agreement and working files for the facility.	AE+5	State of California Guidelines; Termination/expiration of agreement plus 5 years	
12-04-07	Instructors Files	Includes the instructor's agreement, if any, and associated information for the class.	AT+4	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years Administrative Decision: Maintain instructor files for 4 years after the instructor terminates the class.	
12-04-08	Ralston Sports	After school sports program registration information for middle school. Monies received by the City for distribution to the school. As of Fall 2013, registration completed online through Activenet. Older registration forms maintained in paper format. Original agreements are kept with the City Clerk.	CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	

12 PARKS & RECREATION FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
12-04-09	Recreation Classes	May include curriculum, sign-in sheets and evaluation forms filed by program.		CY+3	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. GC 945.6(a)(2); 6 months or 2 years 22 CCR 101221; 3 years State of California Guidelines; 2 years plus the current year.
12-04-10	Registration Files	Both paper and online through Active.net.	C	CY+3	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. 22 CCR 101221; 3 years State of California Guidelines; 2 years plus the current year.
12-05-00 Senior Center					
12-05-01	Nutritional Lunch Program	Files on each senior who visits the center including the 100X forms which contain name, address, phone number, birth date, emergency contact information, physicians, nutritional assessments, any financial abuse or elder abuse and neglect, and other information on seniors. 100X forms are completed annually for the state/regional system.	C	AT+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year. Administrative Decision: Maintain while applicant is actively participating in programs plus 2 years.
12-05-02	Weekly Attendance Reports			CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
12-05-03	Senior Transportation	Grant provided through the County for vehicles.		AFP+5 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
12-05-04	Senior Classes	Classes include exercise, crafts, trips, 55 Alive, Rejuvinate and Retirement, etc and other senior programs.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year.
12-05-05	Senior Tales Newsletter	A newsletter of events, menus, free classes, dances and other information materials.		CY+10	GC 34090; 2 year minimum Administrative Record - State of California Guidelines
12-06-00 Belmont Community Learning Center					
12-06-01	Children's Files	State licensed facility. Includes enrollment packets, parent agreements, emergency medical treatment forms, identification emergency contacts, physician's report, parents rights notification, pre-admission health report, personal rights form, background check forms, evacuation forms, liability and photo releases, immunization records, address, custody, restraining orders and other parent information.	C	AT+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
12-06-02	Payment General Ledger			CY+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years
12-06-03	Daily Fee Report			CY+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years
12-06-04	Teacher's Files	Includes CPR and other certificates, educational background, criminal clearance, physical testing, and other contact information for teachers.		AT+5	California Social Services Recommendation: 3 years after termination for personnel records.
12-06-05	Annual Licensing Roster Updates	Send together with licensing fee to the State.		CY+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years
12-06-06	Sign-in Sheets		C	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
<u>12-07-00 Park & Recreation Commission</u>					
12-07-01	Agendas/Agenda Packets	Includes staff reports		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 20 year for reference.
12-07-02	Minutes			P	GC 34090e; Minutes of governing bodies, Permanent
12-07-03	Meeting Audio/Video Recordings			CY+10	GC 54953.5; 30 days after recording Administrative Decision: Maintain meeting recordings for the current year plus 10 years to support the minutes and public reference.
<u>12-08-00 Senior Advisory Board</u>					
12-08-01	Agendas/Agenda Packets			CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 20 year for reference.
12-08-02	Minutes			P	GC 34090e; Minutes of governing bodies, Permanent
<u>12-09-00 Tree Board</u>					
12-09-01	Agendas/Agenda Packets			CY+20 P	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 20 year permanent for reference.
12-09-02	Minutes			P	GC 34090e; Minutes of governing bodies, Permanent
12-09-03	Meeting Audio Recordings			CY+10 P	GC 54953.5; 30 days after recording Administrative Decision: Maintain meeting recordings for the current year plus 10 years permanent to support the minutes and public reference.

13 ECONOMIC DEVELOPMENT & HOUSING FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
13-01-00 Economic Development					
13-01-01	Outreach	Includes community meetings and non-project specific outreach activities.	CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
13-01-02	Grant Project Files	Includes applications and agreements and other financial documents and correspondence for monies provided by the City.	AFP+5		State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
					Administrative Decision: Based on grant agreement language, maintain grant project files for 5 years after submission of the last expenditure report for the grant. If the grant is renewed annually, maintain for 5 years after last expenditure report for the federal fiscal year.
13-01-03	Development & Disposition Agreement Supporting Documents	Includes copies of the agreements and supporting documents. Original agreement maintained by the City Clerk.	P		GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions.
13-01-04	Marketing Materials	Includes advertisements, promotional brochures, property profile reports, community overview, broker materials and other marketing materials.	EY+10, AR		State of California Guidelines; Current year plus 7
					Administrative Decision: Maintain for 10 years after the event year. Review annually for maintenance for future reference.
13-02-00 Housing					
13-02-01	Housing Element Planning	Includes 5 year plans, strategic plans and other documents for the element, and new programs and policies. Documents include studies and compliance documents.	AP+8		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
					Administrative Decision: Maintain housing element support documents for 8 years after approval to follow the general plan cycle.
13-02-02	First Time Homebuyer Loans		AC+4		24 CFR 570.502(a)(7)(i)(A); Deeds/CDBG activities, 4 years after closure of loan
13-02-03	Owner Rehabilitation Loans	May contain DDAs, construction contracts, compliance monitoring, lease agreements, rental agreements, property management and other affordable housing information	AC+4		24 CFR 570.502(a)(7)(i)(A); Deeds/CDBG activities, 4 years after closure of loan
13-02-04	Affordable Housing	New construction properties including loans, construction, land purchase, maps, DDAs, monitoring, GAP loans and other information for construction financing tax credits	AC+4		24 CFR 570.502(a)(7)(i)(A); Deeds/CDBG activities, 4 years after closure of loan
13-02-05	Property Management Documents	Reimbursements, financial expenditures, rent receipts, general maintenance, improvements	CY+4		CCP 337; Statute of Limitations of 4 years State of California Guidelines; Current year plus 2 years for code enforcement

UFIRST™ Index and Records Retention Schedules

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
13-02-06	Property Acquisition & Disposition		AC+10	State of California Guidelines; Completion or expiration + 10 years Caveat: The State references GC 34090(a) which is permanent.	
13-03-00 Former Redevelopment Agency					
13-03-01	Agency Formation Documents		V	P	GC 34090(e); Permanent for ordinances and resolutions State of California Guidelines; Permanent for administrative records and for decisions made by public agencies
13-03-02	City Appraisals	Attorney work product	C	AC+2	GC 34090; 2 year minimum requirement GC 6254(h); PRA, confidential record designation until acquisition complete. State of California Guidelines; 2 years after completion
13-03-03	Project Files	Includes all project information from the former Redevelopment Agency, and associated documents. - Renderings, correspondence, legal documents, and any other project supporting documents. * Project files may include feasibility studies, which are confidential documents.	C*	AC+10	CCP 337.15; SOL of 10 years for construction defect actions
13-03-04	Project Files	Includes all project information from the former Redevelopment Agency, and associated documents. - Proposed Projects - Not Completed * Project files may include feasibility studies, which are confidential documents.	C*	CY+4	CCP 343; SOL of 4 years
13-03-05	Bonds	Issued by the RDA. Includes housing and non-housing bonds.	AC+4	CCP 337; 4 years for deeds of trust and mortgage instruments. State of California Guidelines; Closure of the bond plus 4 years for housing bonds and revenue bond documentation.	
13-03-06	Property Acquisition & Disposition		AC+10	State of California Guidelines; Completion or expiration + 10 years Caveat: The State references GC 34090(a) which is permanent.	
13-04-00 Property Management					

UFIRST™ Index and Records Retention Schedules

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
13-04-01	Property Files	Maintained for each property. Includes maintenance and operations activities for the properties.	AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
13-04-02	Property Manager Contract Documents	Includes correspondence, work order, invoices, and other property manager documents. Original contract maintained in the City Clerk's Office.	AE+4		CCP 337; Statutes of limitations of 4 years for contracts CCP 343; Statutes of limitations 48 CFR 4.703, 704, 705 et seq; 3 to 4 years after final payment to contractor for federal contracts and supporting documents. *If involving state or federal funds, the life of the contract + 5 years.
13-04-03	Tenant Leases	Includes lease documents and correspondence for City buildings.	AE+4		CCP 337; Statutes of limitations of 4 years for contracts CCP 343; Statutes of limitations 48 CFR 4.703, 704, 705 et seq; 3 to 4 years after final payment to contractor for federal contracts and supporting documents. *If involving state or federal funds, the life of the contract + 5 years.
13-04-04	Income Verification	Verification for tenants to rent/lease locations.	AC+2		GC 34090; 2 year minimum requirement
13-04-05	Environmental Remediation	Includes requests from the County for remediation. Not CEQA or EIR related documents. Public Works also maintains the documents for the site work.	P		GC 34090(a); Permanent for property related documents. State of California Guidelines; Permanent for CEQA documents and reports.
<u>13-05-00 Economic Development Subcommittee</u>					
13-05-01	Agendas/Agenda Packets		CY+20		GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 20 years for reference purposes and to support the action minutes.
13-05-02	Minutes	Not formal minutes. Maintained in ED.	V, H	P	GC 34090e; Minutes of governing bodies, Permanent State of California Guidelines; Permanent
<u>13-06-00 Oversight Board</u>					
13-06-01	Agendas/Agenda Packets	Includes staff reports	CY+20		GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 20 years for reference purposes and to support the action minutes.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
13-06-02	Minutes	Not formal minutes. Maintained in ED.	V, H	P	GC 34090e; Minutes of governing bodies, Permanent State of California Guidelines; Permanent

14 POLICE SERVICES FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-01-00 Administration / Chief of Police Records					
14-01-01	Administrative Staff Projects	General status updates on current projects and items of interest.	CY+2	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	
14-01-02	Explorer Program	Includes application, background authorization, supplemental background information form, criminal history and records checks, LiveScan fingerprinting, training, community service records, performance evaluations, correspondence, background letters to neighboring agencies, and ID cards. Exit the program when they turn 21 or sooner. Does not include suspension information and reason for exiting the program.	AT+6	29 USC 1113; 6 years after date of last action	
14-01-03	Volunteers - Accepted Applications	Volunteers to assist the PD in events, administration and other tasks, as needed. Includes emergency contact information and volunteer applications.	AT+3	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after termination Administrative Decision: Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow recruitment retention.	
14-01-04	Volunteers - Denied Applications	Volunteers to assist the PD in events, administration and other tasks, as needed. Includes emergency contact information and volunteer applications.	AC+3	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after termination Administrative Decision: Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow recruitment retention.	
14-01-05	Grant Applications & Agreements	Incoming grants for the PD.	AFP+5 *	State of California Guidelines; 5 years after grant closure. State recommends referring to grant application close-out procedures, if any. * Refer to grant application close-out procedure for potential extensions in retention period.	
14-01-06	Property Audits	Performed under the Chief of Police.	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for property control documents and logs.	
14-01-07	City Crime Maps	Maintained by Crimereports.com.	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.	

14 POLICE SERVICES FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-01-08	Pitchess Motions	May also be held in the City Attorney's Office.	AC+2	GC 34090; 2 year minimum requirement	Administrative Decision: Maintain pitchess motions for 2 years after closure for reference purposes.
14-01-09	Watch Schedules		S+2 CY 2	GC 34090; 2 year minimum requirement State of California Guidelines; After superseded stating GC 34090	GC 34090; 2 year minimum requirement State of California Guidelines; After superseded stating GC 34090
14-01-10	Community Event	Community service activities, events attended, neighborhood watch, national night out and other events.	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 1 year for case assignment logs.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 1 year for case assignment logs.
14-01-11	Gym Waivers	Waivers for previous employees	CY+2 AT	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year
14-01-12	Discovery Requests	Requests from outside for documents, along with responses to requestor. May include redacted documents. Scanned and maintained on shared servers, and also attached to the case in RIMS.	AC+2 IND	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
14-02-00	Records	*** Maintain all case files confidential while active. California Public Records Act to be consulted.			
14-02-01	RIMS	Records management system. Started in 2007. From 2012 back, case images are stored in a shared server volume. Some audio recordings are stored in RIMS.	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.	
14-02-02	Series Available for Use				
14-02-03	Case Reports	Crime reports, DUI's, incidents, mandatory registrants, bookings/arrests, missing persons, restraining orders, criminal protective orders, NCIC entries. May include property, photos, field interview cards, additional documents and any other elements for the case. All files scanned and stored in the RIMS system, and paper destroyed after verification of images.	Varies	See specific case retention periods and citations listed below this heading:	
		See specific case retention periods listed below this heading:			
	Traffic Collision	Involving injury, non-fatal and/or misdemeanor violations.	C ***, V	CY+3	CA Law Enforcement Warrant Officers Association recommends keeping for an additional 3 years, and permanently for collisions involving fatalities.
		Collisions involving fatalities	C ***, V, H	P	
	187 - Murders		C ***	P	PC 187; Definitions PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
	Officer Involved Shootings	Includes shootings	C ***	AC+25	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 832.5; 5 years after case closure, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.
	Child Molestation		C ***	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation
	Drug / Sex Crime Registration	Sex offenders - Adult Sex offenders - Juvenile	C *** * Varies	LOR+2	GC 34090; 2 year minimum requirement * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
	City Employee Cases		C ***	AC+7	29 CFR 1904.33; OSHA reports maintained for the current year plus 5 years. State of California Guidelines; 7 years after closure
	Sex Crimes Reports		C ***	P	PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 289; Definitions & punishments W&I 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Administrative Decision: Based on registration requirements, maintain sex crime cases Permanently for adult offenders.
	Weapon Crimes	Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred.	C ***	AC+10	GC 34090; 2 year minimum requirement Administrative Decision: Retain weapon crime information for 10 years to track potentially violent individuals.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
	Crimes with Death		C ***, V, H	P	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
	Child Abuse		C ***, V	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
	Missing Persons		C ***	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found. DOJ recommends permanent for unsolved missing persons.
	Unattended Death / Suicide	Suspicious	C ***, V, H	P	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
		No suspicious circumstances	C ***, V	AC+2	GC 34090; 2 year minimum requirement
	Robberies / Burglary		C ***	AC+3	CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.
	Stolen Vehicles		C ***	AC+10	CA Law Enforcement Warrant Officers Association recommends keeping for 10 years.
	Misdemeanors / Petty Theft		C ***	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.
	Misdemeanors / Infractions, Not Filed	Misdemeanors with no leads, no convictions or arrests not filed.	V, C ***	AC+2	GC 34090; 2 year minimum requirement CCP 338; up to 3 years after commission of offense or after realization of offense. State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
	Marijuana Related Crimes		C ***	AC+2 *	HS 11361.5, 11357 B, C, D, or E; 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18. Combined cases may be retained for the longest applicable retention period.
14-02-04	CHP 187 Vehicle Pursuits	Includes a log tracking filing and sending the report, a summary of the actions, and proof of delivery from the CHP.	IND	VC 17004.7; Maintain vehicle pursuit records, no retention.	
14-02-05	Traffic & Parking Citations	Handheld electronic citations are in AutoCite database and paper citations are entered into RIMS maintained in Records. Wet signature and officer notes make the paper citation an original and evidentiary.	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.	
14-02-06	Warning Citations	Entered into RIMS and destroyed after verification. Can be for parking, moving or code enforcement.	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.	
14-02-07	Cash Flow Statements	Forwarded to Finance for processing. PD scans documents for reconciliation. Duplicate record.	ACT	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period	
14-02-08	Alarm Permits	Entered into RIMS for the duration of the permittee residence. Paper registration shredded after the information is entered into RIMS.	AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for alarm records. Administrative Decision: Maintain permits for 2 years after expiration.	
14-02-09	Subpoenas Duces Tecum	Subpoenas for records. Scanned to electronic and placed on a shared drive.	CY+2	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.	
14-02-10	Record Sealings - Adults		C ***	AC+3 *	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-02-11	Record Sealings - Juveniles	Once sealed, information is printed out from RIMS, sealed in an envelope and then deleted from RIMS.	C ***	AC+5 **	Date of court ordered destruction GC 68152(g); 5 years after sealed W&IC 781; 5 years after sealed by court order for at-risk youth; ** W&IC 781; When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age ** W&IC 781; For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.
14-02-12	Monthly DOJ/UCR/MACR/NCIC Reporting	Maintained in RIMS, printed to hardcopy and submitted to the DOJ.		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports, including UCR reports. Administrative Decision: Maintain copies of UCR Reports for the Current Year plus 5 years for historical trending.
14-02-13	Criminal Case Disposition Notification/Reports	Case disposition confirmation from the District Attorney or court system. DOJ 8715 & JUS 8716 disposition forms. Documents scanned in to RIMS.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for case tracking records
14-02-14	Prisoner Screening Forms	Used to initially evaluate prisoner's medical status prior to incarceration. Holding cell logs are for juveniles only.	C	AC+7 *	H&S 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205; Maintain separately from inmate files, no retention listed 15 CCR 1207; Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records.
14-02-15	Arrest Logs	Maintained for all persons arrested and brought into the building.		CY+6	State of California Guidelines; Current year plus 6 years for jail logs
14-02-16	Child Abuse/Elder Abuse Referrals	Hardcopy log for requests from Child Protective Services and Adult Protective Services. Draw a case number and become part of the case file in RIMS.		CY+3	GC 34090; 2 year minimum requirement retention State of California Guidelines; Current year plus 2 years for most Public Safety logs. Administrative Decision: Maintain referral logs for the current year plus 3 years to support cases.

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14-02-17	Vehicle Repossesion Notifications	Maintained electronically in RIMS.	CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; Maintain repossession and private impound records for the current year plus 2 years.
14-02-18	District Attorney Requests	Information requested by the DA for records. Once completed, scanned into the case file.	AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
14-02-19	Criminal Background Checks	Requests for criminal history from an outside agency or the public. Processed and destroyed after completion. If there is a person in the system, history of request is entered into RIMS and paper request is destroyed. Includes denial of request, which is maintained on the shared drive.	CY+3		11 CCR 707(c); 3 years after release of record
14-02-20	11590 H&S Registration	For drug registrants. Officers create the registration, then scanned to the person's records.	LOR+2		GC 34090; 2 year minimum requirement H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
14-02-21	290 Registration - Adults	Tracked electronically in RIMS. For sex offenders. Activity based on ORI status.	LOR+2		GC 34090; 2 year minimum requirement * PC 290; definitions and references * W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
14-02-22	290 Registration - Juvenile	Tracked electronically in RIMS. For sex offenders. Activity based on ORI status.	* Varies		GC 34090; 2 year minimum requirement * PC 290; definitions and references * W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
14-02-23	Arson Registration - Adults	Officers create the registration, then scanned to the person's records.	LOR+2		GC 34090; 2 year minimum requirement * PC 457; Varies. Life, 25 years of age, or upon sealing * W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-02-24	Arson Registration - Juveniles	Officers create the registration, then scanned to the person's records.	* Varies		GC 34090; 2 year minimum requirement * PC 457; Varies. Life, 25 years of age, or upon sealing * W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
14-03-00 Traffic Division & Fleet Management					
14-03-01	Equipment Calibrations	Preliminary Alcohol Screening Device, speedometer checks, and radar and lidar calibration.	AT+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for radar calibration records
14-03-02	Equipment Inventory	Includes alcohol screening, radar, batteries and other equipment distributed to officers and/or vehicles used in Traffic.	ACT		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for equipment inventory records.
					Administrative Decision: Inventories are maintained in RIMS for active equipment. Previous assignments not tracked or maintained.
14-03-03	Tow Rotation Logs	Maintained in RIMS. Tracks which tow company was contacted.	CY+2		GC 34090; 2 year minimum requirement
14-03-04	Tow Service Agreements/Inspections	Includes service agreements and vehicle inspections for service providers.	CY+2		GC 34090; 2 year minimum requirement
14-04-00 Personnel Records					
14-04-01	Recruitment	Includes copies of electronic or paper applications prior to screening process.	C	AC+3	State of California Guidelines; 3 years after completion/position filled.
		Candidates maintained in separate folders, including drivers licenses, certificates of completion, oral interview scores and comments, and other personal information.			
14-04-02	Promotional Testing Process	Maintained by test session.		AC+3	State of California Guidelines; 3 years after completion/position filled.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-04-08	Concealed Weapons Permits - CCW	National permits require qualification annually. Qualification may occur in City or at outside locations. Includes renewal notification and copies of the current policy which are sent to the applicant. Maintained indefinitely for trending.	AE+2		GC 34090; 2 year minimum requirement State Recommendation, 2 years after the license expires.
14-04-09	Concealed Weapons Permits - CCW, Denied Permit Applications		CY+2		GC 34090; 2 year minimum requirement State Recommendation, 2 years after the license expires.
14-04-10	Emergency Contact Cards	Separate from employee personnel files. Accessed by supervisors when needed.	ACT		GC 34090.7; Duplicate records may be destroyed at any point before the total retention period
14-04-11	Overtime & Request for Leave Slips		CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for timekeeping records.
14-04-12	DOJ / FBI Fingerprinting - Hired Employees	Includes Livescan application forms and removal forms. Results are destroyed after immediate use.	AT+3		GC 34090; 2 year minimum requirement State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.
14-04-13	DOJ / FBI Fingerprinting - Non-hired Applicants	Includes Livescan application forms and removal forms. Results are destroyed after immediate use.	AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.
14-04-14	Red Light Camera Notices	Includes letters regarding city vehicles running red lights out of jurisdiction.	CY+2		GC 34090; 2 year minimum requirement
14-05-00	Internal Affairs				

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14-05-01	Internal Investigations	Includes internal investigations (IA), citizen generated complaints, supervisor generated complaints, CHP 187 vehicle pursuits, use of force reports, collision reviews, vehicle & property damage, in-house initiated investigation reports, and all investigative documents related to the complaint. Maintained in paper.	C	AC+5	PC 832.5; 5 years after case closure, confidential document not for public exposure. EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 801.5; SOL of 4 years after event PC 803(c); public officer, crime descriptions VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 5 years for internal investigations, closure of case plus 25 years for officer involved shootings, 2 years plus the current year for death in custody reporting. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.
14-05-02	Officer involved shootings and weapons discharge		C	AC+25	PC 832.5; 5 years after case closure, confidential document not for public exposure. EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 801.5; SOL of 4 years after event PC 803(c); public officer, crime descriptions VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 5 years for internal investigations, closure of case plus 25 years for officer involved shootings, 2 years plus the current year for death in custody reporting. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-05-03	In custody deaths		C	AC+2	PC 832.5; 5 years after case closure, confidential document not for public exposure. EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 801.5; SOL of 4 years after event PC 803(c); public officer, crime descriptions VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 5 years for internal investigations, closure of case plus 25 years for officer involved shootings, 2 years plus the current year for death in custody reporting. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.
14-05-04	Internal Affairs Statistical Reports	Provided to DOJ and for SB90 reporting.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
14-05-05	Supervisor's-Reports Assessments	Completed evaluation by the supervisor. May not result in a formal investigation. Long term employees; Short term employees;	C	AC+5 P AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees. Administrative Decision: Maintain long term employees files permanently and short term employees for 10 years after termination/separation.
14-06-00 Training					
14-06-01	TIMS management system	Includes date of training, type of training, training number and hours trained for POST and inhouse non-POST training. Includes lethal & non-lethal weapons, qualifications and defensive tactics qualification, active shooter, CPR qualifications and perishable skills.	IND		Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-06-02	Field Training Officer Manuals	Includes class outline, tests, percentages, roster, handouts, instructor's qualifications and resumes, daily evaluations, qualification criteria and training scenarios, range lesson plans, firearms safety plan, weapon maintenance, firearm training manuals, simulation training, range master and safety officer for firearms and less-lethal weapons.	AC+15 7		State of California Guidelines; 15 years after completion for range lesson plans. No citation given.
14-06-03	Personnel Training Records	Individual records by employee. Includes certificates, program attendance, equipment, diploma copies, oaths of office, duty assignments, academy records, CLETS Full / Less-than-full Operator Exams, POST and all other training records for the PD.	AT+7		State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
14-06-04	Range Qualification & Lesson Plans		AC+15		State of California Guidelines; 15 years after completion for range lesson plans. No citation given.
14-06-05	SWAT Training Files		AT+7		State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
14-06-06	POST Reimbursements		CY+4		CCP 337; Statute of limitations of 4 years
14-06-07	Training Bulletins	Provided by training agencies. Originally maintained for reference to training events and to support IA investigations.	P AC+4		State of California Guidelines; 4 years after audit
14-06-08	Annual Training Report	Internal report on training activities and costs.	CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
14-07-00 Investigations Records					
14-07-01	Confidential Informant Files	Maintained in paper form and reviewed annually for activity.	C	AT+10	State of California Guidelines; 10 years after termination for informant files, no citation stated
14-07-02	Massage Permits-Regulatory Permits (Cannabis/Massage/Chapter 13)			AC+2 4	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after closure/completion.
14-07-03	Series Available for Use				
14-07-04	ABC License Applications	Temporary Use	AE+2		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits, life of business plus 2 years
Establishments; includes ABC Form 211 new and transfer notices received by the City Clerk.					
14-08-00 Property & Evidence					
14-08-01	Evidence Purge/Disposition	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners. Completed annually.	P		State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-08-02	Chain of Custody Log	Tracks review of evidence by the District Attorney, private attorneys or officers. Tracked in PropRoom within RIMS.	CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
14-08-03	Property Release Forms		CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
14-08-04	Property Auction Manifest	Report of materials released to auctioneer. Copy kept to show the release.	CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after financial audit for surplus property auctions including listings of property.
14-08-05	Audio & Video Recordings - Personal Recording Units	Body worn camera recordings by officers using recording devices controlled by the officer. Non-evidentiary recordings Evidentiary recordings (* see notation under Citations)		60 Days 2 Years	PC 832.18 (b)(5)(A) - nonevidentiary body worn camera footage; 60 days * PC 832.18(b)(5)(B) - evidentiary body worn camera footage; 2 years if (1) the recording is of an incident involving use of force by a peace officer; (2) the recording is of an incident that leads to detention or arrest; or (3) the recording is relevant to a formal or informal complaint against a law enforcement officer/agency.
	UAS Flight Logs	Flight logs, clearances and deployments		2 Years	*Recordings related to cases which are within the statute of limitations, ongoing litigation, related to potential civil litigation or complaints may be retained longer
	UAS Operator Certifications			IND	
	Detentions & Contacts	Any activity that results in a detention. May also be used for non-criminal cases that need to be retained longer than the Non-Enforcement category (i.e. 11-81/82, public fall).		2 Years	
	Misdemeanors, Citations, 5150s and Use of Force	Provides sufficient time for most criminal cases and citations to adjudicate or SOL to elapse.		2 Years	
	Major Cases - Felony	Most felony cases except homicide / attempt homicide / sexual assaults. Provides sufficient time for most felony cases to adjudicate or SOL to elapse.		4 years	
	Non-enforcement	Non-enforcement related calls which will likely not be needed as evidence in any type of proceeding (i.e. 11-23s, Citizen Assist, etc.). Also includes calls where no public contact is made (i.e. attempted subpoena service, Code 14, 11-24, etc.).		60 Days	

14 POLICE SERVICES FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
	Restricted	Incidents/cases that have potential for significant litigation or liability requiring limited access and strict controls (i.e. OIS, IA). Videos in this category will not be accessible by officers.		5 Years	
	Homicide / Sex Assault / Indefinite	Incidents/cases that have potential for significant litigation or liability requiring limited access and strict controls (i.e. OIS, IA). Videos in this category will not be accessible by officers.	IND	Until manually deleted by management order.	
14-08-06	Audio & Video Recordings - Routine Building Surveillance		CY+2 *	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6	
14-08-07	Property Inventory Form	Equipment issued to officers and other department equipment. Equipment tracked through RIMS after entered in from the form.	CY+2	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded for listings of equipment assigned to divisions and officers. Administrative Decision: Maintain forms for the current year plus 2 years since inventory and changes are tracked in RIMS software.	
14-08-08	Locker Assignments		S	State of California Guidelines; After superseded Administrative Decision: Maintained in RIMS until the locker is reassigned.	
14-08-09	DOJ Property Audits	Primarily spot audits and an occasional full audit. Available for review by the DOJ upon request. Includes letters to the Chief notifying the audit is complete.	AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.	
14-08-10	General Statistical Reports	Requests for information from the Chief and other units on incoming items processed, disposed of, and/or purged. Internal report only.	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.	

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
14-08-11	Automated License Plate Reader	All ALPR data will be only retained for 30 days unless the data is evidence in a criminal or civil action.	30 days from capture	All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.	
14-09-00 Communications					
14-09-01	Warrants	Served warrants. Unserved warrants are maintained until served, recalled or purged.	CY	State of California Guidelines; Current year for served warrants	
14-09-02	Ride-along Waivers		CY+2	GC 34090; 2 year minimum requirement retention State of California Guidelines; 2 years plus the current year	
14-10-00 Code Enforcement					
14-10-01	Administrative Citations	Issued for City code violations. Reports are written and tracked in RIMS.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.	

UFIRST™ Index and Records Retention Schedules

01 CITYWIDE ADMINISTRATIVE RECORDS FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
<u>01-01-00 Administrative Materials</u>					
01-01-01	Administrative Rules, Policies & Procedures		V	S+5	CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-01-02	Correspondence & Reports - External	Includes general correspondence, subject information, reports and reference documents relating not associated with a specific project or record series elsewhere in the retention schedules.		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-01-03	Correspondence & Reports - Internal	Includes general correspondence, subject information, reports and reference documents relating not associated with a specific project or record series elsewhere in the retention schedules.		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-01-04	Departmental Goals/Objectives			S+5	Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-01-05	Staff & Interdepartmental Meetings	Includes informal meeting agendas.		EY+2	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines
01-01-06	Surveys & Studies - General City			AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for general studies and surveys
<u>01-02-00 Reference Materials</u>					
01-02-01	Chronological Files			ACT	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period. Administrative Record, State of California Guidelines
01-02-02	Community Information/Events	Includes external community-related events. Some events may have historical significance to the City, but are not arranged by the City.	H	ACT	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period. Administrative Record, State of California Guidelines
					Administrative Decision: Maintain while active, review for potential historical content.
01-02-03	Community Organizations/Foundations	Includes reference information on community organizations or foundations.		CY+2	GC 34090(d); 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-04	Complaint Files	General complaints to City departments. Does not include claims against the City.		AC+7	42 USC 1983; Settlement of complaint plus 7 years
01-02-05	Dues/Subscriptions			CY+2	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-06	Historical Information/Events	Includes City-sponsored events that have historical value to the City.	H	P	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines
					Administrative Decision: Retain permanently for historical value

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
01-02-07	Mailing Lists		S	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period.	Administrative Record, State of California Guidelines
01-02-08	Professional Associations/Organizations		CY+2	GC 34090(d); 2 year minimum requirement	Administrative Record, State of California Guidelines
01-02-09	Public Relations Information / Handouts / Speeches / Biographies		H	EY+7, AR	State of California Guidelines; Current year plus 7
01-02-10	Technical Reference		S	Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period.
					Administrative Record, State of California Guidelines
01-03-00	Records & Information Management Program				
01-03-01	Active Filing System	Includes inventory lists of active filing systems and electronic records stored on file servers.	S+2	State of California Guidelines; 2 years after superseded	
01-03-02	Business Continuation Plan & Vital Records Program		V	S+5	Administrative Record, State of California Guidelines recommend retaining for 5 years after superseded.
01-03-03	Certificates of Destruction		P	GC 34090; 2 year minimum requirement	State of California Guidelines; 2 years after superseded
					Administrative Decision: Permanent for destruction tracking purposes.
01-03-04	Inactive Records and Archives	Includes listings of inactive records and boxes in storage.	S+2	GC 34090; 2 year minimum requirement	State of California Guidelines; 2 years after superseded
01-03-05	Record Series Index		S	Administrative Decision; Retain current version only.	Destroy printed versions older than 30 days, due to potential updates.
01-03-06	Retention Review & Destruction Request Forms	City Clerk maintains the original signed destruction request forms.	P	GC 34090; 2 year minimum requirement	State of California Guidelines; 2 years after superseded
					Administrative Decision: Permanent for destruction tracking purposes.
01-04-00	Forms/Labels/Graphics				
01-04-01	Blank Forms		S	Administrative Record, State of California Guidelines	
01-04-02	Form Letters		S	Administrative Record, State of California Guidelines	
01-04-03	Form Master/Originals		S	Administrative Record, State of California Guidelines	
01-04-04	Labels		S	Administrative Record, State of California Guidelines	

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
01-04-05	Samples		ACT		Administrative Record, State of California Guidelines
<u>01-05-00 Agencies, Districts & Other Cities</u>					
01-05-01	Adjacent Cities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for relevance to current projects or subjects, and for duplication or reference purposes.	CY+2, AR		GC 34090; 2 year minimum requirement GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Administrative Record
01-05-02	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for relevance to current projects or subjects, and for duplication or reference purposes.	CY+2, AR		GC 34090; 2 year minimum requirement GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Administrative Record
01-05-03	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for relevance to current projects or subjects, and for duplication or reference purposes.	CY+2, AR		GC 34090; 2 year minimum requirement GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Administrative Record
01-05-04	Regional Agencies/Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for relevance to current projects or subjects, and for duplication or reference purposes.	CY+2, AR		GC 34090; 2 year minimum requirement GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Administrative Record
01-05-05	Special Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for relevance to current projects or subjects, and for duplication or reference purposes.	CY+2, AR		GC 34090; 2 year minimum requirement GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Administrative Record
01-05-06	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for relevance to current projects or subjects, and for duplication or reference purposes.	CY+2, AR		GC 34090; 2 year minimum requirement GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Administrative Record

02 CITY MANAGEMENT FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
<u>02-01-00 City Council</u>					
02-01-01	Agendas	Maintained electronically. Paper is destroyed after the meeting.	ACT	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period.	
02-01-02	Agenda Packets / Staff Reports	Filed by subject, then chronologically by meeting date. Paper version is sent to the City Clerk, and the departments will post a pdf version on the web. Includes the agenda, staff report and all other documents submitted to Council for the meeting.	CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	Administrative Decision: Current Year plus 20 years for reference purposes.
02-01-03	Minutes		V, H	P	GC 34090; Minutes of governing bodies, Permanent
02-01-04	Speaker Cards	Speaker's comments recorded in the minutes.	CY+2	CCP 1094.6; 90 days to file petition, 190 days to respond to petition State of California Guidelines; Maintain for the Current Year plus 2 years	
02-01-05	Proclamations	Includes proclamations, scholarships, awards, commendations, presentations, certificates of recognition and other ceremonial items presented to or by the Council.	EY+2	GC 34090; 2 year minimum requirement	
02-01-06	Meeting Recordings	Includes audio and video recordings to support the agenda packet and summary minutes. Recorded by an outside service and posted to the web for the public. Will use Granicus in the future.	CY+10	GC 54953.5; 30 days after recording	Administrative Decision: Maintain meeting recordings for the current year plus 10 years to support the agenda packets and minutes.
<u>02-02-00 Boards, Commissions & Committees - Including Ad Hoc, Task Force & Standing</u>					
02-02-01	Rosters, Membership & Oaths	Attendance reports, communications to staff liaisons, training and resource materials, appointment, oaths of office, termination and leave of absence correspondence, programmatic rules review, research and analysis.	LOB+5	GC 34090; 2 years minimum GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after board, commission or committee is dissolved.	
02-02-02	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases and other vacancy information.	CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	
02-02-03	Applications, Selected		AT+5	GC 34090; 2 years minimum GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after term of office	
02-02-04	Applications, Not Selected		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; maintain not selected applications for 2 years after completion	
02-02-05	Correspondence		CY+2	GC 34090; 2 year minimum requirement	

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
02-02-06	Agendas / Agenda Packets	Agendas and agenda packets for boards, commissions and committees.	CY+20 P	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	Administrative Decision: Maintain agenda packets for the current year plus 20 years for reference purposes.
02-02-07	Minutes		P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	
02-02-08	Meeting Recordings	Includes audio and video recordings to support the agenda packet and minutes. Recorded by an outside service and posted to the web for the public.	CY+10 P	GC 54953.5; 30 days after recording Administrative Decision: Maintain meeting recordings for the current year plus 10 years to support the agenda packets and minutes.	
02-03-00 General City Management					
02-03-01	City Manager's Weekly Update	Maintained electronically. Includes information gathered from other departments in PDF and posted on the web, Twitter, Facebook and other social media sites to maintain transparency. Departments and Council receive a link to the report.	CY+2	State of California Guidelines; 2 years for management reports	
	Weekly News	Created in an online electronic format with City information and links to outside agency information			
02-03-02	Council Correspondence	General correspondence to or from outside sources.	CY+2	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	
02-03-03	Council Goals & Priorities		S+5	Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.	
02-03-04	Monthly Report	Maintained in electronic form. Compiled report from all departments on current status. Distributed to employees, Council and Planning Commission. Posted to the web for public access.	CY+2	State of California Guidelines; 2 years for management reports	
02-03-05	Weekly News	Includes newspaper articles scanned to PDF and distributed to employees, Council and Planning Commission.	H CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content	

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02-03-06	Sister Cities	Includes correspondence and general information from sister cities.	H	CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content

03 LEGAL & LEGISLATIVE FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
03-01-00 Legislative Information					
03-01-01	Resolutions - City Council	Currently documents are scanned and the paper is maintained.	V	P	GC 34090(e); Permanent for decisions of the City
03-01-02	Resolutions - Planning Commission	Currently documents are scanned and the paper is maintained.	V	P	GC 34090(e); Permanent for decisions of the City
03-01-03	Resolutions - Redevelopment Agency / Successory Agency	Currently documents are scanned and the paper is maintained.	V	P	GC 34090(e); Permanent for decisions of the City
03-01-04	Resolutions - Oversight Board		V	P	GC 34090(e); Permanent for decisions of the City
03-01-05	Municipal Code		V	P	GC 34090(e); Permanent for decisions of the City
03-02-00 Elections Materials					
03-02-01	Municipal Elections (General & Special)	Includes campaign materials, ballot arguments, mailers, correspondence and general election materials. Original canvass information including records used to compile final election results are approved by Council and attached to the resolution. The county maintains the official election materials.	AC+5	EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters GC 34090.7; Duplicate copies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time. For all election documents where the State's requirement is permanent, but for which the County maintains the original documents.	
03-02-02	Nomination Packet - Elected	Includes nomination papers, ballot designation worksheet, permission to post information on the web, initial Form 700s, candidates statements and other nomination documents.	AT+4	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends	
03-02-03	Nomination Packet - Not Elected	Includes nomination papers, ballot designation worksheet, permission to post information on the web, initial Form 700s, candidates statements and other nomination documents.	AC+4	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends State of California Guidelines; Closure of election plus 4 years	
03-03-04	Initiative Measures	Includes petitions	AC+8M	EC 17200; 8 months after election closes for initiative and referendum petitions.	
03-03-05	Referendums	Includes petitions	AC+8M	EC 17200; 8 months after election closes for initiative and referendum petitions.	
03-03-06	Recalls	Includes petitions	AC+8M	EC 17400; 8 months after election/final examination for election recall petitions.	
03-03-00 City Attorney Records					
03-03-01	Closed Session Records	Includes information on closed sessions used for reference purposes by the City Attorney	AC+2, AR	GC 34090; 2 year minimum requirement Administrative Decision: Maintain for 2 years after closure, review annually for current subject matters.	

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
03-03-02	Conflict of Interest Advisory Records		AT+7	GC 81009(e); 7 years for reports and statements not listed in other sections of GC 81009 Administrative Decision: Maintain conflict of interest for the Current Year plus 7 years to support reports and statements for successful and unsuccessful candidates.	
03-03-03	Conflict of Interest Investigations		AC+7	GC 81009(e); 7 years for reports and statements not listed in other sections of GC 81009 State of California Guidelines; Current year plus 5 years for conflict of interest under FPPC Administrative Decision: Maintain conflict of interest for the Current Year plus 7 years to support reports and statements for successful and unsuccessful candidates.	
03-03-04	General Assignments & Departmental Advisory	Includes City departments and subject matters addressed by the City Attorney.	AC+2	GC 34090; 2 year minimum requirement GC 34090.7; Duplicates of records may be destroyed within the 2 year minimum period. Administrative Decision: Maintain general assignments for 2 years after the matter is closed or completed, if record of review is maintained.	
03-03-05	Potential Litigation	Documents showing the potential for, or threat of, litigation.	AC+7	State of California Guidelines; Settlement of complaint plus 7 years	
03-03-06	Litigation	Includes summons, complaints, pleadings, discovery, correspondence, expenses, notes, research and all other case information.	AC+7	State of California Guidelines; 7 years after closure for case records * unless determined to be historical or holds City to future compliance.	
03-03-07	Pitchess Motions	May also be held in the Police Department.	AC+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain pitches motions for 2 years after closure for reference purposes.	
03-03-08	Public Records Requests	PRA requests are forwarded to the responsible department. After processing, the department sends the response to the City Attorney.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion	
03-03-09	Subpoenas		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for copies of subpoenas.	
03-03-10	Weapons Petitions	Includes 5150 petitions.	AC+3	GC 34090; 2 year minimum requirement Administrative Decision: Maintain for 3 years after closure to support potential civil rights claims.	
03-04-00 General Legal Matters					

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
03-04-01	Proof of Publication/Advertising	Includes notices of public meetings for City Council and Planning Commission.		CY+4	CCP 343; Statutes of limitations, 4 years
03-05-00 Agreements / Contracts / MOUs / Recordations					
03-05-01	General City Agreements/Contracts	Includes product acquisitions, services, non-CIP related professional services and consultants and all other general City agreements.	AC+4	CCP 337; Statutes of limitations of 4 years for contracts CCP 343; Statutes of limitations 48 CFR 4.703, 704, 705 et seq; 3 to 4 years after final payment to contractor for federal contracts and supporting documents. *If involving state or federal funds, the life of the contract + 5 years.	CCP 337; Statutes of limitations of 4 years for contracts CCP 343; Statutes of limitations 48 CFR 4.703, 704, 705 et seq; 3 to 4 years after final payment to contractor for federal contracts and supporting documents. *If involving state or federal funds, the life of the contract + 5 years.
03-05-02	Development Agreements	Includes Disposition & Development Agreements, Owner Participation Agreements and Development Agreements	P	GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions.	GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions.
03-05-03	Franchise Agreements	Original agreement is adopted by Council resolution and maintained with the resolution.	P	48 CFR 4.601; 5 years for procurements exceeding \$25,000 State of California Guidelines; Permanent	48 CFR 4.601; 5 years for procurements exceeding \$25,000 State of California Guidelines; Permanent
03-05-04	Subdivision Agreements	Original agreement is adopted by Council resolution and maintained with the resolution.	P	GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions.	GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions.
03-05-05	Bond Agreements		AC+10	CCP 337.5; Statutes of limitations, 6 years after expiration State of California Guidelines; 10 years after closure/expiration	CCP 337.5; Statutes of limitations, 6 years after expiration State of California Guidelines; 10 years after closure/expiration
03-05-06	Capital Improvement Project Agreements	Includes Public Works Improvement Project design and construction contracts, bonds and insurance certificates. Specifications and all other project related documents are maintained by Public Works.	P	GC 34090(a); Real property records, maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent	GC 34090(a); Real property records, maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent
03-05-07	Non-CIP Construction Contracts & Agreements		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
03-05-08	Lease Agreements		AE+4	CCP 337; Statutes of limitations of 4 years for contracts CCP 343; Statutes of limitations 48 CFR 4.703, 704, 705 et seq; 3 to 4 years after final payment to contractor for federal contracts and supporting documents. *If involving state or federal funds, the life of the contract + 5 years.	CCP 337; Statutes of limitations of 4 years for contracts CCP 343; Statutes of limitations 48 CFR 4.703, 704, 705 et seq; 3 to 4 years after final payment to contractor for federal contracts and supporting documents. *If involving state or federal funds, the life of the contract + 5 years.
03-05-09	Memorandum of Understanding	Original labor MOU is adopted by Council resolution and maintained with the resolution.	P	29 USC 211c; Maintain, indefinite State of California Guidelines; Permanent	29 USC 211c; Maintain, indefinite State of California Guidelines; Permanent
03-06-00 Property Related Records					

03 LEGAL & LEGISLATIVE FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
03-06-01	Right-of-Way	Original agreement is adopted by Council resolution and maintained with the resolution.	P		GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
03-06-02	Vacations/Abandonments	Original agreement is adopted by Council resolution and maintained with the resolution.	P		GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
03-06-03	Easements, Deeds, Grant Deeds & Quitclaim Deeds		P		GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
03-06-04	Encroachment Permits - Construction		P		GC 34090(a) Real property records, maintain Permanently H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.
03-06-05	Real Property Acquisitions/Dispositions	Original agreement is adopted by Council resolution and maintained with the resolution. Includes supporting documents for sale, purchase, exchange, lease and rental of property by the City.	P		CCP 337.15; 10 years after completion of construction or improvement State of California Guidelines; Completion expiration 10 years for acquisitions. Administrative Decision: Maintain acquisitions and dispositions permanently for historical reference.
03-06-06	Annexations	Original agreement is adopted by Council resolution and maintained with the resolution.	P		GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
03-06-07	Assessment District Formation		P		GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent
03-06-08	Prop 218 Ballots & Protest Letters	Also includes returned envelopes.	AC+2		GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests
03-07-00 Fair Political Practices Commission Materials					
03-07-01	Statement of Economic Interest (Form 700) - Elected Officials	Mayor, city council members, planning commissioners, city manager and city attorney. GC 87200 filers.	AT+7		GC 81009(e); 7 years for other reports and statements. State of California Guidelines: 7 years after term ends for elected officials.
03-07-02	Statement of Economic Interest (Form 700) - Designated	Designated Positions	AC+7		GC 81009(e); 7 year requirement for originals
03-07-03	Campaign Statements - Elected	Includes Form 460, 465 and 470 for elected officials, committees supporting/opposing elected officials and independent committees. Includes campaign statements and oaths of office.	P		GC 81009(b); maintain elected indefinitely

03 LEGAL & LEGISLATIVE FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
03-07-04	Campaign Statements - Unsuccessful	Includes Form 460, 465 and 470 for unsuccessful candidates for office and committees supporting unsuccessful candidates for office. Includes campaign statements and oaths of office.	AC+5		GC 81009(b); 5 years for unsuccessful candidates
03-07-05	Campaign Statements - Committees	Committees formed to support or oppose a ballot measure. Includes campaign statements and oaths of office.	AC+7		GC 81009(c) and (e); 7 years for committees and unsuccessful candidates

04 FINANCE FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
04-01-00	General Accounting Records				
04-01-01	Microsoft Great Plains Software	Includes third party applications used with Great Plains, such as Mekorma, Integrity Data, Greenshades, BI360, and other connected software.	ACT		Transitory Record; Databases are maintained while active
04-01-02	Journal Entries		AA+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-02-00	Accounts Payable Records				
04-02-01	Accounts Payable Warrants	Includes invoices from vendors and credit cards, filed by payee name and check date.	AA+4		GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit CCR 18956.2; 5 years
04-02-02	A/P Posting Reports	Kept by fiscal year by type report. Includes edit approvals, check run, checks paid and direct deposits.	ACT		GC 34090.7; Duplicate records may be destroyed at any point before the total retention period
04-02-03	Annual Tax Payments	Includes payments on sales, fuel, use and other taxes due.	AA+5		29 USC 436; 5 years State of California Guidelines; 4 years after audit
04-02-04	W-9s	From vendors.	AA+4		26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-02-05	1099 Reporting	Also includes 1096 summary forms.	AA+4		26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-02-06	Quarterly Fee Payments	Includes SB1186, SMIP and Special Revolving Fund.	AA+4		26 CFR 31.6001; 4 years after tax return is filed State of California Guidelines; 4 years after audit
04-03-00	Budgeting				
04-03-01	Annual Budget	Includes the Budget in Brief, which is a summary high-level overview of the budget, the fiscal model and the final operations budget. Includes the RDA budget.	P		GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent
					Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-03-02	Budget Workpapers - Finance	Both confidential and non-confidential folders. Includes the City and RDA budget.	AA+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-03-03	Budget Workpapers - Departmental	Documents used by departments to create the department's budget.	CY+2		GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
					Administrative Decision: Maintain departmental budget workpapers current year plus 2 years since information is compiled into the final budget and/or Finance budget workpapers.
04-03-04	Mid-Year Budget Reviews	Includes mid-year budget reports to Council.	AA+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-03-05	Monthly Departmental Budget Reports	Purely for the department's use to manage their budgets. Posted to the web site for 2 years plus the current year for public access.	CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years for management reports
					Administrative Decision: Maintain monthly reports for the current year plus 7 years for reference purposes.
04-03-06	Master Revenue Schedules		S+2		GC 34090; 2 year minimum requirement
04-04-00	Accounts Receivable & Collections				
04-04-01	Transient Occupancy Tax	Includes invoices, payments and remittance forms.	AA+3		CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-02	Daily Cash Summary Report	Collected downstairs at the counter. Includes cash receipts and credit card transactions, sales tax receipts, and franchise fees. Checks are scanned and sent to the bank for deposit. Paper checks are maintained as a copy for 7 days and then destroyed.	AA+4		CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-04-03	Daily Cash Report	Includes receipt of cash and bank transfers. Signed by the finance director and the treasurer, then returned to Accounting Technician.	AA+4		CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-04-04	Miscellaneous Receivables	Includes voided invoices, rental receivables, fire inspection receipts and other miscellaneous receivables.	AA+4		CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-04-05	Aging Reports	Internal report for informational purposes.	AA+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-04-06	Possessory Interest Report	Prepared for and submitted to the County.	C	AA+5	29 USC 436; 5 years State of California Guidelines; 4 years after audit State Board of Equalization; Possessory Interests Annual Usage Reports must be held in confidence.

04 FINANCE FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
04-04-07	Collection Activities	Includes requests, small claim forms, attorney correspondence and court cash collection letters.		AC+4	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit Administrative Decision: Maintain for 4 years after closure or collection.
04-05-00	Debt Financing Records				
04-05-01	Bond Statements & Reports	Includes official statements, trustee bank statements, and LAIF statements.		AC+10	CCP 337.5; Statutes of limitations, 10 years after expiration State of California Guidelines; 10 years after closure/expiration
04-05-02	Bond Issues			P	CCP 337.5; Statutes of limitations, 10 years after expiration State of California Guidelines; Permanent for bond issues
04-05-03	Capital Lease Payable	For equipment leases		AE+5	48 CFR 4; 5 years for procurements exceeding \$25,000 State of California Guidelines; 5 years after completion/expiration of the lease
04-05-04	Supplemental Bond Disclosure Documents			AC+10	CCP 337.5; Statutes of limitations, 10 years after expiration State of California Guidelines; 10 years after closure/expiration for statements an administrative documents supporting bonds.
04-06-00	Audits Group				
04-06-01	CAFR Annual Financial Statement	Includes the Management Representation Letters and Auditor Management Letters.		P	State of California Guidelines; 7 years after audit for annual financial reports, permanent for audits Administrative Decision: Maintain annual financial statements permanently.
04-06-02	Single Audit			P	State of California Guidelines; Permanent
04-06-03	Measure A Audit Reports			P	State of California Guidelines; Permanent
04-06-04	Annual Fire Financial Statements			P	State of California Guidelines; Permanent
04-06-05	Memo on Internal Control - City	Externally distributed report. Separate for City and Fire.		P	State of California Guidelines; Permanent
04-06-06	Memo on Internal Control - Fire			P	State of California Guidelines; Permanent
04-06-07	GANN Appropriation Limit Reports - City	Separate for City and Fire.		P	State of California Guidelines; Permanent
04-06-08	GANN Appropriation Limit Reports - Fire			P	State of California Guidelines; Permanent
04-06-09	Net Six JPA Financial Statements	Specific to Fire. Copies go to five other cities.		P	State of California Guidelines; Permanent
04-06-10	Auditor Confirmation Letters	Auditor sends these out to insurance brokers, banks, and other organizations that maintain a financial relationship with the City. Request information from the organization.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for audit internal or external periodic audit reviews.
04-06-11	Audit Workpapers	For final and interim audits. Requested by and sent to the auditor prior to the audit. Includes transmittal letters, checklist items for interim, final and SCO.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for audit internal or external periodic audit reviews.
04-07-00	Pavroll Group				
04-07-01	Time Sheets			AA+6	R&T 19704; 6 year statute of limitations State of California Guidelines; 6 years after audit
04-07-02	Leave Requests	Time sheet and leave requests are completed electronically in 2012. Original leave requests may be retained by the department in addition to Payroll.		AA+6	R&T 19704; 6 year statute of limitations State of California Guidelines; 6 years after audit
04-07-03	Personnel Files	Includes deductions and changes to payroll, W-4/DE-4, personnel action forms, withholding orders & garnishments, correspondence and other payroll related employee documents. Filed by employee.	C	AT+6	LC 1174; 3 years for payroll records LC 1197.5(d); 2 years for payroll records 22 CCR 1085.2(c); 4 years for unemployment contributions 29 CFR 516.2(a)(10); Maintain 29 CFR 516.6; 2 years LC 1174; 2 years after pay period 29 USC 255(a); 2 to 3 years statute of limitations for minimum and unpaid wages 29 USC 1027, 1113, 1451 (ERISA) (6 years); Benefit plans for employees State of California Guidelines; 4 years after termination

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
04-07-04	Quarterly Returns	Includes Form 941, DE9, DE9C, Wages Paid Report and other quarterly returns.		AA+6	29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-07-05	W-2s / W-2 Reporting	Started e-filing records in 2010. No records printed out since 2010.	C	AA+6	29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-07-06	Payroll Process Report	Includes the payroll and deduction registers. Used to show the payroll process for the period. Bank confirmations are originals in paper form. All other reports can be reproduced from GP.	C	P	GC 12946; 2 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; 4 years after audit
04-07-07	Live Check Log	Keeps track of the printed checks. Wet signature log.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Records
04-07-08	Direct Deposit Log	Keeps track of the direct deposit check stock. Wet signature log.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Records
04-08-00 Banking & Investing Group					
04-08-01	Bank/Investment Statements & Reconciliations	Includes LAIF statements.		AA+5	26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
04-08-02	Investment Policy	Presented to Council annually.		S+5	Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
04-09-00 Financial Reporting					
04-09-01	Monthly Financial Reports	Internal summary reports, compiled by department, to Council.		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-09-02	Monthly Treasurers Reports	Internal report to Council		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-09-03	Tax Reports	Includes reports from an outside service for sales and property taxes.		AA+5	29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-09-04	Community Facilities District Reports	Includes reports for utility users, sales and property taxes.		P	State of California Guidelines; Permanent for assessment district information in Finance.
04-09-05	State Controllers Reports - City	Submitted electronically to the State, but maintained in paper form by the City along with the work papers.		P	State of California Guidelines; Permanent, State Controller's Office maintains reports for 5 years.
04-09-06	State Controllers Reports - Special Districts			P	State of California Guidelines; Permanent, State Controller's Office maintains reports for 5 years.
04-09-07	Annual Street Reports	State Controller mandated report.		P	State of California Guidelines; Permanent, State Controller's Office maintains reports for 5 years.
04-09-08	Maintenance of Effort for Public Safety Report - Prop 172	Relates to an assembly bill.		P	State of California Guidelines; Permanent
04-09-09	Development Impact Reports	State requires review by the City Council.		AA+7	State of California Guidelines; 7 years after audit for annual financial reports, stating GC 34090.7 which states that duplicate records may be destroyed at any point before the total retention period.
04-09-10	OPEB Actuarial Reports	Externally prepared management report to track contributions. Report filed with PERS. Similar to an Accounts Payable report.		AA+4	26 CFR 31.6001; 4 years after tax return is filed State of California Guidelines; 4 years after audit for accounts payable tax reporting and paid invoices, current year plus 2 years for benefit and employee statistics reports.
					Administrative Decision: Maintain for 4 years after the annual audit to follow tax reporting requirements.
04-10-00 Business Licensing Records					
04-10-01	Hansen Business License Software	Hansen and CRW interface with Great Plains to update the general ledger.		ACT	Transitory Record; Databases are maintained while active
04-10-02	Business License Files	Includes the applications, receipts, renewal notices, changes, customer correspondence and the license. The license is maintained in the tracking system electronically.		AT+4	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after termination
04-11-00 Successor Agency Reporting					
04-11-01	Statement of Indebtedness	Inactive reports only.		AA+7	State of California Guidelines; 7 years after audit for annual financial reports

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
04-11-02	Recognized Obligation of Payment Schedule - ROPS	6 month budget provided to the State Controller's Office. State provided form submitted electronically and printed for signature by the Oversight Board chairperson.	P	GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent	Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-11-03	Due Diligence Reviews	Audit required by state law. Submitted to the county and the State Controller's Office.	P	State of California Guidelines; 7 years after audit	Administrative Decision: Maintain annual financial statements permanently.
04-11-04	Asset Reports		P	State of California Guidelines; Permanent	
04-11-05	Audit Reports		P	State of California Guidelines; Permanent	
04-12-00	Risk Management Records				
04-12-01	CSAC-EIA Correspondence	General information and correspondence with the JPA and program documents for the City's excess liability, environmental, property, vehicle and machinery insurance.	CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record	
04-12-02	CSAC-EIA Program Documents	Includes bylaws, contract originals, MOUs, policies and other documents establishing the program.	P	State of California Guidelines; Permanent for joint powers agreements for excess liability insurance.	
04-12-03	Third Party Administrator	Includes correspondence and information on claims and adjustments for activities over the year. George Hill.	CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record	
04-12-04	Claims Against the City	Includes non-litigated claims. Filed individually by claim.	AC+10	29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure	Administrative Decision: Maintain claims for 10 years after closure for reference to new claims and cases.
04-12-05	Subrogation Claims	Claims by the City for damages from another person or entity. Filed by the department seeking reimbursement for damages. Includes police and incident reports for the claim.	AC+6	29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 25105; 5 years after closure/completion State of California Guideline; 7 years after settlement or closure for incident reports. State of California Guideline; 5 years after settlement or closure for claims.	
04-12-06	Loss Control Reports / Claim Registers	Reports of litigated and non-litigated claims. Received from the third party administrator.	CY+5	29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline; 5 years after completed	
04-12-07	Public Self-Insures Annual Report	Includes reports for the City and for Fire from the third party administrator. Annual report filed by the City with the State Dept of Industrial Relations.	AC+7	State of California Guidelines; 7 years after completion for accident reports and related records for City assets.	
04-12-08	Liability Insurance Policies	From CSAC and third party provider.	P	State of California Guidelines; Permanent for liability and property insurance	
04-12-09	General City Insurance Policies	Includes facilities, auto and other general insurance policies	P	State of California Guidelines; Permanent for liability and property insurance	
04-12-10	Certificates of Insurance	Certificates provided by contractors and vendors for liability coverage.	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees. No citations given other than GC 34090.	
04-13-00	Measure I Advisory Committee				
04-13-01	Agendas/Agenda Packets		CY+20- P	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	Administrative Decision: Maintain agenda packets for the current year plus 20 year for reference. Permanent
04-13-02	Minutes		P	GC 34090e; Minutes of governing bodies, Permanent	
04-13-03	Meeting Recordings	Includes audio and video recordings	CY+10- P	GC 54953.5; 30 days after recording	Administrative Decision: Maintain meeting recordings permanently for the current year plus 10 years to support the minutes and public reference.

05 PURCHASING FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
05-01-00 Purchasing & Material Acquisition					
05-01-01	RFPs / RFIs / RFQs	Includes competitive bid quotes.	AC+5	State of California Guidelines; 5 years after audit for successful bids.	Administrative Decision: 5 years after completion of project associated with the bid.
05-01-02	Bids - Successful		AC+5	State of California Guidelines; 5 years after audit for successful bids.	Administrative Decision: 5 years after completion of project associated with the bid.
05-01-03	Bids - Unsuccessful		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 for unsuccessful bids	
05-01-04	Purchase Order Files	Generated from HTE and sent to the requestor. Printed for reference in Purchasing.	AA+4	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit	

06 HUMAN RESOURCES FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
06-01-00 Personnel Data					
06-01-01	Personnel Files - Permanent/Part Time	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts / agreements (not including union negotiations and resulting contracts / agreements), insurance information, EDD claim forms for unemployment, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	C	AT+6	29 USC 1113; 6 years after date of last action State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees.
06-01-02	Personnel Files - Elected	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts / agreements (not including union negotiations and resulting contracts / agreements), insurance information, EDD claim forms for unemployment, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	C	AT+6	29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-03	Personnel Files - Temporary/Seasonal	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts / agreements (not including union negotiations and resulting contracts / agreements), insurance information, EDD claim forms for unemployment, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	C	AT+6	29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-04	Personnel Files - Belmont Fire Protection District	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts / agreements (not including union negotiations and resulting contracts / agreements), insurance information, EDD claim forms for unemployment, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	C	AT+6	29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-05	Personnel Files - Belmont / San Carlos Fire Department JPA	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts / agreements (not including union negotiations and resulting contracts / agreements), insurance information, EDD claim forms for unemployment, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	C	AT+6	29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination

06 HUMAN RESOURCES FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
06-01-06	Background Check Information - Hired Miscellaneous Employees	Includes DOJ fingerprinting, pre-employment physicals and other background checks for hired and non-hired candidates.	C	AT+3	GC 34090; 2 year minimum requirement PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired
06-01-07	Background Check Information - Hired Public Safety Employees	Includes DOJ fingerprinting, pre-employment physicals and other background checks for hired and non-hired candidates	C	P	GC 34090; 2 year minimum requirement PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired
06-01-08	Background Check Information - Non Hired Applicants	Includes DOJ fingerprinting, pre-employment physicals and other background checks for hired and non-hired candidates.	C	AC+2	GC 34090; 2 year minimum requirement PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired
06-01-09	Disciplinary Actions - Miscellaneous Employees	Maintained in a separate file folder in the employee's personnel file for confidentiality. Most stored in the Personnel file.		AT+2	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-01-10	Disciplinary Actions - Public Safety Employees	Maintained in a separate file folder in the employee's personnel file for confidentiality. Most stored in the Personnel file.		AC+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change PC 832.5; State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-01-11	I-9 Forms	Maintained in a separate file folder in the employee's personnel file for confidentiality.		AT+3	USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer. Administrative Decision: Maintain for 3 years after termination to follow the longest retention on the I-9 Form guidelines
06-01-12	Medical Files	Includes FMLA	C	AT+30	29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/closure
06-01-13	Oaths of Office	Currently maintained in the personnel file. City attorney recommends permanent due to potential litigation.		P	29 USC 1113; 6 years after date of last action State of California Guidelines; 6 years after termination Administrative Decision: Maintain permanently to support potential litigation.

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06-02-00 Personnel Management					
06-02-01	DOJ/FBI Fingerprinting - Hired Employees	Includes Livescan application forms and removal forms. Results are destroyed after immediate use.	AT+3	GC 34090; 2 year minimum requirement State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired	
06-02-02	DOJ/FBI Fingerprinting - Non-Hired Employees	Includes Livescan application forms and removal forms. Results are destroyed after immediate use.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired	
06-02-03	EEOC / FEHA Claims - Hired Employees, Non-sworn		AT+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	
06-02-04	EEOC / FEHA Claims - Hired Employees, Sworn		AT+5	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	
06-02-05	EEOC / FEHA Claims - Applicants who filed a complaint		AC+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	
06-02-06	Harassment Claims - Hired Employees, Non-sworn		AT+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	
06-02-07	Harassment Claims - Hired Employees, Sworn		AT+5	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	
06-02-08	Harassment Claims - Applicants who filed a complaint		AC+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
06-02-09	Classifications / Specifications	Includes general job descriptions.	P	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded	Administrative Decision: Maintain job description history permanently for reference purposes
06-02-10	Reclassifications/Job Analysis	May include salary survey information.	P	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded	Administrative Decision: Maintain position classification/reclassification history permanently for reference purposes
06-02-11	Rules, Regulations & Policies	Includes harassment, internet use, and other personnel rules and regulations.	P	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded	Administrative Decision: Maintain rules, regulations & policies permanently for historical purposes
06-03-00 Personnel Recruitment					
06-03-01	Applicant Performance Requests	Used for employment verification for Police recruitment.	AC+3	State of California Guidelines; 3 years after completion/position filled	
06-03-02	Eligibility Lists	Lists are separated by position.	AC+3	State of California Guidelines; 3 years after completion/position filled	
06-03-03	Recruitment Accommodations		AC+3	State of California Guidelines; 3 years after completion/position filled	
06-03-04	Recruitment Files	Includes job flyers, applications, interview rating sheets, final scoring, practical tests, correspondence, oral board and other information related to the recruitment. Police maintains recruitment files for candidates.	AC+3	State of California Guidelines; 3 years after completion/position filled	
06-04-00 Workers Compensation & Safety					
06-04-01	City State and County, CSAC JPA	Includes excess workers compensation claims, audits, agreements, settlements, amendments and other documents. Used for claims over \$500,000. TPA maintains materials tracking the claims.	P	State of California Guidelines; Permanent for joint powers agreements for excess liability insurance.	
06-04-02	Third Party Administrator	Includes correspondence and information on claims and adjustments for activities over the year. JT2 Integrated Resources.	CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record	
06-04-03	Incident Reports	Reports submitted by the associated department.	AC+7	29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 7 years after settlement or closure	
06-04-04	Injury & Illness Prevention Program		S+5	State of California Guideline: 5 years after superseded or expired	

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
06-04-05	Medicare / Medicaid Services	Informational form sent to the agency on current TPA and worker's compensation provider.		CY+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation State of California Guidelines: 2 years after action
06-04-06	OSHA 300 Logs	Received from the third party administrator		CY+5	29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102; 5 years from date of injury State of California Guideline: 5 years after completed
06-04-07	Workers Compensation Claims	Includes claim correspondence, doctor notes and other information on the claim. Maintained by the Third Party Administrator and currently accessible electronically by the City. Older files maintained in paper form.	C	P	8 CCR 15400; Maintain reports State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
06-04-08	Workers Compensation Loss Reports	Received from the third party administrator		CY+5	8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure. Administrative Decision: Maintain for the current year plus 5 years for reference
06-05-00 Driver Monitoring					
06-05-01	DMV Pull Notice Program	Information stored with a third party provider (Samba) electronically and accessible at any time.		S	VC 1808.1; must pull record at least every 12 months
06-05-02	Random Drug Pulls - DOT	Records of inspection, maintenance, and calibration of EBTs	C	CY+2	49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.
06-05-03	Random Drug Pulls - DOT	Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02	C	CY+1	49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.
06-05-04	Random Drug Pulls - DOT	Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests.	C	CY+5	49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.
06-06-00 Safety & Training					
06-06-01	Safety & Training Program	Sign-in sheets, handouts, consultant training programs and other program information for general employee training. Does not include safety personnel. Programs filed separately by course.		CY+7	State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.

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06-06-02	Safety Inspections	Includes binders with photos and comments on construction and other safety inspections performed by a third party safety consultant. Required by OSHA.	AC+5	29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed	29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed
06-06-03	Ethics Training	Filed by official. Includes code of conduct acknowledgements.	AT+5	GC 53235(b); 5 years	Administrative Decision: City Attorney recommends maintaining records for 5 years after termination or completion of term
06-07-00 CalPERS					
06-07-01	Circular Letters		ACT	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period.	Administrative Record, State of California Guidelines
06-07-02	Plan Contracts & Plan Amendments		P	State of California Guidelines; Permanent for PERS documents	State of California Guidelines; Permanent for PERS documents
06-07-03	Valuation Reports & Rate Changes	Supplied by PERS for rate changes. Currently pulled from the website as needed. Older versions maintained in paper format.	P	State of California Guidelines; Permanent for PERS documents	State of California Guidelines; Permanent for PERS documents
06-08-00 Benefits					
06-08-01	Benefit Plan Information	Plan information and correspondence. Does not include individual contributions or claims.	S+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation	State of California Guidelines: 2 years after action
06-08-02	Deferred Compensation	Plan information and correspondence. Does not include individual contributions.	S+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation	State of California Guidelines: 2 years after action
06-08-03	Retirement Health Savings Accounts	Includes tracking information on rates and plan benefits and types for retirees.	S+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation	State of California Guidelines: 2 years after action
06-08-04	Vision Reimbursement Requests	Includes paperwork from doctor's visits for reimbursement. No reporting required for the reimbursements.	CY+6	29 USC 1027; 6 years after action 29 USC 1113; 6 years after date of last action	29 USC 1027; 6 years after action 29 USC 1113; 6 years after date of last action
06-08-05	Vision Reimbursement Program		S+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation	State of California Guidelines: 2 years after action

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06-09-00 Labor Relations					
06-09-01	Union Representatives / Organizations	Includes correspondence and reviews with labor organizations. Does not include negotiation information.		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Decision: Maintain correspondence and communications for the current year plus 2 years. Review annually for relevant content
06-09-02	Memorandums of Understanding			P	29 USC 211c; Maintain, indefinite State of California Guidelines; Recommend Permanent retention without relevant statutes or regulations cited.
06-09-03	Negotiations	Maintained by bargaining unit and contract year. Includes salary surveys, meet and confer, and equity studies.		P	29 USC 211c; Maintain, indefinite State of California Guidelines; Permanent
06-09-04	Grievances - Miscellaneous Employees			AT+2	GC 12946; 2 years after completion State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-09-05	Grievances - Public Safety Employees			AT+5	GC 12946; 2 years after completion PC 832.5; 5 years for peace officers State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees

07 INFORMATION TECHNOLOGIES FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
07-01-00 Infrastructure & Security					
07-01-01	Xdesk	Hosted database for management of helpdesk activities.	IND	Transitory Record; Databases are maintained while active	
07-01-02	ArcMail	Manages e-mail retention. Currently have a 90 day retention for inbox, junk and sent mail. Not used to assign retention to archive folders.	IND	Transitory Record; Databases are maintained while active	
07-01-03	Spiceworks	Used to manage the City network for hardware and software. Will replace Xdesk for help desk and support.	IND	Transitory Record; Databases are maintained while active	
07-01-04	GFI	Used for patch/update management.	IND	Transitory Record; Databases are maintained while active	
07-01-05	Network Diagrams	Includes the final network diagram for the City. Completed annually or semi-annually.	C	CY+4 CCP 343; SOL of 4 years State of California Guidelines: Current year plus 4 years for network configuration and diagrams	
07-01-06	IT Projects	Includes all project related documents, repairs and maintenance.	AT+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations	
07-01-07	Backup Exec	Manages system backups.	IND	Administrative Decision: Maintain while software or hardware is actively in use plus 2 years.	
07-01-08	Backup Plan - User & Server Files	Complete daily incremental and weekly full tape backup. Monthly backups stored at Recall in Sacramento.	V	CM+2M GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current month plus 2 months for daily backups	
07-01-09	Backup Plan - Databases	Includes a complete year end backup of each department's databases.	V	1Y GC 34090.7; Duplicate records may be destroyed at any point before the total retention period	
07-01-10	Security Policies & Procedures	Includes password, access and other policies.	V	S+5 Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.	
07-01-11	Service Level Agreements	Maintenance and service agreements.	AT+5	48 CFR 4.601; 5 years after completion for procurements exceeding \$25,000	
07-02-00 Applications					
07-02-01	Software Applications	Includes installation software, end user license agreements and annual maintenance for RIMS, CRW, Great Plains, MS Office, productivity and other City software applications.	AT+5	48 CFR 4.601; 5 years after completion for procurements exceeding \$25,000	
07-02-02	How-to Guides & Application Manuals	Handouts and manuals on how to use equipment or software.	ACT	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period. Non-records may be destroyed at any time. Administrative Record; Reference materials	

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08-01-00 Planning Administration Records					
08-01-01	CRW Database		IND		Transitory Record; Databases are maintained while active
08-01-02	Public Notification / 300 Foot List	Used as a courtesy notice to the public of changes, such as property changes that impact neighbors.	CY+5		CCP 343; Statutes of limitations, 4 years Administrative Decision: Maintain notifications for the current year plus 5 years for tracking purposes and consistency in retention.
08-02-00 Project Applications					
08-02-01	Planning Appeals	Handled through the City Clerk's Office	P		GC 34090(a); Real property records, maintain Permanently H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-02	Design Review Projects	Includes preliminary reviews, landscape reviews and other design reviews.	P		GC 34090(a); Real property records, maintain Permanently H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-03	Sign Permits		P		GC 34090(a); Real property records, maintain Permanently H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-04	Service Agreements	Includes backup documentation for the service / development agreement and a copy of the agreement, which is maintained by the City Clerk.	P		GC 34090(a); Real property records, maintain Permanently H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-05	Zoning Text Amendments - Approved		P		GC 34090(e); maintain Permanently State of California Guidelines; Permanent
08-02-06	Zoning Text Amendments - Denied		CY+2		GC 34090; 2 year minimum requirement
08-02-07	Environmental Reviews	Includes CEQA documents, mitigated negative declarations, EIRs, and other environmental documents.	P		State of California Guidelines; Permanent recommendation for environmental related documents.
08-02-08	Lot Line Adjustments		P		GC 34090(a), Real property records, maintain
08-02-09	Tentative Maps - Parcel & Tract		P		GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-10	Variances		P		GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-11	Conditional Use Permits		P		GC 34090(a); Real property records, maintain Permanently

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
08-02-12	Temporary Use Permits	Includes pumpkin patch, christmas trees, and other temporary permits.	AE+5	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits Administrative Decision: Maintain temporary use permits for 5 years after expiration for tracking purposes.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits Administrative Decision: Maintain temporary use permits for 5 years after expiration for tracking purposes.
08-02-13	Food Truck Permits	Issued with a conditional use permit.	P	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits Administrative Decision: Maintain food truck permits permanently to support the conditional use permit.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits Administrative Decision: Maintain food truck permits permanently to support the conditional use permit.
08-02-14	Home Occupation Permits		AT+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Use Permits Administrative Decision: Maintain use permits for 2 years after termination.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Use Permits Administrative Decision: Maintain use permits for 2 years after termination.
08-02-15	Certificates of Compliance		P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-16	Planned Developments	Includes unit and master plans.	P	GC 34090(a); Real property records, maintain Permanently H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent	GC 34090(a); Real property records, maintain Permanently H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-17	Deed Restrictions	Requirement for the property owner to record second dwelling restrictions to the deed.	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-18	Second Units	Ties into the Unit Investigations to confirm second units on a property and cross referenced with Building Permits.	P	GC 34090(a); Real property records, maintain Permanently H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent	GC 34090(a); Real property records, maintain Permanently H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
<u>08-03-00 General Plan</u>					
08-03-01	General Plan & Elements	Includes elements, goals and policies report, EIR and other general plan documents.	V	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-03-02	Plan Amendments	Approved	V	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
<u>08-04-00 Planning Commission</u>					

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
08-04-01	Agenda / Staff Reports		CY+20 P	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Permanent	
08-04-02	Minutes	Older documents are summary minutes. Newer documents are closer to action minutes.	P	GC 34090e; Minutes of governing bodies, Permanent	State of California Guidelines; Permanent
08-04-03	Meeting Audio/Video Recordings	Maintain to support the minutes. Audio recording backs up the video.	CY+10 P	GC 54953.5; 30 days after recording Administrative Decision: Maintain meeting recordings Permanently	

UFIRST™ Index and Records Retention Schedules

09 BUILDING FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
09-01-00 General Building Records					
09-01-01	CRW Database		IND		Transitory Record; Databases are maintained while active
09-01-02	Building Permits & Applications	Entered into and assigned by CRW. Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Title 24 Energy Report, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects. Also maintained in paper format for reference for payments.	P		H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
09-01-03	Building Permit Construction Plans	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Title 24 Energy Report, Land Surveys, Floodplain Documents for commercial building, tenant improvements and residential construction projects.	P		GC 34090(a); Real property records, maintain permanently H&S 19850; Life of Building, with exceptions
09-01-04	Building Permit Maps/Drawing - Incomplete Projects	Maintained with the address. Can be purged after the retention period.	CY+2		GC 34090; 2 year minimum requirement
09-01-05	Building Permit Project Documents	Includes Special Inspection Reports, PG&E Releases, Plan Check Comments / Responses, Notice of Intent to Rough Frame, Request for Use of an Alternate Material, Request for Waiver for Accessibility Requirements.	AC+10		CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
09-01-06	Daily Inspection Schedules	Log of inspections. Similar to a field log. Inspections are recorded and stored in the CRW software system.	P		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion Administrative Decision: Maintain daily inspection logs permanently to track progress of projects on a property.
09-01-07	Weekly Permits Issued Reports		CY+5		State of California Guidelines; Current year plus 5 years for building activity logs
09-01-08	New Address / Address Change Letters	Includes electronic copies	P		GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
09-01-09	Certificates of Occupancy	Certificate pertains to the business, not building. Certificates are recorded and stored in the CRW software system.	LOB		GC 34090(a); Real property records, maintain State of California Guidelines; Life of building Administrative Decision: Maintain certificates of occupancy for the life of the associated business, since the certificate depends upon the business operations.

10 PUBLIC WORKS ENGINEERING FUNCTION

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
10-01-00 Engineering Administration					
10-01-01	Grants Applications & Agreements		AFP+5 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	
10-01-02	Street Files	Includes street addresses and work completed, correspondence and general information on the address.	CY+2	GC 34090; 2 year minimum requirement	
10-02-00 Design/Project Planning					
10-02-01	Design Consultant Contract Documents		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	
10-02-02	Other Agencies / Permits		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	
10-02-03	Communications		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	
10-02-04	Submittals		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	
10-02-05	Construction Design Management		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	
10-02-06	Financial		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	
10-03-00 Capital Improvement Projects					
10-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	
10-03-02	Project Planning Documents	Includes planning documents, planning consultant contracts, studies, resolutions, staff reports and other initial project related documents.	P	State of California Guidelines; Permanent for capital improvements	
10-03-03	Contract Documents	Includes bids, proposals, contract, insurance, bonds, special provisions, professional service agreements, notice to proceed, change orders, notice of completion and plan and specifications.	P	State of California Guidelines; Permanent for capital improvements	
10-03-04	Other Agencies / Permits	Includes utilities, CalTrans, Fish & Game, RWQCB and other agency related documents.	P	State of California Guidelines; Permanent for capital improvements	
10-03-05	Communications	Includes communications to the public, notices, press releases, RFIs, letters, memos, e-mail and meeting notes.	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
10-03-06	Submittals	Includes the submittals and logs.	P		State of California Guidelines; Permanent for capital improvements
10-03-07	Inspection	Includes inspection reports, punchlists, photos and final inspection.	P		State of California Guidelines; Permanent for capital improvements
10-03-08	Construction Management	Includes preconstruction meeting agendas and minutes, construction meeting agendas and minutes, schedules, quantity / cost, preliminary notice of lien, engineers certification and permits.	AC+10		CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.
10-03-09	Financial	Includes certified payroll, purchase orders, progress payments / invoices and vouchers, claims and retention.	AC+10		CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.
10-04-00 Public Works Development					
10-04-01	Grading Permits		P		GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions. State of California Guidelines; Permanent
10-04-02	Encroachment Permits	Construction encroachment permits	P		GC 34090(a) Real property records, maintain Permanently H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.
10-04-03	Construction Inspections	Includes inspections of construction projects, complaints, commercial and industrial discharge, permit-based and other inspections.	AC+10		CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
10-04-04	Plan Checks / Conditions of Approval	Review by engineering and returned to Planning or Building. Maintained while project is active, but may be destroyed sooner as a copy.	ACT		GC 34090.7; Duplicate records may be destroyed at any point before the total retention period
10-05-00 Sewer Engineering					
10-05-01	Sewer System Management Plan, SSMP	Required by RWQCB and SWQCB.	S+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
10-05-02	Sewer Master Plan		S+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
10-05-03	Sewer Studies	Historical information on City systems.	AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for studies
10-05-04	Sewer Video Reports	Created by Services and sent to Engineering to retain in paper format. Transitioning to an electronic system that will be maintained in Services.	AC+5		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.
					Administrative Decision: Maintain for 5 years after completion to reference projects for potential claims.
10-05-05	Capacity Analysis Reports	Part of the SSMP. Includes sewage flow, discharge monitoring, sanitary surveys and other compliance documents.	CY+5		40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records State of California Guidelines; Current year plus 5 years for discharge monitoring reports
10-05-06	Master Rehabilitation Plan	Part of the SSMP.	S+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
10-05-07	Sanitary Sewer Overflows (SSO)	Includes reports and follow up correspondence.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
10-05-08	Sewer Rate Studies			S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after rates are changed or superseded.
10-06-00 Stormwater Management					
10-06-01	Municipal Regional Permit	Formerly NPDES. Includes the application worksheets, application analysis and design review applications.	P		40 CFR 122.28; Maintain NPDES general permits State of California Guidelines; Permanent for NPDES permits
10-06-02	MRP Reports			CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
10-06-03	Storm Master Plan			S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
10-06-04	FEMA Maps	Elevation / Letter of Map Revision	P		GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for flood maps.
10-06-05	FEMA Reports	Includes analysis reports.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of report plus 2 years for flood control reports and studies
10-06-06	FEMA Studies	Includes studies performed by FEMA on City lands.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of report plus 2 years for flood control reports and studies
10-06-07	Storms & Flood History	History and documentation of flooding and storms for FEMA grants.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for flood records
10-06-08	Creeks, Waterways & Dams	Includes erosion, capacity studies, sediment studies, operational dredging projects and permits, water quality testing and other compliance and reference information.	P		State of California Guidelines; Permanent for dams, lakes, basins and creeks.
10-06-09	Regional Water Quality Control Board	Includes correspondence and reports from the board.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of report plus 2 years for flood control reports and studies
10-07-00 Transportation & Streets					
10-07-01	Traffic Calming	Speed bumps, pedestrian medians and bulb-outs		LOS+3	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
10-07-02	Traffic Studies			AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years
10-07-03	Traffic Surveys	Includes surveys of the public for feedback on projects.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years
10-07-04	Parking Studies			AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years
10-07-05	Bicycle & Pedestrian Master Plan	Includes the Complete Streets Program.		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
10-07-06	Parking / Traffic Safety Committee Agenda Packets	Includes maps, reports, complaints and correspondence for the meeting.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-07-07	Parking / Traffic Safety Committee Minutes		V, H	P	GC 34090e; Minutes of governing bodies, Permanent State of California Guidelines; Permanent
10-07-08	Resident Concern/Complaints	Includes petitions by residents and a description of the concern or complaint. Generates the committee agenda. Electronic.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
10-07-09	Sidewalks, Curbs & Ramps	Includes maps and plans for sidewalks and curbs and improvements.		P	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for curb and sidewalk improvements, permanent for maps and plans of curbs, sidewalks, etc.
10-07-10	Pavement Management System	Includes slurry seal and other pavement maintenance and repair planning.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
10-07-11	Street Lights	Includes installation of LED street light program, night light surveys, inventory and locations.		LOS+3	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years, lighting maintenance is 2 years after superseded.
10-07-12	Traffic Signals	Includes coordination with other agencies where signal is shared. Documents include agreements, programming and planning.		LOS+3	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years, inventory of traffic control devices is 2 years after superseded.
10-07-13	ADA Transition Plans	Includes curb compliance and other ADA improvements.		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for curb and sidewalk improvements
10-08-00 Safety & Training					
10-08-01	Safety Meetings			CY+7	State of California Guidelines; Current year plus 7 years for non-safety training records.
10-08-02	Safety Training	Includes confined space, large equipment and vehicles, and other training activities.		CY+7	State of California Guidelines; Current year plus 7 years for non-safety training records.
10-08-03	Incident Reports	Includes incident reports involving maintenance activities. Not forwarded to Risk Management.		AC+7	29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 7 years after settlement or closure
10-08-04	Certifications	Includes CPR, smog testing and other annually renewed certifications.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for certifications and designations.
10-09-00 Solid Waste Administration					
10-09-01	Franchise Agreements	Include all backup information for the agreement.	P		State of California Guidelines; Permanent
10-09-02	Rate Change Applications	Includes correspondence between the haulers, third party application reviews, review analysis reports, approvals and other rate setting information.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for rates.
10-09-03	Notices of Rate Change	Provided through the franchise hauler.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for rates.
10-09-04	Quarterly Usage Reports	Use for trending purposes and verification for the annual report. Received from the franchise haulers.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.

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Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
10-09-05	Electronic Annual Report	Overview of all programs completed during the year. Mandated report submitted to CalRecycle. Includes landfill disposal quantity reports, medical waste, hazardous waste (Form 303), and other summary reports.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for landfill and collections records.
10-09-06	South Bay Waste Management Authority	Includes correspondence and information from the Authority.		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.
10-10-00 Solid Waste Programs & Community Outreach					
10-10-01	Program Grants	Grant monies coming into the City. Includes the applications, grant agreements, invoices, check copies and other grant related documents.		AFP+5 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
10-10-02	Recycling & Waste Programs	E-waste, recycling art contest, shredding services and other non-grant based waste and recycling programs. Most occur on Earth Day. Includes event coordination documents.		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after program materials are superseded.
10-10-03	Education & Community Outreach	National Night Out, school children visits, corp yard visits and other outreach documents. Includes promotional, advertising, coordination with other agencies, and other outreach.		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after program materials are superseded.

11 PUBLIC WORKS SERVICES FUNCTION

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11-01-00 Services Administration					
11-01-01	Hansen Database	Used to track service requests, work orders and work completed.	IND		Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
11-01-02	Hazardous Waste Manifests		CY+10		State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
11-01-03	Training Logs		CY+7		State of California Guidelines; Current year plus 7 years for non-safety training records.
11-01-04	Underground Service Alert Tags		AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.
11-01-05	Confined Space Entry Permits		AE+2		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
11-01-06	Dept of Water Resources Inspections / Reports / Permits	For Water Dog Lake. Includes annual survey monument and piezometer monitoring evaluation reports, and dam and reservoir inspections.	CY+12		40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports
11-01-07	Warranties / Service Contracts	Includes root foaming and other warranties	AC+5		48 CFR 4.601; 5 years for procurements exceeding \$25,000
11-01-08	Equipment Testing Results / Inspections	Includes bucket truck tests, shop lifts and other annual equipment tests.	LOS+4		CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
11-01-09	Work Furlough Program	Assistance through the Sheriffs Department.	CY+2		CGC 34090; 2 year minimum requirement
11-02-00 Traffic & Lighting Division					
11-02-01	Street Lights	Includes inventory, locations and maintenance.	LOS+3		CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
11-02-02	Traffic Signals/Controllers	Includes yearly preventative maintenance, conflict monitor tests and claims for signal knock-downs.	LOS+3		CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
11-02-03	Signs & Signage	Includes sign inventory, locations and sign files.	LOS+3		CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
11-02-04	Striping & Markings	Includes cross walks, legends and other striping inventory.	AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.
11-02-05	Graffiti Removal	Includes police reports and photos	AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.
11-02-06	Corp Yard BMP Inspections	Best management procedures inspections.	AC+3		State of California Guidelines; 3 years after audit Administrative Decision: Maintain inspections for 3 years after completion to simplify tracking documents.

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11-03-00 Sewer Division					
11-03-01	Sanitary Sewer Overflows	May include water quality test results, photos, spill volume calculations, State Water Board submittals and PW incident reports.	AC+3	40 CFR 122.41; 3 years for monitoring reports and data State of California Guidelines; 5 years after completion for discharge monitoring	Administrative Decision: Unless this includes sewage sludge use and disposal records, follow 40 CFR 122.41 of 3 years after completion for monitoring reports and data.
11-03-02 POSM					
11-03-02	POSM	Includes video records for sewer and storm lines.	AC+5	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.	Administrative Decision: Maintain for 5 years after completion to reference projects within Engineering for potential claims.
11-03-03	Sewer Report / Storm Drain Report	Sewer maintenance reports	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.	
11-03-04	Pump Stations	Inspections of pump stations.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.	
11-03-05	Sewer Repairs	Log for repairs after sewer video inspections. Work orders and photos are in paper form and tracked in Hansen.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.	
11-03-06	Preventative Maintenance Jetting List	Includes a cleaning schedule for sewer lines. Once completed, information is entered and tracked in Hansen.	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.	
11-04-00 Streets & Sidewalks					
11-04-01	Sidewalks, Curbs & Gutters	Maintenance, repairs, ADA compliance and trip hazards. Tracked in Hansen.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.	
11-04-02	Street Repairs & Maintenance	Includes pothole repairs, hot patch and other maintenance activities. Tracked in Hansen.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.	
11-04-03	Vegetation Maintenance	Includes trimming. Tracked in Hansen.	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.	
11-04-04	Bridge Maintenance & Monitoring	Includes maintenance records. Tracked in Hansen.	LOS+2	GC 34090; 2 year minimum requirement State of California Guidelines; Life of system	

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11-04-05	Dump Tags	Paper tags received from Recology.	CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.
<u>11-05-00 Storm Drain Division</u>					
11-05-01	Daily Street Sweeping Reports		CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.
11-05-02	Full Capture Device Reports	Device that prevents trash and debris from effluent. Required for the MRP.	CY+3		40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
11-05-03	Creek / Drain Inlet Inspections	Required per MRP. Cleaning of inlets.	CY+5		40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
11-05-04	Hot Spot Inspections	Includes storm drain inlets, v-ditches, low spots, trash areas and other locations prone to flooding. Required for MRP.	CY+3		40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
11-05-05	Sweeping Dump Tags		CY+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects and solid waste collection records.
11-05-06	Illicit Discharge Inspections		CY+3		40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
11-05-07	On-land Clean Up	Includes inspection and cleaning logs. Required for MRP.	CY+5		40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
11-05-08	Enhanced Drain Inlet Cleaning	Includes inspection and cleaning logs for school locations. Required for MRP.	CY+5		40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
11-05-09	Pump Station Inspections		AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.
11-05-10	Sewer Report / Storm Drain Report	Sewer maintenance reports	AC+2		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.
<u>11-06-00 Fleet Management</u>					

11 PUBLIC WORKS SERVICES FUNCTION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Business, Vehicle, Improvement, System or Registrant, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
11-06-01	Vehicle / Equipment Maintenance Records	Paper history of equipment and vehicles. Includes maintenance and other specific vehicle and equipment related information. Also tracked in Hansen.	LOV+4	CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.	
11-06-02	Diesel Smoke & Smog Testing Inspections	Maintained on file for 3 years.	AA+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency.	Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
11-06-03	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights. Maintain the old and new books in the vehicle.	CM+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year. 13 CCR 1234; 3 months for daily vehicle inspection forms	Administrative Decision: Maintain inspection forms for 3 months per CHP recommendations and CCR citation.
11-06-04	PetroVend Fuel System Printouts	Includes fuel reports and daily transactions.	AA+3	CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit	
11-06-05	Fuel Island Inspections	Includes tank inspections, monthly DOE inspections and associated reports.	AA+3	CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit	
11-06-06	Hazardous Materials Business Plans	Maintained on the San Mateo County Public Portal. Maps and supporting documents maintained on shared file server.	S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded.	
11-06-07	Waste Tire Generator	Release slips from the recycler.	CY+10	GC 34090; 2 year minimum requirement CCP 338.1; 5 years 40 CFR 122.21; 3 to 5 years 22 CCR 66262.40; 3 years 22 CCR 66263.22; 3 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.	
11-06-08	San Mateo County Environmental Health Inspection Reports/Permits		P	GC 34090; 2 year minimum State of California Guidelines; Closure or Completion plus 2 years for environmental review records.	Administrative Decision: Permanent due to potential environmental risks, unless consolidated information on spill or exposure incidents are handled at the county/state/fed level.

11 PUBLIC WORKS SERVICES FUNCTION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Business, Vehicle, Improvement, System or Registrant, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Special Attributes	Total Required Retention	Legal Basis for Minimum Required Retention
11-06-09	BAAQMD Reports/Permits		P	GC 34090; 2 year minimum State of California Guidelines; Closure or Completion plus 2 years for environmental review records. Administrative Decision: Permanent due to potential environmental risks, unless consolidated information on spill or exposure incidents are handled at the county/state/fed level.	



STAFF REPORT

Meeting Date: February 25, 2025

Agency: City of Belmont

Staff Contact: Nisha Patel, Public Works, (650) 595-7459, npatel@belmont.gov

Agenda Title: Primary Grant Agreement with the San Mateo County Transportation Authority

Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute a Primary Grant Agreement (PGA) with the San Mateo County Transportation Authority (TA) to ensure eligibility for Measure A and Measure W grant funding.

Strategic Focus Area

Infrastructure and Mobility

Background

The San Mateo County Transportation Authority (TA) administers Measure A and Measure W funding to support transportation-related projects throughout San Mateo County. These measures are critical in advancing transportation goals by addressing congestion and improving infrastructure. Measures A and W provide essential resources for local safety improvement, pedestrian and bicycle infrastructure, and congestion relief projects.

In 1988, San Mateo County voters approved Measure A, a 20-year half-cent sales tax to fund and leverage additional resources for transportation projects and programs in the county. This approval also established the TA to manage and administer the sales tax revenues in accordance with the Transportation Expenditure Plan (TEP). In 2004, voters reauthorized Measure A and adopted a new TEP, extending the tax for an additional 25 years, from January 1, 2009, through December 31, 2033. The new TEP established funding categories for Transit, Highway Improvements, Local Streets/Transportation, Grade Separations, Pedestrian and Bicycle Improvements, and Alternative Congestion Relief projects.

In 2018, San Mateo County voters approved Measure W, introducing a 30-year half-cent sales tax, effective from July 1, 2019, through June 30, 2048. This measure aims to fund and leverage additional resources for transportation projects consistent with the Measure W Congestion Relief Plan. The San Mateo County Transit District (District) is responsible for levying the tax and administering 50% of the proceeds, which are allocated to the County Public Transportation Systems category. The remaining 50% of Measure W funds are managed by the TA and are designated for Countywide Highway Congestion Improvements; Local Safety, Pothole, and Congestion Relief Improvements, including Grade Separations; Bicycle and Pedestrian Improvements; and Regional Transit Connections.



Analysis

Historically, the TA has executed separate funding agreements and memoranda of understanding, or amendments thereto, for each phase of each project. To streamline the contracting process, the TA has introduced a new Primary Grant Agreement (PGA) covering a 10-year term. The PGA is attached as Attachment B. Under the PGA, concise individual project supplements will outline the details and requirements for each funded project during the agreement period. This approach is similar to those used by agencies such as Caltrans and the Metropolitan Transportation Commission (MTC) with their respective Master Agreements.

To remain eligible for current and future Measure A and Measure W funding, the TA requires the City Council to adopt a resolution authorizing the execution of the PGA by March 1, 2025.

By adopting the resolution, the City of Belmont will formalize its eligibility to receive TA funding under Measures A and W over the next 10 years for various projects, including roadway improvements, public transit initiatives, and bicycle and pedestrian infrastructure enhancements. These grants are essential for advancing the City's transportation goals, improving mobility, and supporting sustainable growth.

Staff recommend that the City Council authorize the City Manager to execute the Primary Grant Agreement with the TA to ensure the City's eligibility for current and future Measure A and Measure W funding opportunities.

Staff recommend that the City Council authorize the City Manager to negotiate and execute the Primary Grant Agreement with the TA to ensure the City's eligibility for current and future Measure A and Measure W funding opportunities.

Alternatives

1. Take no action
2. Refer back to staff for more information

Attachments

- A. Resolution
- B. Primary Grant Agreement

Fiscal Impact

No Fiscal Impact

Funding Source Confirmed:

Measure A and Measure W grant funding from the TA are accounted for in the Capital Improvement Program Fund 399 that funds for various projects, including roadway improvements, public transit initiatives, and bicycle and pedestrian infrastructure enhancements.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING EXECUTION OF A PRIMARY GRANT AGREEMENT WITH SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR FUTURE MEASURES A AND W FUNDING

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transaction and use tax in San Mateo County for 20 years with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and,

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA of the Measure A half cent transaction and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan, beginning January 1, 2009 (New Measure A); and,

WHEREAS, on November 6, 2018, the voters of San Mateo County authorized a new one-half percent sales tax in San Mateo County for transportation purposes, and tasked the TA with administering four of the five transportation program categories described in the Congestion Relief Plan presented to the voters (Measure W); and,

WHEREAS, the City of Belmont is eligible for funding under certain programs in the 1988 Transportation Expenditure Plan, 2004 Transportation Expenditure Plan, and/or 2018 Congestion Relief Plan; and,

WHEREAS, the TA requires the City of Belmont's governing board to adopt a resolution authorizing the City of Belmont City Manager or their designee, to sign a Primary Grant Agreement with the TA to receive Measures A and W grants over the next 10 years, and to take any other actions necessary to give effect to this resolution.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Authorizes the City Manager to negotiate and execute a Primary Grant Agreement with the San Mateo County Transportation Authority to be eligible to receive Measures A and W grants over the next 10 years; and,

SECTION 2. Certifies that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and,

SECTION 3. Authorizes the City Manager, or designee, to take any other actions necessary to give effect to this resolution.

* * *

ADOPTED February 25, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

PRIMARY GRANT AGREEMENT
SAN MATEO COUNTY TRANSPORTATION AUTHORITY
MEASURE A AND/OR MEASURE W FUNDS

This Primary Grant Agreement (Agreement) is made [REDACTED] by and between the San Mateo County Transportation Authority (TA) and the [Project Sponsor] (Sponsor), each of which is referred to herein individually as "Party" and jointly as "Parties."

RECITALS

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the TA of a half-cent transaction and use tax in San Mateo County for 20 years with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA of the Measure A half cent transaction and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan, beginning January 1, 2009 (New Measure A); and

WHEREAS, on November 6, 2018, the voters of San Mateo County authorized a new one-half percent sales tax in San Mateo County for transportation purposes, and tasked the TA with administering four of the five transportation program categories described in the Congestion Relief Plan presented to the voters (Measure W); and

WHEREAS, the TA and Sponsor desire to enter into this Agreement to establish the process, terms and conditions governing the allocation and expenditure of Measures A/W Funds by Sponsor for capital projects.

Now therefore, the Parties agree as follows:

SECTION 1: Form of Agreements

1.1. Primary Grant Agreement. This Primary Grant Agreement outlines the general terms and conditions applicable to all TA allocations of Measures A/W Funds to Sponsor for capital projects. As allocations are made, the TA and Sponsor will enter into subsequent arrangements for each allocation (Project Supplements). From time to time the Parties may enter into Project Supplements with third parties for cosponsored projects.

1.2. Project Supplements. Each Project Supplement will be substantially in a form attached hereto as described in Exhibit A, "Form of Project Supplements" and will be attached to this Agreement and incorporated herein by this reference.

SECTION 2: Term and Termination

2.1. Term. The term of this Agreement will commence on Execution Date and will terminate after 10 years, unless terminated by Sponsor or the TA pursuant to this Section 2. Work begun under the Agreement will continue to be governed by this Agreement until the Scope of Work is complete.

2.2. Sponsor's Right to Terminate; Repayment upon Termination. Sponsor may at any time terminate the Agreement or a Project Supplement by giving ten (10) days' written notice to the TA of its election to do so. Upon such termination, Sponsor will not be reimbursed for any further Scope of Work Costs associated with the Agreement or the Project Supplement, as applicable, and will reimburse the TA for all monies paid by the TA and costs incurred by the TA in connection with the applicable Scope of Work as well as all reasonable costs and expenses incurred to effect such termination within ninety (90) days of the TA's submission to Sponsor of a detailed statement of such payments and costs.

2.3. Termination by the TA. The TA may terminate this Agreement or a Project Supplement, with or without cause, by giving ten (10) days' written notice of such termination.

If the TA terminates the Agreement for Sponsor's default, Sponsor will reimburse the TA for all funds paid to Sponsor in connection with all Scopes of Work, and for all costs incurred by the TA in connection with the Scope of Work as well as all reasonable costs and expenses incurred to effect such termination, within ninety (90) days of the TA's submission to Sponsor of a detailed statement of such payments and costs.

If the TA terminates a Project Supplement for Sponsor's default, Sponsor will reimburse the TA for all funds paid to Sponsor in connection with the Scope of Work for the applicable Project Supplement, and for all costs incurred by the TA in connection with the Scope of Work as well as all reasonable costs and expenses incurred to effect such termination, within ninety (90) days of the TA's submission to Sponsor of a detailed statement of such payments and costs.

If the TA terminates the Agreement or a Project Supplement for convenience, the TA is obligated to pay to Sponsor all costs and expenses incurred thereunder by Sponsor up to the date of notice of termination, as well as all reasonable costs and expenses incurred to effect such termination.

2.4. Expiration/Suspension of TA's Financial Obligations. Any and all financial obligations of the TA pursuant to this Agreement expire upon the expenditure of TA's maximum contribution to each Scope of Work as established in each Project Supplement or the conclusion of the Term as defined in Section 2.1, whichever occurs first. The TA reserves the right to suspend its financial obligation, with ten (10) days' advance notice, if Sponsor identifies a risk of not being able to complete a Scope of Work within budget. If Sponsor cannot provide a credible funding plan acceptable to the TA to fund and complete each Scope of Work, the Sponsor will be in default and the TA may terminate this Agreement. If Sponsor identifies a risk of not being able to complete each Scope of Work within budget, failure to report such risk to the TA constitutes default and is cause for termination under Section 2.3.

2.5. Supplementing Existing Revenue. Sponsor agrees that it will use funds provided pursuant to this Agreement to supplement existing revenue. Sponsor will not use Measures A/W Funds to replace other local taxes or revenues already programmed and available for use for the same purpose. Sponsor will use funds provided pursuant to this Agreement only for the Scope of Work for each Project Supplement.

2.6. **Misuse of Funds.** If the TA determines that Sponsor has used Measures A/W Funds other than for the approved Scope of Work or Project Costs, the TA will notify Sponsor of its determination. Within thirty (30) days of notification Sponsor will either (a) repay such funds to the TA, or (b) explain in writing how the funds in question were spent for the approved Scope of Work. The TA will respond to Sponsor's written explanation within thirty (30) days of receipt. Unless otherwise stated in the response, the TA's response will be final, and Sponsor will repay any funds used other than for the approved Scope of Work within thirty (30) days.

SECTION 3: Time of Performance

3.1. **Time of Performance.** The time of performance will be specified in each Project Supplement (Time of Performance).

3.2. **Time Extension.** If the Scope of Work cannot be completed within the Time of Performance as defined in Section 3.1, Sponsor must submit a request in writing to the TA no later than six (6) months before the Time of Performance for an extension for the Time of Performance. The TA will review the request and may grant the extension via a letter of concurrence if it is justified in TA's sole and complete discretion. Extensions longer than one (1) year will require a formal amendment to the Project Supplement. Costs incurred for the Scope of Work after the Time of Performance are at risk of denial for reimbursement by the TA. The unreimbursed portion of Measures A/W allocation will be retained by the TA for the Measures A/W Program.

SECTION 4: Insurance

4.1. **Insurance.** For the purposes of this Section, "Entity" is defined as any entity designing, approving designs and/or performing each Scope of Work specified in the Project Supplements funded by this Agreement. Entities may include Sponsor, a contractor of Sponsor, another body on behalf of which Sponsor submitted its funding application, and/or a contractor of such other body.

For each Project Supplement, all Entities will provide the appropriate insurance covering the work being performed as specified in the Project Supplement. The insurance requirements specified in this Section will cover each Entity's own liability and any liability arising out of work or services of Entity subcontractors, subconsultants, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations (hereinafter collectively referred to as "Agents") working on each Project (as defined in each Project Supplement). If Sponsor itself is an Entity, Sponsor must also provide its own insurance meeting the requirements of this Section.

- a) **Minimum Types and Scope of Insurance.** Each Entity is required to procure and maintain at its sole cost and expense insurance subject to the requirements set forth below. Such insurance will remain in full force and effect throughout performance of the Scope of Work. All policies will be issued by insurers acceptable to the TA (generally with a Best's Rating of A-10 or better). Each Entity is also required to assess the risks associated with work to be performed by Agents and to require that Agents maintain adequate insurance coverages with appropriate limits and endorsements to cover such risks. To the extent that its Agent does not procure and maintain such insurance coverage, an Entity is responsible for and assumes any and all costs and expenses that may be

incurred in securing said coverage or in fulfilling Entity's indemnity obligations as to itself or any of its Agents in the absence of coverage. Entities may self-insure against the risks associated with the Scope of Work, but in such case, waive subrogation in favor of the TA respecting any and all claims that may arise.

- i. Workers' Compensation and Employer's Liability Insurance. Worker's Compensation coverage must meet statutory limits and Employer's Liability Insurance must have minimum limits of \$1 million. Insurance must include a Waiver of Subrogation in favor of the TA.
- ii. Commercial General Liability Insurance. The limit for Commercial General Liability Insurance will be specified in each Project Supplement. Commercial General Liability Insurance must be primary to any other insurance, name the TA as an Additional Insured, include a Separation of Interests endorsement and include a Waiver of Subrogation in favor of the TA.
- iii. Business Automobile Liability Insurance. The limit for Business Automobile Liability Insurance will be specified in each Project Supplement. Insurance must cover all owned, non-owned and hired autos, and include a Waiver of Subrogation in favor of the TA.
- iv. Property Insurance. Property Insurance must cover an Entity's and/or Agent's own equipment as well as any materials to be installed. Property Insurance must include a Waiver of Subrogation in favor of the TA.
- v. Professional Liability Insurance. If specified in a Project Supplement, Professional Liability insurance should cover each Entity's and any Agent's professional work on the Project.
- vi. Cyber Liability Insurance. If specified in a Project Supplement, and if contract deals with Personally Identifiable Information (PII), then Professional Liability Insurance policy, should also include coverage for Cyber risk coverages including Network and Internet Security Liability coverage, Privacy coverage and Media coverage.
- vii. Employee Theft Insurance/Crime Insurance. If specified in a Project Supplement, then an Employee Theft Insurance policy covering the loss of money, securities or other property resulting from theft by employees. The policy should include Third-Party Crime or Client Crime coverage
- viii. Contractors' Pollution Liability Insurance and/or Environmental Liability Insurance. If specified in a Project Supplement, Contractors' Pollution Liability Insurance and/or Environmental Liability insurance should cover potential pollution or environmental contamination or accidents. The limit for Pollution and/or Environmental Liability Insurance in each appropriate contract and subcontract should not be less than \$1 million. Such insurance must name the TA as an Additional Insured and include a Waiver of Subrogation in favor of the TA.

- ix. Railroad Protective Liability Insurance. Insurance is required if the Project will include any construction or demolition work within 50 feet of railroad tracks. The limit for Railroad Protective Liability Insurance in each appropriate contract and subcontract cannot be less than \$2 million per occurrence and \$6 million annual aggregate. On the Entity's Commercial General Liability insurance policy, the contractual liability exclusion for liability assumed shall be deleted.
- b) Special Requirement for Caltrain Shuttles. If Sponsor and/or Entity is operating shuttle(s) with the Caltrain logo on the vehicle(s) or on any shuttle public information materials, the Commercial General Liability, Business Automobile, and Pollution and/or Environmental Liability (if applicable) policies also must name as Additional Insureds: the Peninsula Corridor Joint Powers Board, the San Mateo County Transit District, the Santa Clara Valley Transportation Authority, the City and County of San Francisco, TransitAmerica Services, Inc. or any successor Operator of the Service, and the Union Pacific Railroad Company and their respective directors, officers, employees, volunteers and agents while acting in such capacity, and their successors or assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.
- c) Excess or Umbrella Coverage. Sponsor and/or any other Entity may opt to procure excess or umbrella coverage to meet the above requirements, but in such case, these policies must also satisfy all specified endorsements and stipulations for the underlying coverages and include provisions that the policy holder's insurance is to be primary without any right of contribution from the TA.
- d) Deductibles and Retentions. Sponsor must ensure that deductibles or retentions on any of the above insurance policies are paid without right of contribution from the TA. Deductible and retention provisions cannot contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the named insured is unacceptable.

In the event that any policy contains a deductible or self-insured retention, and in the event that the TA seeks coverage under such policy as an additional insured, Sponsor will ensure that the policy holder satisfies such deductible to the extent of loss covered by such policy for a lawsuit arising from or connected with any alleged act or omission of the Entity or Agents, even if neither the Entity nor Agents are named defendants in the lawsuit.
- e) Claims Made Coverage. If any insurance specified above is provided on a claim-made basis, then in addition to coverage requirements above, such policy must provide that:
 - i. Policy retroactive date coincides with or precedes the Entity's start of work (including subsequent policies purchased as renewals or replacements).
 - ii. Entity will make every effort to maintain similar insurance for at least three (3) years following Project completion, including the requirement of adding all additional insureds.

- iii. If insurance is terminated for any reason, each Entity agrees to purchase an extended reporting provision of at least three (3) years to report claims arising from work performed in connection with this Agreement.
- iv. Policy allows for reporting of circumstances or incidents that might give rise to future claims.
- f) **Failure to Procure Adequate Insurance.** Failure by any Entity to procure sufficient insurance to financially support the indemnification requirements of this Agreement does not excuse Sponsor from meeting all obligations of the indemnification requirements and the remainder of this Agreement, generally.
- g) Prior to beginning work under this Agreement, Sponsor must obtain, and produce upon request of the TA, satisfactory evidence of compliance with the insurance requirements of this Section.

SECTION 5: Additional Terms Applicable to Sponsor-Performed Capital Projects

The following additional terms apply when the Sponsor is performing the scope of work for capital projects as described in each Project Supplement.

5.1. **Project Performance.** Sponsor will oversee completion of the scope of work for each TA funded project as described in each Project Supplement (Scope of Work). Sponsor is responsible for procuring and administering any professional service and/or other contracts entered into in connection with each such Scope of Work. Sponsor may appoint a designee or engage contractor(s) to perform work necessary for completion of work, but Sponsor remains responsible to the TA for the completion of each Scope of Work.

5.2. **Required Approvals.** Prior to commencement of each Scope of Work, Sponsor or its designee (e.g., a consultant) will obtain all applicable local, state and federal approvals and permits for each Scope of Work. In addition, Sponsor must comply with all applicable federal, state and local laws and regulations applicable to the Project. All real property appraisals must comply with Uniform Standards of Professional Appraisal Practice (USPAP). Any right-of-way activities involving property on the Caltrans right-of-way must be conducted in accordance with the current version of the Caltrans Right-of-Way manual.

5.3. **Contract Award and Change Orders.** Sponsor must comply with state and local agency requirements for the award of any contract(s) for the performance of each Scope of Work and any change orders. As each Scope of Work proceeds, Sponsor must advise the TA of any contracts awarded and change orders as part of the regular progress reporting requirements. Notice of any contracts and change orders provided to the TA will not constitute approval by the TA of the contracts and change orders nor obligate the TA to provide funds in excess of its maximum contribution stated in each Project Supplement.

5.4. **Progress Reports.** Sponsor will prepare and submit to the TA quarterly progress reports during the entire term of each Scope of Work and covering all Scope of Work activities for work completed during the previous month using the template in Exhibit B or in other formats specified by the TA. The reports must describe:

- a) The current status of, and any changes in, scope, schedule, budget, and funding plans of each Scope of Work and each Project;
- b) Any risk factors;
- c) The work performed during the previous quarter and projected for the next three months;
- d) Scope of Work Costs (as defined in Section 5.8 below) projected to be expended during the next three months; and
- e) Any other information requested by the TA.

5.5. **Final Report.** Within ninety (90) days of Sponsor's final acceptance of each Scope of Work and all incidental work, Sponsor must prepare and submit to the TA a final report detailing the following and all other relevant information:

- a) A description of the Project, including a statement detailing the overall progress and success of the Scope of Work and the Project, a compilation of any data collected during the active phase(s) of the Project, and changes/additions to the scope of the Project.
- b) Total costs for the Scope of Work, including an accounting of all Measures A/W Funds expended in connection with the Scope of Work, and reflecting any unexpended Measures A/W Funds.
- c) An explanation and the status of any outstanding obligations or potential obligations related to the Scope of Work.
- d) A discussion of any pertinent issues or problems that arose during the implementation of the Scope of Work.
- e) Any copies of press articles, press releases, newsletter articles and any other publicity materials regarding the Project.
- f) Written confirmation or, for the final project phase, a Project Close-out form that no further reimbursements associated with the Scope of Work are anticipated and that all draw-down requests have been made.
- g) Photographs for all construction projects that satisfactorily demonstrate: 1) site conditions before the project was implemented; 2) work in progress; and 3) completed improvements.

5.6. **Funding Commitment.** The TA allocates to Sponsor up to the amount specified in each Project Supplement for reimbursement of expenditures related to the Scope of Work (Scope of Work Costs). Sponsor will contribute, or provide for the contribution of matching funds as specified in each Project Supplement. Sponsor also will contribute, or provide for the contribution of the entire amount in excess of the total project cost specified in the Project Supplement needed to complete each Scope of Work. The TA's funding commitment under this Agreement in no way establishes a right for Sponsor to receive additional funding from the TA. All funding obligations of the TA under this

Agreement are subject to downward adjustment based on actual sales tax receipts for the fiscal years indicated.

Sponsor will assess and confirm its ability to complete the Scope of Work described in each Project Supplement within budget as part of the quarterly reporting requirements established in 5.4, above. Sponsor must further notify the TA between reporting cycles if Sponsor determines that the budget will not be sufficient to complete each Scope of Work. The TA reserves the right to suspend its funding obligation as set forth in applicable Project Supplements upon such notice, and until Sponsor develops a credible funding plan acceptable to the TA to fund and complete the associated Scope of Work.

5.7. Use of Funds.

- a) Measures A/W Funds must be used only for direct eligible costs to complete the Scope of Work. The Sponsor is responsible for demonstrating to the TA that the expenses incurred were necessary to deliver each Scope of Work. Reimbursement for the following costs will require detailed documentation in accordance with generally-accepted accounting principles:
 - i. Scope of Work phases or components such as stakeholder/public outreach; development of planning studies, project initiation documents (PID), project study reports (PSR), environmental clearance and mitigation for up to three years following project completion, project approval and environmental document (PA&ED), project design, and plans specifications and estimates (PS&E); regulatory agency review; acquisition of right-of-way; construction, and construction management;
 - ii. Sponsor staff time for Scope of Work implementation;
 - iii. Project administration costs for each Scope of Work under this Agreement.
 - iv. Costs directly tied to the implementation of each Project Scope of Work as more specifically defined in Exhibit C, "Eligible Costs for Reimbursement," which is attached to this Agreement and incorporated herein by this reference. Eligible costs are defined in greater detail in Exhibit C. If Sponsor wishes to undertake items of work not covered under each Scope of Work concurrent with performing each Scope of Work, the cost for including and undertaking the additional work must be segregated, and the costs borne exclusively by the Sponsor from a non-Measures A/W Program funding source(s). In the event that an activity is not listed in Exhibit C but Sponsor believes that it is an eligible cost, Sponsor may request that the TA consider reimbursing the Sponsor for the activity. The TA will have sole discretion to grant or deny Sponsor's requests.
- b) The following costs are not eligible for Measures A/W Funds reimbursement:
 - i. Sponsor's costs which are unrelated to each Scope of Work;
 - ii. Costs for entering into this Agreement and each Project Supplement;

- iii. Maintenance, rehabilitation, routine operations of each Project or other facilities or programs except as specifically identified in the Scope of Work for each Project Supplement; and
- iv. Development of proposals, applications or agreements for Measure A, Measure W, or other funding programs.

5.8. Reimbursement Basis. Unless otherwise specified in the Project Supplement, Sponsor may seek reimbursement for Scope of Work Costs incurred on or after the Execution Date. Scope of Work Costs must be incurred and paid by Sponsor prior to requesting reimbursement from the TA. Sufficient documentation must accompany all requests for reimbursement, including the submittal of all due monthly progress reports.

5.9. Accounting and Request for Reimbursement Procedures. Sponsor, in coordination with and to the satisfaction of the TA, will establish procedures for Scope of Work accounting and requests for reimbursement. These procedures will track and reflect the accumulation of the TA's pro rata share of Scope of Work Costs. Sponsor will detail the TA's pro rata share of Scope of Work costs for all work funded under this Agreement with each "Reimbursement Claim Form," which is attached to this Agreement as Exhibit D and incorporated herein, or in other formats specified by the TA. Sponsor will maintain all necessary books and records in accordance with generally accepted accounting principles.

5.10. Invoices; Payments.

- a) Sponsor must prepare and submit billing statements consistent with the Reimbursement Claim Form with all required supporting documentation. Supporting documentation may include, but is not limited to, copies of vendor invoices, timesheets, backup documentation, checks, and payment advice, and must include an accounting of the TA's share of costs for the Scope of Work as contemplated by this Agreement.
- b) For any property acquisitions for which Sponsor seeks reimbursement from the TA, Sponsor must provide the following supporting documentation for each property:
 - i. Copies of the final real estate appraisal and any appraisal review conducted on behalf of Sponsor;
 - ii. For any right-of-way activities involving property on the Caltrans right-of-way, written confirmation that the acquisition process was conducted in accordance with the then-current version of the Caltrans Right-of-Way manual;
 - iii. A Phase One Environmental Assessment and any recommended additional testing (unless waived by the TA);
 - iv. Copy of the offer package provided to the property owner(s);

- v. Copy of the Notice of Exemption or other required document for environmental clearance under CEQA/NEPA for the purchase of the property, and evidence of the date of filing such Notice; and
 - vi. Written justification acceptable to the TA of any settlement at an amount higher than the offer.
- c) For each voluntary real property transaction, Sponsor must also provide:
- i. Copy of the fully executed purchase and sale agreement;
 - ii. Copy of an executed and recorded deed, in a form consistent with the requirements set forth in the then-current Caltrans Right-of-Way manual;
 - iii. Copy of the Policy of Title insurance; and
 - iv. Copy of the final closing statement from the escrow.
- d) For each real property acquisition undertaken through condemnation, Sponsor must also provide:
- i. Copy of the recorded Final Order of Condemnation; and
 - ii. Copy of the litigation guarantee issued by a title insurer.
- e) Sponsor must detail the tasks performed, associated costs, and pro rata share of Scope of Work Costs to be borne by the TA with each reimbursement request.
- f) The TA will endeavor to disburse reimbursements for approved Scope of Work Costs within thirty (30) days after the TA's approval of each claim, subject to the limits on the TA's maximum contribution as established in each Project Supplement. The TA's obligation to reimburse Scope of Work Costs to Sponsor as provided in this Section is conditioned upon the TA's prompt receipt of quarterly progress reports from Sponsor.
- g) Invoices may be submitted, no more frequently than once a quarter, by e-mail to: invoices@smcta.com, accountspayable@samtrans.com, and the designated TA Project Manager at the email address specified in the Project Supplement.

Sponsor must submit a minimum of one reimbursement claim for each fiscal year (July through June) and no more frequently than quarterly. If Sponsor does not submit a reimbursement claim for two consecutive quarters (six months), then Sponsor will be deemed inactive. If the Sponsor does not submit a reimbursement claim within the next two quarters after being deemed inactive then project may be deprogrammed. Sponsor must submit a letter to the TA to seek administrative approval for an exemption.

5.11. Return of Project Cost Savings. Upon submission of the Final Report, if the total Scope of Work Costs are less than the amount specified in the Project Supplement, Sponsor will return to the TA that proportion of the Project cost savings that is equal to

the percentage of the original Scope of Work budget that consisted of Measure A/W Funds.

5.12. Indemnity by Sponsor.

Sponsor will indemnify, keep and save harmless the TA and its directors, officers, agents and employees against any and all suits, claims or actions related to the performance of this Agreement, each Scope of Work or each Project including, but not limited to, those arising out of any of the following:

- a) Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of each Project or implementation of this Agreement; or
- b) Any allegation that materials or services developed, provided or used for each Project infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

Sponsor further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered, or settlement reached, against the TA or any of the individuals enumerated above in any such action, Sponsor will, at its expense, satisfy and discharge the same.

This indemnification will survive termination or expiration of the Agreement.

SECTION 6: Additional Terms Applicable to TA-Performed Capital Projects

The following additional terms apply when the TA is performing the scope of work for capital projects as described in each Project Supplement (Scope of Work).

6.1. Funding Commitment. The TA will provide in lieu contributions, expenditures on consultants, and/or funds up to the amount specified in each Project Supplement for the Scope of Work tasks specified in the Project Supplement (Scope of Work Costs).

6.2. Cost Savings. Any cost savings of the funds allocated for each Project Supplement will revert to the applicable program for the TA to reallocate to any eligible project through its usual fund programming and allocation activities.

6.3. Insufficient Funding. In the event that additional funding is needed to complete the Scope of Work specified in a Project Supplement, the TA will identify the additional amounts needed and review those estimates with the Sponsor. The Parties will work together to identify potential sources of funding, as well as obtain the necessary funds to complete the Scope of Work for the Project Supplement. If additional funding is needed due to a change in the Project Supplement Scope of Work, as requested by the Sponsor, the TA will identify the additional amounts needed and review those estimates with the Sponsor. In such case, it is the responsibility of the Sponsor to identify the potential sources of funding, as well as obtain the necessary funds to complete the changed Project Supplement Scope of Work. The TA may consider requests for additional funding, but is under no obligation to grant such requests.

6.4. **TA Responsibilities.** For purposes of delivering the Scope of Work, the TA agrees to perform the following tasks, unless otherwise specified in a Project Supplement:

- a) The TA will perform and complete the Scope of Work, either through its own forces or the use of one or more third-party consultants or contractors.
- b) The TA will make available to the Project up to the amount(s) specified in the Project Supplement(s) for the Scope of Work.
- c) For purposes of delivering the Scope of Work, the TA agrees to perform the following tasks, unless otherwise specified in a Project Supplement:
 - i. Manage the Scope of Work, including developing and carrying out the Scope of Work on schedule and within budget;
 - ii. Provide technical oversight for performance of the Scope of Work;
 - iii. Lead coordination with Caltrans and/or other permitting agencies as necessary for the Scope of Work;
 - iv. Obtain the necessary permits and approvals required for the Scope of Work;
 - v. Procure and administer the consultant/contractor services to complete the Scope of Work;
 - vi. Organize and facilitate regular meetings of a Project Development Team (PDT), the Sponsor and representatives from involved local and regional entities to provide input and guidance on the Scope of Work;
 - vii. Keep Sponsor apprised of developments, such as award of contracts or potential changes that may affect the scope, schedule, or budget of the Project or Scope of Work; and
 - viii. Consult with Sponsor where necessary/appropriate.
- d) To the extent applicable, the TA will execute an agreement with Caltrans for oversight services associated with the Scope of Work.
- e) The TA will prepare and provide to Sponsor status reports including anticipated and expended costs and Scope of Work delivery milestones and schedule forecasts.
- f) The TA will review, process, and audit (at its discretion) invoices and other documentation of expenditures for work performed under each Project Supplement. The TA will also track the accumulation and expenditure of funds allocated for Scope of Work, and process other documentation of expenditures in compliance with TA accounting and budgeting requirements.

6.5. **Sponsor Responsibilities**. For purposes of delivering the Scope of Work, the Sponsor agrees to perform the following tasks, unless otherwise specified in a Project Supplement:

- a) The Sponsor will be responsible for championing the effort of obtaining political and public support for the Project.
- b) The Sponsor will be the public face of the Project for purposes of leading outreach efforts to local stakeholders and community members, including coordination of public meetings and solicitation of public comment.
- c) The Sponsor will provide input and oversight based on local policies and desires regarding the outcome of and deliverables of the Project.
- d) The Sponsor will actively participate in the PDT meetings related to the Scope of Work.
- e) The Sponsor may, at its discretion, review any professional services agreements, change orders and any other agreements that the TA has entered into for the performance of Scope of Work; however the TA retains ultimate authority over contracting and related decisions.
- f) The Sponsor may, at its discretion, review the work products and deliverables produced by the TA and/or its contractors/consultants for the Scope of Work, including reports, designs, drawings, plans, specifications, schedules and other materials; however, the TA retains authority to accept or reject contractor/consultant work.
- g) The Sponsor will approve or endorse, in writing, the final deliverables or work products produced by the TA and/or its contractors/consultants for the Scope of Work.
- h) The Sponsor will review progress reports prepared and provided by the TA.
- i) The Sponsor may, at its discretion, review and audit invoices and other documentation of the expenditure of funds allocated for the Scope of Work, however the TA retains ultimate authority for expenditure of allocated funds on the Project.

6.6. **Indemnification**.

- a) Each of the Parties will indemnify, hold harmless and defend the other Party and its directors/councilmembers, officers, employees and agents (collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses related to performance of the Scope of Work or the Project, including but not limited to those arising from loss of or damage to property, and injuries to or death of any person (including but not limited to the property or employees of each Party) when arising out of or resulting from any act or omission by the indemnifying Party, its agents, employees, contractors or subcontractors in connection with any aspect of the Project, including Project design, construction and/or maintenance.

- b) Each of the Parties will also fully release, indemnify, hold harmless and defend the other Party and Indemnitees from and against any and all claims or suits that may be brought by any of the indemnifying Party's contractors or subcontractors performing work in connection with or related to the Project.
- c) The indemnifying Party's obligation to defend includes the payment of all reasonable attorneys' fees and all other costs and expenses of suit, and if any judgment is rendered, or settlement entered, against any Indemnitee, the indemnifying Party must, at its expense, satisfy and discharge the same. Indemnitees may require the indemnifying Party to obtain counsel satisfactory to the Indemnitees.
- d) This indemnification will survive termination or expiration of this Agreement.

SECTION 7: Additional Terms Applicable to Shuttle Operations

The following additional terms apply to shuttle projects as described in each Project Supplement (Project).

7.1. Sponsor Oversight; Work Plan. Sponsor is responsible for implementation of the Project as described in each Project Supplement. Sponsor assumes responsibility for procuring and administering any professional service and/or other contracts entered into in connection with the Project.

Though Sponsor may appoint a designee or engage contractor(s) to perform work necessary for Project implementation, Sponsor will remain ultimately responsible to the TA for performance of all responsibilities set forth herein.

7.2. Required Approvals. Prior to commencement of each Project, Sponsor or its designee (e.g., a consultant) will obtain all required local, state and federal approvals and permits for Project work. In addition, Sponsor must comply with all federal, state and local laws and regulations applicable to the Project.

7.3. Contract Award and Scope Changes. Sponsor must comply with state and local agency requirements for the award and amendment of any contract(s) for the implementation of each Project. Sponsor must advise the TA in writing (electronic mail is acceptable) as soon as possible of any contracts awarded and any amendments thereto, such as for any changes in service. Notice of any contracts and amendments provided to the TA will not constitute approval by the TA nor obligate the TA to provide funds in excess of its maximum contribution stated in the Project Supplement.

7.4. Monthly & Annual Operations Reports. Within eight (8) calendar days after the end of each month a given Project Supplement is in effect, Sponsor or its agent must submit to the TA a monthly operations report (Operations Report) based on National Transit Database (NTD) reporting requirements, attached as Exhibit E, "National Transit Database Reporting Requirements." The Operations Report must include such items as the average daily ridership of the Project, and the Project's total boardings, total revenue miles, hours, vehicles in service, road calls, accidents and any other information pertinent to assess the performance of the service for purposes of local, state or federal reporting requirements for the month just ended. Any monthly service mileage and/or hours that were scheduled, but where service was not operated for any reason, must be

deducted from monthly reporting totals. An explanation for all lost service miles and/or hours must be included in the monthly report. Sponsor or its agent must review all required reporting for accuracy prior to submittal to the TA. The form of all reports must be determined by the TA. Within eight (8) calendar days of the end of the performance of the work under a Project Supplement, and/or any extension thereof, Sponsor or its agent must submit to the TA an annual report on the same statistics. All Operations Reports must be submitted via Excel spreadsheet or other format as approved by the TA to shuttles@samtrans.com or as specified in the Project Supplement.

7.5. Quarterly Progress Reports. Sponsor must prepare and submit to the TA quarterly progress reports by January 31, April 30, July 31 and October 31 of each year during the entire term of the Project. Reports must be presented in the form provided as Exhibit F, "Quarterly/Annual Shuttle Program Progress Report Form," which is attached to this Agreement and incorporated herein by this reference, or in other formats specified by the TA. The reports must describe Project performance and expenditures during the previous quarter.

The reports must include actions expected to be taken and any projected changes in the service plan / schedule during the next quarter, and any other information requested by the TA. Additionally, each progress report must include information on any potential issues that may impact any of the performance measures set forth in Exhibit F as well as the ability of Sponsor to meet the conditions outlined in this Agreement.

7.6. Annual Report. By October 1 of each year, Sponsor must provide the TA with an annual report in the form provided as Exhibit F, or in other formats specified by the TA, summarizing the quarterly progress reports from the prior fiscal year.

The reports must include actions expected to be taken and any projected changes in the service plan /schedule for the next year (if the Project is continuing), and any other information requested by the TA. Additionally, each Annual report must include information on any potential issues that may impact any of the performance measures set forth in Exhibit F as well as the ability of Sponsor to meet the conditions outlined in this Agreement for the next year (if the Project is continuing). If the Annual Report is submitted after the second year of the Time of Performance, the Annual Report should include written confirmation that no further reimbursements associated with the Project are anticipated and that all reimbursement requests have been made or are being submitted with the Annual Report.

7.7. Funding Commitment. The TA allocates to Sponsor up to the amount specified in each Project Supplement for reimbursement of expenditures related to the Project (Project Costs). The Sponsor will contribute, or provide for the contribution of matching as specified in each Project Supplement, as well as the entire amount in excess of TA's allocation needed to implement the Project. The TA's funding commitment under this Agreement in no way establishes a right for the Sponsor to receive additional funding from the TA.

All funding obligations of the TA under this Agreement are subject to downward adjustment based on actual sales tax receipts for the fiscal years indicated, or if Sponsor receives funding for Project Costs from other sources which allow Sponsor to provide more than the matching funds specified in the Project Supplement over the term of the Agreement.

The Sponsor will assess and confirm its ability to implement the Project within budget as part of the quarterly reporting requirements established in Section 7.5, above. The Sponsor must further notify the TA between reporting cycles if the Sponsor determines that the budget will not be sufficient to implement the Project. The TA retains authority to suspend its funding obligation as set forth in Section 2.4 of this Agreement upon such notice, and until the Sponsor develops a credible funding plan acceptable to the TA to fund and implement the Project.

7.8. Reimbursement Basis. Sponsor may seek reimbursement for Project Costs incurred on or after the Execution Date. Project Costs must be incurred and paid by the Sponsor prior to requesting reimbursement from the TA. Sufficient documentation must accompany all requests for reimbursement, including the submittal of all due operations and progress reports.

7.9. Accounting and Reimbursement Procedures. Sponsor, in coordination with and to the satisfaction of the TA, will establish procedures for Project accounting and requests for reimbursement. These procedures will track and reflect the accumulation of the TA's pro rata share of costs for the Project. Sponsor will detail the TA's pro rata share of Project Costs for all work funded under this Agreement with each "Reimbursement Claim Form" which is attached to this Agreement as Exhibit D and incorporated herein, or in other formats specified by the TA. Sponsor will maintain all necessary books and records in accordance with generally accepted accounting principles.

7.10. Invoices; Payments. Once per quarter following submission of the quarterly progress reports, Sponsor must prepare and submit billing statements consistent with the Reimbursement Claim Form with all required supporting documentation. Supporting documentation may include, but is not limited to, copies of associated vendor invoices, timesheets, backup documentation, checks and payment advice, and must include an accounting of the TA's share of costs for the Project as contemplated by this Agreement.

Claims and supporting documentation for reimbursement may be submitted by e-mail to: accountspayable@samtrans.com and invoices@smcta.com

The TA will endeavor to disburse reimbursements for approved Project Costs within thirty (30) days after the TA's approval of each claim, subject to the limits on the TA's maximum contribution as established in the Project Supplement. The TA's obligation to reimburse Project Costs to the Sponsor as provided in this section is conditioned upon the TA's prompt receipt of reports from Sponsor pursuant to Sections 7.4–7.6, above.

7.11. Indemnity by Sponsor. The Sponsor will indemnify, keep and save harmless the TA (and, if the Project includes shuttle(s) with the Caltrain logo on the vehicle(s) or on any shuttle public information materials, the Peninsula Corridor Joint Powers Board, the San Mateo County Transit District, the Santa Clara Valley Transportation Authority, the City and County of San Francisco, TransitAmerica Services, Inc. or any successor Operator of the Service, and the Union Pacific Railroad Company and each of its/their directors, officers, agents and employees against any and all suits, claims or actions related to the performance of this Agreement including, but not limited to, those arising out of any of the following:

- a) Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of the Project or implementation of this Agreement; or
- b) Any allegation that materials or services developed, provided or used for the Project infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

The Sponsor further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered, or settlement reached, against the TA or any of the other agencies or individuals enumerated above in any such action, the Sponsor will, at its expense, satisfy and discharge the same.

This indemnification will survive termination or expiration of the Agreement.

SECTION 8: Additional Terms Applicable to All Other Project Supplements for Operations

The following additional terms apply to operational projects as described in each Project Supplement (Project).

8.1. Sponsor Oversight; Work Plan. Sponsor is responsible for the completion of the Scope of Work as described in each Project Supplement. Sponsor is responsible for procuring and administering any professional service and/or other contracts entered into in connection with the Scope of Work. Sponsor will oversee completion of the Scope of Work. Sponsor may appoint a designee or engage contractor(s) to perform work necessary for Scope of Work completion, but Sponsor remains responsible to the TA for the completion of the Scope of Work.

8.2. Required Approvals. Prior to commencement of the Scope of Work, Sponsor or its designee (e.g., a consultant) will obtain all applicable local, state and federal approvals and permits for the Scope of Work. In addition, Sponsor must comply with all applicable federal, state and local laws and regulations applicable to the Project.

8.3. Contract Award and Change Orders. Sponsor must comply with state and local agency requirements for the award of any contract(s) for the performance of the Scope of Work and any amendments. As the Scope of Work proceeds, Sponsor must advise the TA of any contracts awarded and amendments as part of the regular progress reporting requirements pursuant to Section 8.4 below. Notice of any contracts and amendments provided to the TA will not constitute approval by the TA of the contracts and amendments nor obligate the TA to provide funds in excess of its maximum contribution stated in the Project Supplement.

8.4. Progress Reports. For each of the projects in the Scope of Work, Sponsor will prepare and submit to the TA quarterly progress reports as the program proceeds and covering all Scope of Work activities for work completed during the previous month using the template in Exhibit B, or in other formats specified by the TA. The reports must describe:

- a) The current status of, and any changes in, scope, schedule, budget, and funding plans of the Scope of Work and the Project;

- b) Any risk factors;
- c) The work performed during the previous quarter and projected for the next three months;
- d) Scope of Work Costs (as defined in Section 8.8, below) projected to be expended during the next three months; and
- e) Any other information requested by the TA.

8.5. Closeout. Within ninety (90) days of Sponsor's final acceptance of the Scope of Work and all incidental work, Sponsor must notify the TA with a final closeout letter detailing the following and all other relevant information: Total costs for the Scope of Work, including an accounting of all Measures A/W expended in connection with the Scope of Work, and reflecting any unexpended Measure A/W Funds.

8.6. Funding Commitment. The TA allocates to Sponsor up to the amount specified in each Project Supplement related to the Scope of Work (Scope of Work Costs). Funds cannot be transferred between projects without separate approval from the TA. The TA Executive Officer, or designee, can approve funds transfers administratively with a letter. The TA's funding commitment under this Agreement in no way establishes a right for Sponsor to receive additional funding from the TA.

8.7. Use of Funds.

- a) Measures A/W Funds must be used only for direct eligible costs to complete the Scope of Work. The Sponsor is responsible for demonstrating to the TA that the expenses incurred were necessary to deliver the Scope of Work.
- b) The following costs are not eligible for reimbursement:
 - i. Sponsor's costs which are unrelated to the Scope of Work;
 - ii. Costs for entering into this Agreement;
 - iii. Maintenance, rehabilitation, routine operations of the Project or other facilities or programs; and
 - iv. Development of proposals, applications or agreements for Measure A, Measure W, or other funding programs.

8.8. Indemnity by Sponsor.

Sponsor will indemnify, keep and save harmless the TA and its directors, officers, agents and employees against any and all suits, claims or actions related to the performance of the Scope of Work or the Project including, but not limited to, those arising out of any of the following:

- a) Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of the Project or implementation of this Agreement; or

- b) Any allegation that materials or services developed, provided or used for the Project infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

Sponsor further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered, or settlement reached, against the TA or any of the individuals enumerated above in any such action, Sponsor will, at its expense, satisfy and discharge the same. This indemnification will survive termination or expiration of the Agreement.

SECTION 9: Miscellaneous

9.1. Access to Records and Record Retention. At all reasonable times, Sponsor will permit the TA access to all reports, designs, drawings, plans, specifications, schedules and other materials prepared, or in the process of being prepared, for each Scope of Work by Sponsor or any contractor or consultant of Sponsor. Sponsor will also make available to the TA upon request any professional service agreements, change orders and any other agreements that are related to each Scope of Work. Sponsor will provide copies of any documents described in this Section to the TA upon request. Sponsor will retain all records pertaining to each Scope of Work for at least three years after completion of each Project.

9.2. Audits. The TA, or its authorized agents, may, at any reasonable time during business hours, conduct an audit of Sponsor's performance under this Agreement. Sponsor will permit the TA, or its authorized agents, to examine, inspect, make excerpts from, transcribe or photocopy books, documents, papers and other records of Sponsor which the TA reasonably determines to be relevant to this Agreement.

Sponsor will transmit to the TA the Independent Auditor's Report prepared for Sponsor's Annual Comprehensive Financial Report within thirty (30) days of receipt by Sponsor and highlight the section that pertains to the Measures A/W Funds.

9.3. No Waiver. No waiver of any default or breach of any covenant of this Agreement by either Party will be implied from any omission by either Party to take action on account of such default if such default persists or is repeated. Express waivers are limited in scope and duration to their express provisions. Consent to one action does not imply consent to any future action.

9.4. Assignment. Parties are prohibited from assigning, transferring or otherwise substituting their interests or obligations under this Agreement without the written consent of all other Parties.

9.5. Governing Law. This Agreement is governed by the laws of the State of California as applied to contracts that are made and performed entirely in California.

9.6. Compliance with Laws. In performance of this Agreement, the Parties must comply with all applicable Federal, State and local laws, regulations and ordinances.

9.7. Accessibility of Services to Persons with Disabilities. The Project implementation must comply with, and not subject the TA or Sponsor to liability under, the Americans

with Disabilities Act, the California Disabled Persons Act, or any other state or federal laws protecting the rights of persons with disabilities.

9.8. Modifications. This Agreement may only be modified in a writing executed by both Parties.

9.9. Attorneys' Fees. In the event legal proceedings are instituted to enforce any provision of this Agreement, the prevailing Party in said proceedings is entitled to its costs, including reasonable attorneys' fees.

9.10. Relationship of the Parties. It is understood that this is an Agreement by and between Independent Contractors and does not create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship other than that of Independent Contractor.

9.11. Ownership of Work. All reports, designs, drawings, plans, specifications, schedules, studies, memoranda, and other documents assembled for or prepared by or for, in the process of being assembled or prepared by or for, or furnished to Sponsor under this Agreement, are the joint property of the TA and Sponsor, and will not be destroyed without the prior written consent of the TA. The TA is entitled to copies and access to these materials during the progress of the Project and upon completion or termination of the Project or this Agreement. Sponsor may retain a copy of all material produced under this Agreement for its use in its general activities. This Section does not preclude additional shared ownership of work with other entities under contract with Sponsor for funding of the Project.

9.12. Non-discrimination. Sponsor and any contractors performing services on behalf of Sponsor will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.

9.13. Attribution to the TA. Sponsor must include attribution that indicates work was funded with "Measure A Funds" or "Measure W Funds" or "Measures A/W Funds from the TA." This provision applies to any project, or publication, that was funded in part or in whole by "Measure A Funds" or "Measure W Funds" or "Measures A/W Funds." Acceptable forms of attribution include TA branding on Project-related documents, construction signs, public information materials, and any other applicable documents. Sponsor must comply with the TA's External Attribution Guide which may be updated from time to time and will be available on the TA's website.

9.14. Warranty of Authority to Execute Agreement. Each Party to this Agreement represents and warrants that each person whose signature appears hereon is authorized and has the full authority to execute this Agreement on behalf of the entity that is a Party to this Agreement.

9.15. Severability. If any portion of this Agreement, or the application thereof, is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining portions of this Agreement, or the application thereof, will remain in full force and effect.

9.16. Electronic Signatures. This Agreement may be executed through the use of digital or electronic signatures in accordance with Government Code Section 16.5. The presence of an electronic signature on this Agreement will be construed as the Parties' consent to do business electronically.

9.17. Counterparts. This Agreement may be executed in counterparts.

9.18. Entire Agreement. This Agreement constitutes the entire agreement between the Parties pertaining to its subject matter and supersedes any prior or contemporaneous written or oral agreement between the Parties on the same subject.

IN WITNESS WHEREOF, the Parties have hereunder subscribed their names as of the last date written below (Execution Date).

[SPONSOR]

By: _____
Name: _____
Its: _____
Date: _____

Approved as to Form:

Legal Counsel for the [SPONSOR]

Date: _____

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

By: _____
Name: April Chan
Its: Executive Director
Date: _____

Approved as to Form:

Legal Counsel for the TA

Date: _____

Exhibit A: Form of Project Supplements

Exhibit B: Progress Reporting Template

Exhibit C: Permissible Costs for Reimbursement

Exhibit D: Reimbursement Claim Form

Exhibit E: National Transit Database Reporting Requirements

Exhibit F: Quarterly/Annual Shuttle Program Progress Report Form

Exhibit A: Form of Project Supplements

SECTION A: Primary Agreement

The San Mateo County Transportation Authority (TA) and [Project Sponsor] (Sponsor) entered into a Primary Grant Agreement on [REDACTED], 20[REDACTED] (Primary Agreement).

This Project Supplement is entered into on [REDACTED], 20[REDACTED] pursuant to the Primary Grant Agreement and is subject to the terms set forth therein.

SECTION B: Project Background

Measure(s):

- Original Measure A
- New Measure A
- Measure W

Program Category:

Measure A	Measure W
<input type="checkbox"/> Transit	<input type="checkbox"/> Countywide Highway Congestion Improvements
<input type="checkbox"/> Highways	<input type="checkbox"/> Local Safety, Pothole & Congestion Relief Improvements – Local Investment Share
<input type="checkbox"/> Local Streets/Transportation	<input type="checkbox"/> Local Safety, Pothole & Congestion Relief Improvements – Grade Separation
<input type="checkbox"/> Grade Separations	<input type="checkbox"/> Bicycle and Pedestrian Improvements
<input type="checkbox"/> Pedestrian and Bicycle	<input type="checkbox"/> Regional Transit Connections
<input type="checkbox"/> Alternative Congestion Relief Programs	

Program Subcategory (if applicable):

Project: [Add project name]

Scope of Work: [Specify phase(s)]

Scope of Work Costs: [Specify amount programmed and allocated for each phase]

TA Technical Assistance (if applicable):

Date Funding Programmed:

Date Funding Allocated:

Applicable Resolutions (attached):

Additional Terms: The following Agreement Section(s) apply to this Project Supplement:

- Section 5 (Additional Terms Applicable to Sponsor-Performed Projects)
- Section 6 (Additional Terms Applicable to TA-Performed Projects)
- Section 7 (Additional Terms Applicable to Shuttle Operations)
- Section 8 (Additional Terms Applicable to All Other Project Supplements for Operations)

SECTION C: Invoices; Payments *[ALTERNATIVE CLAUSE TO AGREEMENT SECTION 5.10(a) – DELETE IF NOT APPLICABLE]*

Section 5.10(a) of the Agreement does not apply to this Project Supplement. Instead, the TA will make one upfront lump sum payment of \$_____ to the Sponsor to complete the Scope of Work.

SECTION D: Matching Funds

Sponsor will contribute, or provide for the contribution of, the entire amount in excess of \$_____ needed to complete the Scope of Work *[and must provide at least ___% pro rata share of the Scope of Work Costs.]*

OR

Sponsor agrees to contribute the matching funds to the TA in one upfront lump sum payment of \$_____ (Matching Funds) following Sponsor's approval of an invoice from TA describing the expenses to which the Matching Funds will be applied, subject to the following terms and conditions:

TA agrees that the Matching Funds are to be expended solely for the Project and agrees to: (i) prioritize application of the Matching Funds to expenses under the Scope of Work with the objective of utilizing all of the Matching Funds not later than _____; (ii) promptly return to Sponsor any and all unspent Matching Funds upon termination of the Project Supplement, or, absent termination, that have not been expended for the Project by _____.

SECTION E: Description of Scope of Work

Sponsoring Agency:

Lead/Implementing Agency:

Contact:

Project Description and Scope of Work:

Project Schedule:

<u>Begin</u>	<u>End</u>
--------------	------------

Project Budget/ Source of Funding:

Include funding plan for the project defined above, including use of TA Technical Assistance if applicable

* The other fund sources are provided for informational purposes.

Operating Responsibility:

Maintenance Responsibility:

Project Implementation Responsibility:

Project Oversight Responsibility:

SECTION F: Third Party Roles

1. Third Party Roles. The [THIRD PARTY] is responsible for [LIST ALL RELEVANT RESPONSIBILITIES] for the Project.
2. Caltrans Roles. Caltrans as owner operator of the facility proposed for modification is responsible for reviewing and approving the [RELEVANT DOCUMENTS] for the Project.
3. Other Agreements. A Cooperative Agreement must be executed between Caltrans and the TA that lists the terms and conditions, roles and responsibilities and fee payment associated with Caltrans' review and approval of the [RELEVANT DOCUMENTS].

SECTION G: Time of Performance

1. Time of Performance. The Scope of Work must be completed no later than the end of quarter, Fiscal Year 20 [REDACTED] 20 [REDACTED] (the TA's fiscal year runs July 1 through June 30).
2. Timely Use of Funds. Sponsor must expend Measures A/W funds expeditiously. If Sponsor fails to invoice the TA for two consecutive quarters, the TA will require a meeting with Sponsor's executive and Project staff to review project progress. A Project Supplement found to be non-compliant with this requirement may be terminated for default by the TA.

SECTION H: Notice

Notices. All notices required or permitted to be given under this Agreement, be in writing and delivered by email to the addresses specified below. Notices will be deemed given when the email was sent. A recipient's failure to acknowledge receipt of the emailed notice will not affect the effectiveness of notice if (a) the sender can show that the notice was properly addressed and sent by email, and (b) the sender did not receive any email system notification that the email could not be delivered.

To TA: San Mateo County Transportation Authority
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070-1306
Attn: TA Secretary and Executive Director
Emails:

To [Sponsor]: [Sponsor]
ADDRESS LINE ONE
ADDRESS LINE TWO
Attn: Project Sponsor Contact
TITLE
Email:

In 2025, the TA plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the TA's address will be at that location.

SECTION I: Insurance *[The TA and Sponsor will determine what types and levels of insurance are required for each Project Supplement]*

The following types of insurance are required for this Project Supplement. See Section 6 of the Primary Agreement for additional requirements.

Insurance Type	Required	Coverage Amount
Workers' Compensation and Employer's Liability Insurance	Yes	Statutory limits for Workers' Compensation and at least \$1 million for Employers Liability.
Commercial General Liability Insurance	Yes	<p>[\$1/5/10 million]</p> <ul style="list-style-type: none">• For all projects: \$1M for Project Planning, Project Initiation, Project Approval & Environmental Design and Right of Way Phases and for operations.• For capital projects with budgets of up to \$10M (e.g., road widening): \$1M for Design and Construction Phases.• For capital projects with budgets between \$10M and \$40M (e.g., freeway interchange): \$5M for Design and

		<p>Construction Phases.</p> <ul style="list-style-type: none"> • For capital projects with budgets of \$40M or more: \$10M limits for Design and Construction Phases.
Business Automobile Liability Insurance	Yes	<p>[\$1/5/10 million]</p> <ul style="list-style-type: none"> • For all projects: \$1M for Project Planning, Project Initiation, Project Approval & Environmental Design and Right of Way Phases. • For capital projects with budgets of up to \$10M (e.g., road widening): \$1M for Design and Construction Phases. • For capital projects with budgets between \$10M and \$40M (e.g., freeway interchange): \$5M for Design and Construction Phases. • For capital projects with budgets of \$40M or more: \$10M limits for Design and Construction Phases. • For operations projects: \$10M
Property Insurance	Yes	
Professional Liability Insurance	[Yes/No]	<p>[\$1/2/5 million]</p> <p>For most projects with professional liability exposure, such as consulting: At least \$1 million</p> <p>For capital projects with some design: At least \$2 million.</p> <p>For capital projects with significant design: At least \$5M.</p>
Cyber Liability Insurance	[Yes/No]	<p>If contract deals with Personally Identifiable Information (PII): At least \$1 million and part of the Professional Liability Insurance program.</p>
Crime Insurance	[Yes/No]	<p>If Entity's employees have access to funds, securities and other property: At least \$250,000 for Employee Dishonesty Insurance and \$250,000 for Third-Party/Client Property.</p> <p>If Entity has access to significant funds, securities or other property: Limits should reflect cumulative exposure.</p>
Contractors' Pollution Liability Insurance and/or Environmental	[Yes/No]	At least \$1 million

Liability Insurance		
Railroad Protective Liability Insurance	[Yes/No]	At least \$2 million per occurrence and \$6 million annual aggregate

IN WITNESS WHEREOF, the Parties have hereunder subscribed their names as of the last date written below.

[SPONSOR]

By: _____
 Name: _____
 Its: _____
 Date: _____

Approved as to Form:

 Legal Counsel for the **[SPONSOR]**

Date: _____

**SAN MATEO COUNTY TRANSPORTATION
AUTHORITY**

By: _____
 Name: April Chan
 Its: Executive Director
 Date: _____

Approved as to Form:

 Legal Counsel for the TA

Date: _____

Exhibit B: Progress Reporting Template

REPORTING PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy

SMCTA Project # 00XXX – [Project Title/Phases]
[Carryover to additional pages as necessary]

Contact: [Name, Title, Phone, email, address]

1) Scope:

[Describe Scope of Work here, specify Project limits, phases of Project. Identify the [Original Measure A and/or New Measure A and/or Measure W] funded components]

Status Summary: [Provide Status]

Issues: [List any issues, i.e. potential scope changes]

2) Schedule: Major Milestones:	Original Baseline Start	Original Baseline Finish	Current Baseline Start	Current Baseline Finish	Current Forecast Start	Current Forecast Finish
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY

Progress This Reporting Period:
[Describe progress and activities]

[Original Measure A and/or New Measure A and/or Measure W] Funds Expended This Reporting Period: \$

Future Activities, Next Reporting Period:
[Describe planned future activities]

Projected [Original Measure A and/or New Measure A and/or Measure W] Funds Expenditure Next Reporting Period: \$

Issues: [List any issues, such as impacts to schedule]

3) Scope of Work Total Budget:

Phase/Activity	A Original Budget (per Funding Agreement)	B Updated Cost Estimate	C Total Change from Approved (B-A)	D Total Expended to Date	E % of Revised Budget Expended (D/B)	F % of Work Completed
			-		0.00%	0.00%
			-		0.00%	0.00%
			-		0.00%	0.00%
Total Project	-	-	-	-	#DIV/0!	

4) Scope of Work [Original Measure A and/or New Measure A and/or Measure W] Budget:

Phase/Activity	A Original allocation (per Project Supplement)	B Current allocation (Per Amendments)	C Change in allocation from Project Supplement (B-A)	D Total Measure [A/W] Expended to date	E % of current allocation expended (D/B)	F % of Work Completed
					#DIV/0!	
					#DIV/0!	
					#DIV/0!	
Total Scope of Work	\$0	\$0	\$0	\$0	#DIV/0!	

Issues: [List any issues, i.e. potential cost increases]

5) Funding: [List additional sources as needed, Fill out the following matrix for each phase for the Scope of Work. i.e. environmental, design, etc.]

	Original	Original %	Contribution		Estimated at Completion	
			Current	Current %	Contribution	
					Estimated at Completion	EAC %
SMCTA		#DIV/0!		#DIV/0!		#DIV/0!
Others:						
Federal (specify)		#DIV/0!		#DIV/0!		#DIV/0!
State (specify)						#DIV/0!
Other (specify)						
Total	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!

Issues: [List any issues such as changes in non-Measure [A/W] funding]

Submit Progress Reports To: invoices@smcta.com or
SMCTA
Planning & Development
1250 San Carlos Avenue
San Carlos, CA 94070¹

¹ In 2025, the TA plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the TA's address will be at that location.

Exhibit C: Eligible Costs for Reimbursement

Program / Promotions – activities pertaining to marketing/promotional programs detailed in the Scope of Work.

Planning – activities necessary to implement planning studies covered under the Scope of Work.

Project Initiation Documents (PID) – activities necessary to complete PIDs covered under the Scope of Work.

Environmental Studies – environmental studies costs, including determination of the appropriate environmental document, preparation of all preliminary engineering for each alternative, including geomantic layouts, determination of right-of-way needs, environmental technical studies (such as air, noise, energy, cultural resources and hazardous waste), and all other studies or activities necessary to prepare and finalize the appropriate documents for Project and environmental approval.

Design – design activities such as preparation of design studies; materials and foundation reports; drainage, hydrology and hydraulic reports; surveying and mapping; preparation of the plans, specifications and estimate; preparation of bid documents and Project files; preparation of permit applications and maintenance agreements; coordination of agency reviews and any other activities necessary to prepare final plans specifications and estimate (PS&E) for bid advertisement and award; and management oversight of these tasks except as limited in the Agreement.

Right-of-Way Acquisition – all activities related to right-of-way including determination of right-of-way needs; title searches; preparation of appraisal maps, legal descriptions and plat maps; parcel appraisals and appraisal reviews; hazardous materials-testing and analysis; preparation of right-of-way acquisition documents; activities involved with acquiring rights-of-way including negotiation with property owners and cost associated with condemnation proceedings (including legal costs, expert witness costs, etc., but not including costs related to claims for inverse condemnation), right-of-way capital costs and cost-to-cure impacts related to the acquisition. To the extent allowed by law, Sponsor will undertake all best efforts so that cleanup of existing hazardous materials will remain the liability of the property owner.

Services provided for right-of-way activities involved with property not necessary for the Measure A or Measure W Highway Program-funded Project as defined in the Scope of Work, and the associated costs for all such property, will be at the sole expense of the Sponsor.

Any property not used for construction of the Project, or used for any purpose other than construction of the Project as defined in the Scope of Work, should be identified and the funding agencies should be informed. Any excess right-of-way will be identified as early as possible in the Project design process and sold. The proceeds from the sale of such property must be returned to the funding agencies, prorated based on the percentage of funds each agency contributed to the purchase of the property.

Construction – construction expenditures for the Project (construction capital, management and inspection, surveys, public outreach, and related activities) that are part of the Scope of Work agreed to by the TA. Sponsor must submit all change orders over \$50,000 to the TA for

review and written approval before the TA will reimburse the Sponsor with Measure A Funds or Measure W Funds.

In addition, Measures A and W Funds are eligible for reimbursement of Sponsor's Project management oversight expenses associated with the construction of the Project. This would include activities such as construction management inspection, expenses associated with reviewing proposed change orders, and activities involved with submitting final costs to the appropriate agencies to secure other leveraged funds. Expenditure of Measure A and Measure W Funds remains subject to the limits set forth in the Agreement.

The Sponsor may include additional work beyond the Scope of Work for the Project at its own expense. The TA will require these costs to be segregated from the other item work expenses and paid for with non-Measure A or Measure W Highway Program funds.

Miscellaneous – fees from other agencies, including permit fees or reimbursement for review or oversight costs needed for the Project are eligible costs. However, the cost of permits or fees from the Project Sponsor will not be eligible. Utility relocation costs are eligible for reimbursement according to previous agreements establishing rights for those utilities. The costs for specialized equipment for testing, analysis or production of documents for Project-related work are also eligible.

Exhibit D: Reimbursement Claim Form

Exhibit D
REIMBURSEMENT CLAIM
San Mateo County Measure A/W Funds

SMCTA Project ID:
SMCTA Project Allocation:
Claim Date:
Claim Number:
Claim Period:
Claim Amount: **\$0.00**

Consultant/Contractor/ Vendor	Invoice #	Invoice Total	Funding Source			% of Measure A/W	Prior Total Measure A/W \$	Life to Date Measure A/W \$	Measure A/W Budget Balance
			Fund Source1	% of Ttl	Fund Source2				
			#####		#####	#####			
			#####		#####	#####			
			#####		#####	#####			
			#####		#####	#####			
Total			#####	-	#####	-	##### \$	-	-

Quarterly Progress Report included? **Y/N**

Please issue check payable to: **Agency**
Contact person
Address

Exhibit E: National Transit Database Reporting Requirements

The NTD was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the Urbanized Area Formula Program (§5307) or Other than Urbanized Area (Rural) Formula Program (§5311) are required by statute to submit data to the NTD. Over 660 transit providers in urbanized areas currently report to the NTD through the Internet-based reporting system. Each year, NTD performance data is used to apportion over \$5 billion of FTA funds to transit agencies in urbanized areas (UZAs). Annual NTD reports are submitted to Congress summarizing transit service and safety data.

Below is a partial list of reported elements that may change at any time. For additional information, please go to the National Transit Database website at: <https://www.transit.dot.gov/ntd>.

- a) **Deadhead (Miles/Hours):** The miles and hours that a vehicle travels when out of revenue service.
 - i) Deadhead includes:
 - 1) Leaving or returning to the garage or yard facility;
 - 2) Changing routes;
 - 3) When there is no expectation of carrying revenue passengers;
 - ii) However, deadhead does not include:
 - 1) Charter service;
 - 2) School bus service;
 - 3) Operator training;
 - 4) Maintenance training;
- b) **Fuel Consumed:** The quantity of fuel consumed for the service (by fuel type);
- c) **Mechanical System Failure - Major:** A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns;
- d) **Mechanical System Failure - Other:** A failure of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service. Any mechanical problem that delayed service more than five minutes, even if no Road Call was required;
- e) **Passenger Miles Traveled (PMT):** The cumulative sum of the distances ridden by each passenger;
- f) **Reportable Incident:** A safety or security incident occurring on transit property or otherwise affecting revenue service that results in one or more of the following conditions:
 - i) A fatality confirmed within 30 days of the incident;
 - ii) An injury requiring immediate medical attention away from the scene for one or more persons;

- iii) Property damage equal to or exceeding \$25,000;
 - iv) An evacuation for life safety reasons; or
 - v) A mainline derailment.
- g) **Revenue Service (Miles, Hours, and Trips):** The time when a vehicle is available to the general public and there is an expectation of carrying passengers. Vehicles operated in fare free service are considered in revenue service.
 - i) Revenue service includes:
 - 1) Layover / recovery time.
 - ii) Revenue service excludes:
 - 1) Deadhead
 - 2) Vehicle maintenance testing
 - 3) School bus service, and
 - 4) Charter service.
- h) **Total Service (Miles or Hours):** The time or miles from when a transit vehicle starts (pull-out) from a garage to go into revenue service to the time or miles it returns to the garage (pull-in) after completing its revenue service.
 - i) Since total service covers the time or miles between:
 - 1) Pullout; and
 - 2) Pull-in;
 - ii) It therefore includes both:
 - 1) Deadhead; and
 - 2) Revenue service;
- i) **Unlinked Passenger Trips (UPT):** The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

Exhibit F: Quarterly/Annual Shuttle Program Progress Report Form



STAFF REPORT

Meeting Date: February 25, 2025

Agency: City of Belmont

Staff Contact: Daniel Matthews, Public Works, (650) 637-2985, dmatthews@belmont.gov

Agenda Title: 2025 Pavement Rehabilitation Project Design Amendment #1

Agenda Action: Motion

Recommendation

Pass a motion authorizing the City Manager to negotiate and execute Amendment #1 to the Task Order #8 with Pavement Engineering Inc. for additional services to develop progress sets and estimates for the 2025 Pavement Rehabilitation Project including the development of a Full Depth Reclamation (FDR) mix design and the design of a linear bioretention facility for an additional amount of \$42,672, for a total contract cost not-to-exceed amount of \$453,500.

Strategic Focus Area

Infrastructure and Mobility

Background

On June 20, 2024, the City issued a Task Order #8 with Pavement Engineering Inc. (hereinafter “Consultant”), for the design of the 2025 Pavement Rehabilitation Project in the amount of \$410,828. The Consultant is providing professional engineering services for the design of pavement rehabilitation and reconstruction on various streets throughout the City, as identified in the City’s Five-Year Pavement Plan for 2025. The project will rehabilitate the pavement of 2.6 centerline miles of roadway, and construct curb, gutter, and accessibility improvements along portions of the streets.

Due to existing asphalt and base conditions along select roadways in this year’s project, staff is recommending certain streets for mill-and-fill and Full Depth Reclamation (FDR) treatments. A mill-and-fill involves the replacement of the entire asphalt section, removing the asphalt section down to the top of the base course and then replacing it with a new hot mix asphalt (HMA) section. Full Depth Reclamation removes both the asphalt and base courses, recycling a portion of the materials to form a new base course, which is then overlaid with new HMA. These treatments result in roadways that last longer but present additional requirements for both a mix-design of the asphalt section and stormwater treatment requirements per Provision C3 of the Municipal Regional Permit (MRP).

Analysis

Full Depth Reclamation (FDR) is a specialized asphalt treatment that requires a unique mix design due to the recycling of existing material in the roadway. The mix design can be developed before or during construction. To avoid potential delays, staff recommends utilizing the services of the Consultant to develop the FDR mix design for inclusion in the plans and specifications of the bid package.



In addition, pavement treatments that expose the top of the base course and exceed one acre in a contiguous area are subject to Provision C3 of the Municipal Regional Permit (MRP). This provision requires that projects that create or reconstruct a certain amount of impervious surface provide stormwater treatment proportional to the amount of impervious surface being replaced. The Consultant had Schaaf and Wheeler, who is already under contract for stormwater guidance, develop conceptual plans for stormwater treatment at the identified site of Alameda de las Pulgas near Forest Ave. However, the design of the linear bioretention area is out of the scope of the current contract.

Staff recommends amending the existing contract with the Consultant to include the services for Full Depth Reclamation (FDR) mix design and linear bioretention facility design services.

Alternatives

1. Take no action
2. Refer back to staff for more information

Attachments

- A. Pavement Engineering Inc. FDR Mix Design Proposal
- B. Pavement Engineering Inc. Bioretention Facility Design Proposal

Fiscal Impact

No Fiscal Impact

Funding for the additional \$42,672 for a total not to exceed \$453,500 in Task Order #8 is available from the 2025 Pavement Rehabilitation Project (Account 399-3-730-3117-9030), that is funded by the Measure I Fund and the Road Maintenance and Rehabilitation Account (RMRA) Fund.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda



February 7, 2025

MP23-530SS

Daniel Matthews
City of Belmont
1 Twin Pines Lane
Belmont, CA 94002

Subject: Full Depth Reclamation (FDR) Mix Design Sampling and Development Quote for the City of Belmont 2025 Paving Project

Dear Daniel:

We are providing our proposal for developing the FDR mix design for the subject project

PEI's Small Business Certification ID 2032439

FULL DEPTH RECLAMATION (FDR) MIX DESIGN DEVELOPMENT

FDR MIX DESIGNS		
DESCRIPTION		FEE
FDR Mix Design – includes PEI sampling the mix design materials, providing the traffic control for sampling, and developing/producing the final mix design	Forest Avenue Mix Design Only	\$8,000

Thank you for the opportunity to provide a proposal for the above project. If you have any questions, please do not hesitate to contact our office at (530) 224-4535.

Very truly yours,
PAVEMENT ENGINEERING, INC.

William J. Long, P.E.
Principal

Attachments: Proposal Conditions

pc: C File; M File; S File; E File (dmatthews@belmont.gov)

Daniel Matthews
February 7, 2025
MP23-530SS
Page 2

PROPOSAL CONDITIONS

1. Proposal is valid for thirty days from the date of the proposal.
2. All work shall be performed utilizing common methods and practices of the civil engineering profession. Reports and construction documents will be signed by a registered civil engineer.
3. Fees for Lump Sum or Unit Price Proposals will be charged at the quoted price. The quoted prices include all laboratory testing costs. Fees for Engineering and Technical Services on a Time and Materials Basis will be charged at the applicable hourly rates of the current PEI Fee Schedule.
4. The proposal is based upon providing liability insurance with limits up to \$5,000,000.
5. One copy of an Engineering Report or Plans and Specifications will be provided to the Owner of a project. Additional copies are \$35 each.
6. Payment: Invoices will be submitted at the completion of the work for Engineering Reports. Inspection fees will be invoiced monthly. All invoices are due upon receipt. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by the client.



February 5, 2025

MP25-082

Daniel Mathews
Assistant Civil Engineer
Public Works Department
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, CA 94002

Subject: City of Belmont – Additional Services for the FY 2025 Pavement Project

Dear Daniel:

We appreciate the confidence you have in our services and look forward to continuing to work with you on the subject project. This proposal outlines our additional services and fees.

Description of Services

Pavement Engineering Inc. (PEI) is already under contract to provide design and bidding support services for the subject project.

During the design phase, one of the rehabilitation treatments selected for the project triggered stormwater compliance required under the new Municipal Regional Permit (MRP). PEI met with City staff to determine the feasibility of installing a bioretention facility at the corner of Alameda de las Pulgas and Forest Avenue to comply with the permit. City staff confirmed that the area is appropriate for a stormwater facility and requested design options from PEI. PEI had Schaaf and Wheeler, whom is already under contract for stormwater guidance, develop options for the site. City staff chose a linear bioretention facility out of the three options that were presented.

PEI requested a proposal from Schaaf and Wheeler for the design of the linear bioretention. The additional services proposal includes fees for the preparation of the design documents, estimates, and technical specifications along with PEI's fees.

Schaaf and Wheeler fee for design is \$31,520 and PEI's contract management fee is \$3,152.

Additional Service Request: \$34,672

Daniel Mathews

MP25-082

February 5, 2025

Page 2

Please feel free to contact Jason Kabalin at (925) 813-5816 with any questions or comments.

Very truly yours,
PAVEMENT ENGINEERING INC.



Joseph L. Ririe, P.E.
Senior Principal Engineer

Attachments: Proposal Conditions
 Schaaf & Wheeler Proposal Memo dated January 30, 2025

pc: 240082
 C File
 M File

Daniel Mathews
MP25-082
February 5, 2025
Page 3

PROPOSAL CONDITIONS

1. Proposal is valid for thirty days from the date of the proposal.
2. All work shall be performed utilizing common methods and practices of the civil engineering profession. Reports and construction documents will be signed by a registered civil engineer.
3. Fees for Lump Sum or Unit Price Proposals will be charged at the quoted price. The quoted prices include all laboratory testing costs. Fees for Engineering and Technical Services on a Time and Materials Basis will be charged at the applicable hourly rates of the current PEI Fee Schedule.
4. The proposal is based upon providing liability insurance with limits up to \$2,000,000.
5. One copy of an Engineering Report or Plans and Specifications will be provided to the Owner of a project. Additional copies are \$35 each.
6. Payment: Invoices will be submitted at the completion of the work for Engineering Reports. Inspection fees will be invoiced monthly. All invoices are due upon receipt. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by the client.



2200 Range Avenue, Ste. 201
Santa Rosa, CA 95403
(707) 528-4848
bshick@swsv.com

PROPOSAL MEMO VIA EMAIL

DATE: January 30, 2025
TO: Joe Ririe, Pavement Engineering Inc.
FROM: Ben Shick, PE
SUBJECT: City of Belmont Forest Avenue Bioretention Design – Scope & Fee

Schaaf & Wheeler is providing you with this scope and fee to perform the design of a linear bioretention facility (see attached concept) along the east side of Alameda de las Pulgas, just north of Forest Avenue, in the City of Belmont. Specific tasks are outlined as follows:

Task 1: Utility Coordination

Schaaf & Wheeler will coordinate with the City and Mid-Peninsula Water District (MPWD) to refine the location of the existing utilities within the project limits. It is assumed that the AutoCAD base map provided by Pavement Engineering Inc. (PEI) will include all known utilities and that additional utility investigations will not be required.

Task 2: City Coordination

This task includes two virtual meetings and one field meeting with City staff to discuss potential utility conflicts and impacts and to discuss and review the conceptual water quality approach.

Task 3: 95% & Final Design

Based upon the conceptual drawing of the linear basin bioretention facility (dated December 18, 2024), Schaaf & Wheeler will prepare 95% draft and final construction documents. It is assumed that the design will be included within the PEI paving project bid documents. The design will include plan, sections, and details for the detention basin and technical specification sections for the basin specific items. Rough engineering cost estimate will be provided along with a brief drainage calculations memorandum.

Task 4: Construction Support

Schaaf & Wheeler can be available to assist PEI and the City as desired throughout the construction process. Construction support assistance may include:

- Review and approve shop drawings and submittals.
- Review contractor's request for information (RFIs) and furnish additional drawings and/or specifications for supplementing, clarifying, and/or correcting purposes.
- Provide one set of reproducible record drawings that reflect the changes to the work during construction based upon Contractor markups, drawings and other data furnished by the Contractor, City, and Consultants. The record drawings will also be provided in AutoCAD format.

To: Joe Ririe, Pavement Engineering Inc.

January 30, 2025

Assumptions

The tasks, approach, schedule, and proposed fees included within this proposal assumes the following:

- Topographic surveying is to be provided by others.
- This scope excludes detailed utility investigations and potholing.
- This scope excludes coordination and/or design necessary for the relocation of existing utilities, such as sanitary sewer or gas.
- This scope excludes geotechnical investigations and assistance.
- This scope excludes structural design services (proposed planter walls are assumed to be under four feet in height).
- This scope excludes landscape architecture and irrigation design services (bioretention will contain no plantings, or it is assumed that standard plantings that do not require irrigation will be specified per City staff). Also, it is assumed that if plantings are required, and if said plantings are placed at the beginning of the dry season, the Contractor will be required to provide a temporary irrigation measure until the plantings are established.
- This scope excludes coordination or design necessary to extend water and electricity service to the proposed bioretention facility (i.e., no irrigation required).

Project Fee

Schaaf & Wheeler proposes to complete this work on a time and materials basis for a fee not to exceed \$31,520 as detailed in the fee estimate below.

Fee Proposal		Principal Project Manager	Senior Engineer	Associate Engineer	Total
	Hourly Rates	\$305	\$255	\$225	
Task 1	Utility Coordination				
Basic Utility Investigation			2	4	\$1,410
Task 2	City Coordination				
Coordination with City		2	4	4	\$2,530
Task 3	95% & Final Design				
95% & Final Design		8	24	72	\$24,760
Task 4	Construction Support				
Construction Support			4	8	\$2,820
	Total	10	34	88	\$31,520

To: Joe Ririe, Pavement Engineering Inc.

January 30, 2025

If you have any questions regarding this scope and budget, do not hesitate to contact me at (415) 420-1123 or bshick@swsv.com.

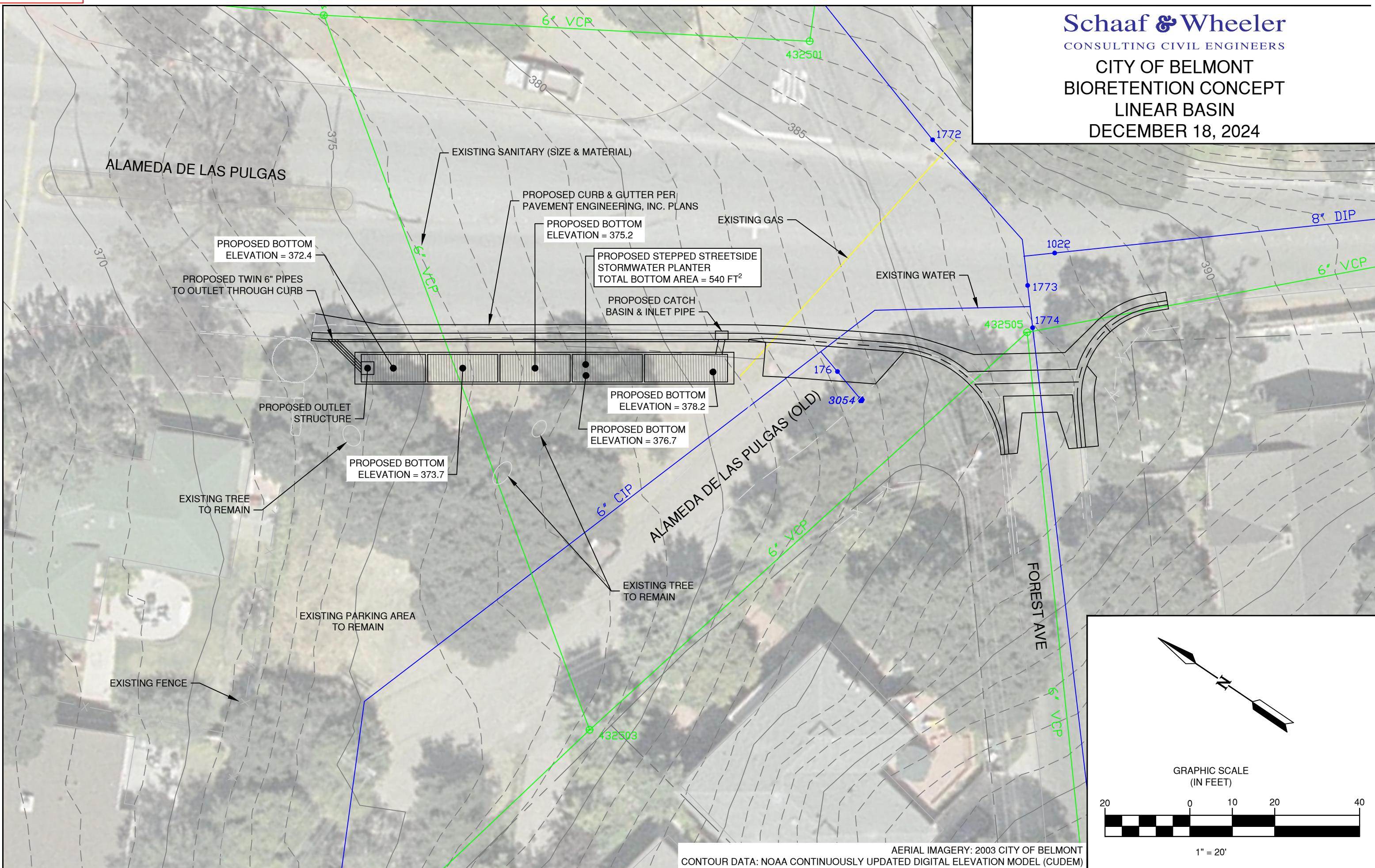
Best regards,

SCHAAF & WHEELER



Ben Shick, PE
Vice President
RCE 68813

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS
CITY OF BELMONT
BIORETENTION CONCEPT
LINEAR BASIN
DECEMBER 18, 2024





STAFF REPORT

Meeting Date: February 25, 2025

Agency: City of Belmont

Staff Contact: Tobi Liebermann, Housing and Economic Development Manager, tliberman@belmont.gov;

Agenda Title: Declaration of City Owned Properties as Exempt Surplus Land

Agenda Action: Resolution

Recommendation

Approve resolutions declaring the city owned properties located at 730 El Camino Real, 503 Crest View Avenue, and 1000 O'Neill as exempt surplus land under the Surplus Lands Act and finding the declarations exempt from CEQA under Guidelines Section 15061(b)(3).

Strategic Focus Area

Economic Development and Housing

Background

The City, in its role as the Housing Successor Agency to the former Belmont Redevelopment Agency, currently owns and maintains three residential properties, located at 730 El Camino Real, 503 Crest View Avenue, and 1000 O'Neill Avenue (Emmett House). The 503 Crest View Avenue and 730 El Camino Real properties are leased to operators who provide congregate care services (group homes) to low-income individuals with disabilities. The Emmett House property is as a moderate-income rental property that will be vacated later this year.

On October 22, 2024, staff made a presentation to The City Council providing information about the history and condition of these properties and the responsibilities and challenges associated with long-term ownership and maintenance obligations. Staff requested Council direction in exploring the disposition of 503 Crest View Avenue and 703 El Camino Real while retaining the existing congregate care uses and preferences on options for potential disposition of the Emmett House property. Council concurred to begin the disposition process and keeping the continuity of the use ensured via deed restriction for the properties at 730 El Camino Real and 503 Crest View Avenue. Council requested further evaluation of the options for the Emmett House property.

This report provides an update on the actions staff has taken to date to further the evaluation of the disposition options for the properties as well as providing for a critical procedural step in the process to comply with the Surplus Lands Act under State law.



Analysis

Progress on Disposition

Since the City Council presentation in October, staff has been actively working on several aspects related to the disposition process including: consulting with outside counsel regarding disposition requirements, preparation of draft Surplus Land Act required resolutions for review and approval by the California Department of Housing and Community Development (HCD), solicitation of appraisals, procurement of title reports, meetings with current tenants and other interested parties, and communicating with County housing staff regarding an existing loan for 730 El Camino Real.

Staff is also currently negotiating a contract to prepare a Reuse Appraisal Report under Health & Safety Code Section 33433 (aka 33433 Report) to determine the reuse value of the properties given potential future use restrictions. The report is required under the Redevelopment Law for disposition of former redevelopment agency real property assets. Similarly, staff is contracting with a residential appraiser to determine market values for all three of the properties as a data source for input to the Reuse Appraisal as well to inform Council decisions about disposition options. City staff procured condition of title reports for all three properties to confirm any liens, easements or other potential title issues. These reports will be made available to potential buyers/transferees as part of our property disclosure.

Based upon the title search, it was confirmed that there was an existing County loan in the amount of \$260,000 for the 730 El Camino Real Property dating back to 1995. After some discussions with County Housing Department staff about the existing loan and plans for potential disposition, County staff will be recommending that this loan be forgiven, subject to approval by the County Board of Supervisors.

City staff has been communicating updates to key stakeholders including: Kainos, the current tenant and operator of 730 El Camino Real, the current lessee and operator of 503 Crest View Avenue (Family Homes), and the family members of the residents of 503 Crest View Avenue. Staff will continue to work closely with them throughout the disposition process to gather relevant information for the Reuse Appraisal and to evaluate potential grant options for property maintenance and upgrades.

Declaration of Properties as Surplus Land

Because the City is a local agency it must follow the specific process outlined under the State Surplus Lands Act (SLA) in order to transfer or sell any property. Per the SLA, the properties are considered “exempt surplus lands” since they are less than a half-acre and are not contiguous with property used for open space or low- or moderate-income housing. However, despite the properties being exempt, there is still a multi-step process that the City must go through. To initiate the disposition process, the Council will need to declare the properties “exempt surplus land” via resolution. To this end, City staff drafted resolutions and submitted them to HCD for review and comment. With some minor changes, these resolutions were approved for City adoption by HCD staff. Following City Council adoption, the executed resolutions must be resubmitted to HCD for their review and final approval prior to any disposition process being initiated.

It is important to note that City Council adoption of these SLA resolutions does not commit the City in any way to selling or otherwise disposing of these properties. The adoption of the resolutions is merely a



procedural requirement that will allow staff to continue the evaluation of the disposition process if the City wishes to transfer any of these properties in the future. It does not prevent the City from deciding to retain ownership of any or all of the properties.

Next Steps

Staff will return to City Council for direction at a future meeting on the disposition of these properties once further analysis has been completed for all three of the properties, including the Reuse Appraisal, and further negotiations have been had with operators of the group homes that are currently leasing the 503 Crest View Avenue and 730 El Camino Real properties.

Alternatives

1. Take No Action
2. Approve resolutions for some, but not all, of the properties under consideration for disposition.

Attachments

- A. Proposed Resolution Declaring 730 El Camino Real as Exempt Surplus Land
- B. Proposed Resolution Declaring 503 Crest View Avenue as Exempt Surplus Land
- C. Proposed Resolution Declaring 1000 O'Neill Avenue as Exempt Surplus Land

Fiscal Impact

No Fiscal Impact

Funding to analyze the disposition of these properties is budgeted in the Housing Fund program in the current fiscal year. The potential revenue from the disposition of these properties will be evaluated as part of the Reuse Appraisal. The disposition of these properties would likely result in operational savings for the City as the current cost to maintain these properties exceed rental revenue collections.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT FINDING THAT THE PROPERTY LOCATED AT 503 CREST VIEW AVENUE IS EXEMPT SURPLUS LAND UNDER GOVERNMENT CODE SECTION 54221(F)(1)(B)

WHEREAS, the City of Belmont ("City") owns that certain property identified as APN 040-261-060 and more generally described as the rectangular property located at 503 Crest View Avenue, in the City of Belmont and situated near the intersection of Crest View Avenue and Hiller Avenue, ("Property") in fee. The Property is described on Exhibit "A", attached hereto; and,

WHEREAS, the Property consists of a single one-story residential structure on 8,464 square feet of land and is used by the City as rental income property; and,

WHEREAS, under the Surplus Land Act (Government Code Sections 54220-54234) surplus land is land owned in fee simple by a local agency which is not necessary for the agency's use and for which the governing board takes formal action in a regular public meeting declaring that the land is surplus. The land must be declared either surplus land or exempt surplus land; and,

WHEREAS, the City is a local agency within the meaning of the Surplus Land Act; and,

WHEREAS, under the Surplus Land Act, land is necessary for a local agency's use if the land is being used, or is planned to be used under a written plan adopted by the governing body of the local agency, for the local agency's work or operations; and,

WHEREAS, the Property is not part of a written adopted plan and is not necessary for the City's operations; and,

WHEREAS, the Surplus Land Act (Government Code Section 54220 et seq.) requires that local agencies, including the City, comply with the requirements of the Act before disposing of Surplus Land unless the property is Exempt Surplus Land as defined in Government Code Section 54221(f); and,

WHEREAS, Government Code Section 54221 (f)(1)(B) provides that, except as provided in paragraph (2) of Section 54221 (f), "exempt surplus land" means surplus land that is less than one-half acre (21,780 square feet) in size and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing; and,

WHEREAS, the Property qualifies as "exempt surplus land" under paragraphs (B) of Government Code Section 54221 (f)(1) because the Property is less than one-half acre in size, not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing; and,

WHEREAS, as shown in the attached Exhibit B, the property located immediately

adjacent to the subject property at the address 501 Crest View Avenue is a single family residence in private ownership, and the property located immediately adjacent to the subject property at 303 Hiller Avenue is a single family residence in private ownership, and the property located immediately adjacent to the subject property at 311 Sussex Court is a single family residence in private ownership, and the property located immediately adjacent to the subject property at 301 Old County Road is a multi-family residential use in private ownership, and the property adjacent to the subject property to the northwest is City of Belmont public right-of-way known as Crest View Avenue; and,

WHEREAS, under Government Code 54221(f)(2) the Property is not: (a) within a coastal zone; (b) adjacent to a historical unit of the State Parks System; (c) listed on, or determined by the State Office of Historic Preservation to be eligible for, the National Register of Historic Places; or, (d) within the Lake Tahoe region as defined in Section 66905.5.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Evidentiary Basis. The City Council, having independently heard, considered, and weighed all the evidence in the record, finds that the above recitals are accurate and constitute findings in this matter and, together with the staff report have served as an adequate and appropriate evidentiary basis for the findings and actions set forth in this Resolution.

SECTION 2. Surplus Land. The City Council hereby designates the Property as exempt surplus land on the following basis:

1. The Property is no longer necessary for the City's use.
2. The Property is less than one-half acre in size.
3. The Property is not contiguous to land owned by a state or local agency that is used for open-space or affordable housing.
4. Government Code Section 54221(f)(1)(B) includes in the definition of "exempt surplus land", land that is less than one-half acre in size, not contiguous to land owned by a state or local agency that is used for open-space or low and moderate income housing.

SECTION 3. Notice to California Department of Housing and Community Development. The City Council directs the City Manager to transmit a copy of this Resolution to the California Department of Housing and Community Development no later than thirty (30) days prior to the disposition of the Property.

SECTION 4. CEQA Status. This declaration of exempt surplus property is exempt from the California Environmental Quality Act (CEQA) because it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment under CEQA Guidelines Section 15061(b)(3).

SECTION 5. This resolution is effective upon its adoption.

* * *

ADOPTED [Click to enter a date.] by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"
Legal Description

For APN/Parcel ID(s): 040-261-060

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOT 1 IN BLOCK 7, AS DELINEATED UPON THAT CERTAIN MAP ENTITLED "STERLING DOWNS, BELMONT, CALIFORNIA", FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON JULY 10TH 1952 IN **BOOK 35 OF MAPS, AT PAGES 25, 26 AND 27.**

J.P.N. 040-026-261-06

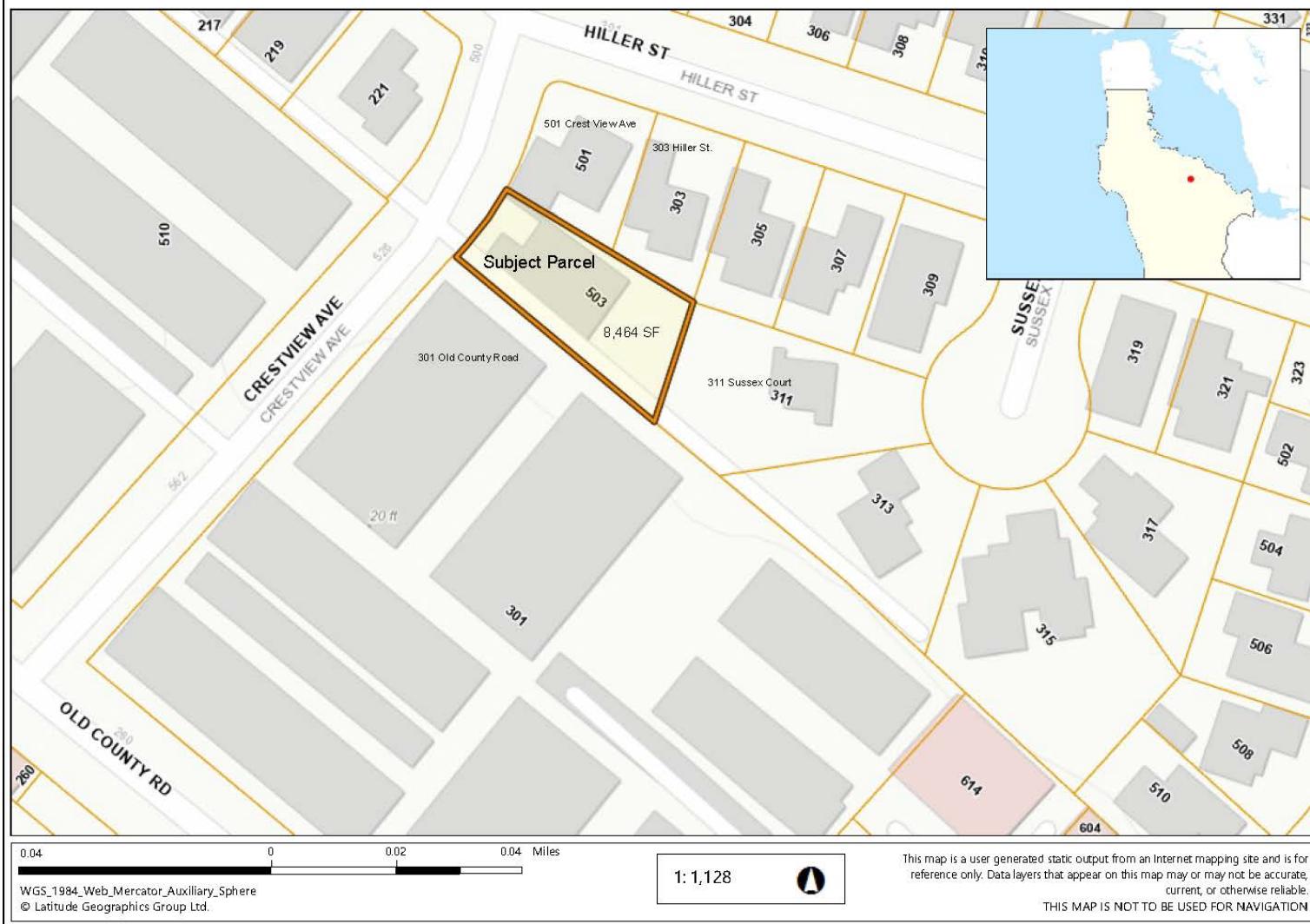
ADDRESS: 503 Crest View Avenue, Belmont CA 94002

EXHIBIT "B" Parcel Map



San Mateo County

San Mateo map



RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT FINDING THAT THE PROPERTY LOCATED AT 730 EL CAMINO REAL IS EXEMPT SURPLUS LAND PURSUANT TO GOVERNMENT CODE SECTION 54221(F)(1)(B)

WHEREAS, the City of Belmont ("City") owns that certain property identified as APN 044-222-140 and more generally described as the rectangular property located at 730 El Camino Real, in the City of Belmont and situated between El Camino Real and Middle Road, ("Property") in fee. The Property is described on Exhibit "A", attached hereto; and,

WHEREAS, the Property consists of a single two-story residential structure on 7,230 square feet of land and is used by the City as rental income property; and,

WHEREAS, under the Surplus Land Act (Government Code Sections 54220-54234) surplus land is land owned in fee simple by a local agency which is not necessary for the agency's use and for which the governing board takes formal action in a regular public meeting declaring that the land is surplus. The land must be declared either surplus land or exempt surplus land; and,

WHEREAS, the City is a local agency within the meaning of the Surplus Land Act; and,

WHEREAS, under the Surplus Land Act, land is necessary for a local agency's use if the land is being used, or is planned to be used pursuant to a written plan adopted by the governing body of the local agency, for the local agency's work or operations; and,

WHEREAS, the Property is not part of a written adopted plan and is not necessary for the City's operations; and,

WHEREAS, the Surplus Land Act (Government Code Section 54220 et seq.) requires that local agencies, including the City, comply with the requirements of the Act before disposing of Surplus Land unless the property is Exempt Surplus Land as defined in Government Code Section 54221(f); and,

WHEREAS, Government Code Section 54221 (f)(1)(B) provides that, except as provided in paragraph (2) of Section 54221 (f), "exempt surplus land" means surplus land that is less than one-half acre (21,780 square feet) in size and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing; and,

WHEREAS, the Property qualifies as "exempt surplus land" pursuant to paragraphs (B) of Government Code Section 54221 (f)(1) because the Property is less than one-half acre in size, not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing; and,

WHEREAS, as shown in the attached Exhibit B, the property located immediately adjacent to the subject property at the address 720 El Camino Real is a commercial/retail property in private ownership, and the property located immediately adjacent to the subject property at 740 El Camino Real is a commercial/retail property in private ownership, and the

adjacent property to the southwest is a portion of the City of Belmont public right-of-way known as Middle Road, and the adjacent property to the northeast is a portion of El Camino Real also known as State Route 82 (SR 82) which is owned by the California Department of Transportation; and,

WHEREAS, pursuant to Government Code 54221(f)(2) the Property is not:

- (a) Within a coastal zone.
- (b) Adjacent to a historical unit of the State Parks System.
- (c) Listed on, or determined by the State Office of Historic Preservation to be eligible for, the National Register of Historic Places.
- (d) Within the Lake Tahoe region as defined in Section 66905.5.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Evidentiary Basis: The City Council, having independently heard, considered, and weighed all the evidence in the record, finds that the above recitals are accurate and constitute findings in this matter and, together with the staff report have served as an adequate and appropriate evidentiary basis for the findings and actions set forth in this Resolution.

SECTION 2. Surplus Land: The City Council hereby designates the Property as exempt surplus land on the following basis:

1. The Property is no longer necessary for the City's use.
2. The Property is less than one-half acre in size.
3. The Property is not contiguous to land owned by a state or local agency that is used for open-space or affordable housing.
4. Government Code Section 54221(f)(1)(B) includes in the definition of "exempt surplus land", land that is less than one-half acre in size, not contiguous to land owned by a state or local agency that is used for open-space or low and moderate income housing.

SECTION 3. Notice to California Department of Housing and Community Development. The City Council directs the City Manager to transmit a copy of this Resolution to the California Department of Housing and Community Development no later than thirty (30) days prior to the disposition of the Property.

SECTION 4. This declaration of exempt surplus property is exempt from the California Environmental Quality Act (CEQA) because it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment pursuant to CEQA Guidelines Section 15061(b)(3).

SECTION 5. This Resolution is effective upon its adoption.

* * *

ADOPTED [Click to enter a date.] by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"
Legal Description

For APN/Parcel ID(s): **044-222-140**

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOT 5, AS DELINEATED UPON THAT CERTAIN MAP ENTITLED "SWIFTS SUBDIVISION OF LOT NO. 13 AND A PORTION OF LOT 13, MEZES RANCH, NEAR BELMONT, SAN MATEO COUNTY, CALIFORNIA", FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON FEBRUARY 15TH, 1897 IN BOOK "A" OF MAPS, AT PAGE 57, AND COPIED INTO BOOK 2 OF MAPS, AT PAGE 86.

EXCEPTING THEREFROM THE NORTHEASTERLY PORTION OF SAID LOT DESCRIBED IN DEED TO THE STATE OF CALIFORNIA FOR HIGHWAY PURPOSES, DATED AUGUST 22, 1934 AND RECORDED SEPTEMBER 12, 1932, IN BOOK 632, AT PAGE 184, OF OFFICIAL RECORDS.

J.P.N. 044-022-222-14a

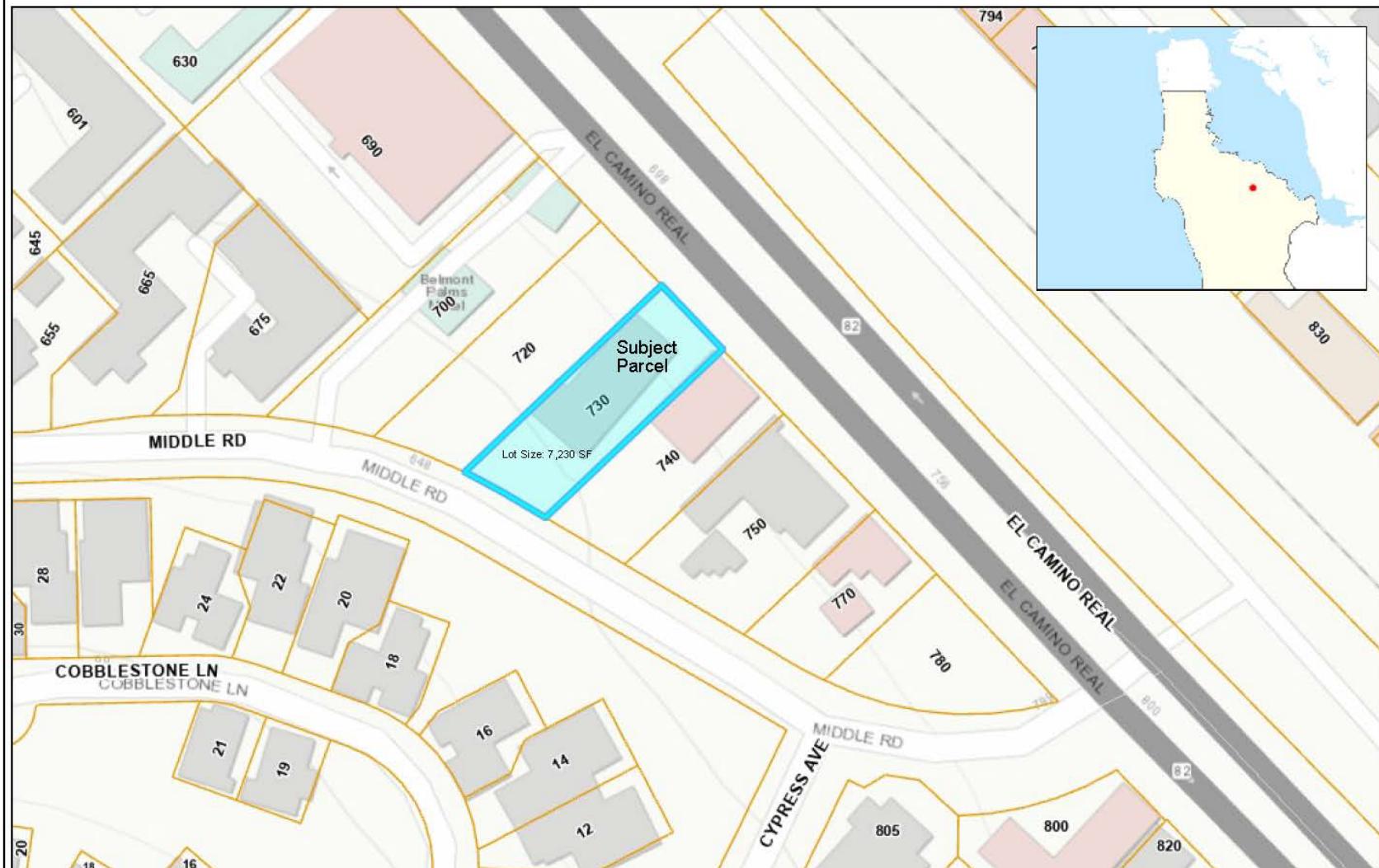
ADDRESS: 730 El Camino Real, Belmont CA 94002

EXHIBIT "B" Parcel Map



San Mateo County

730 El Camino Real, Belmont CA



WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

1:1,128



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT FINDING THAT THE PROPERTY LOCATED AT 1000 O'NEILL AVENUE IS EXEMPT SURPLUS LAND PURSUANT TO GOVERNMENT CODE SECTION 54221(F)(1)(B)

WHEREAS, the City of Belmont ("City") owns that certain property identified as APN: 045-261-010, 045-261-020 and 045-261-030 and more generally described as the rectangular property located at 1000 O'Neill Avenue, in the City of Belmont and situated at the corner of O'Neill Avenue and 6th Avenue, ("Property") in fee. The Property is described on Exhibit "A", attached hereto; and,

WHEREAS, the Property consists of a two-story residential structure and detached garage on 13,025 square feet of land and is used by the City as rental income property; and,

WHEREAS, under the Surplus Land Act (Government Code Sections 54220-54234) surplus land is land owned in fee simple by a local agency which is not necessary for the agency's use and for which the governing board takes formal action in a regular public meeting declaring that the land is surplus. The land must be declared either surplus land or exempt surplus land; and,

WHEREAS, the City is a local agency within the meaning of the Surplus Land Act; and,

WHEREAS, under the Surplus Land Act, land is necessary for a local agency's use if the land is being used, or is planned to be used pursuant to a written plan adopted by the governing body of the local agency, for the local agency's work or operations; and,

WHEREAS, the Property is not part of a written adopted plan and is not necessary for the City's operations; and,

WHEREAS, the Surplus Land Act (Government Code Section 54220 et seq.) requires that local agencies, including the City, comply with the requirements of the Act before disposing of Surplus Land unless the property is Exempt Surplus Land as defined in Government Code Section 54221(f); and,

WHEREAS, Government Code Section 54221 (f)(1)(B) provides that, except as provided in paragraph (2) of Section 54221 (f), "exempt surplus land" means surplus land that is less than one-half acre (21,780 square feet) in size and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing; and,

WHEREAS, the Property qualifies as "exempt surplus land" pursuant to paragraphs (B) of Government Code Section 54221 (f)(1) because the Property is less than one-half acre in size, not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing; and,

WHEREAS, as shown in the attached Exhibit B, the property located immediately

adjacent to the subject property at the address 1040 O'Neill Avenue is a single family residence in private ownership, and the property located immediately adjacent to the subject property at 1230 6th Avenue is a residential property in private ownership, and the adjacent property to the southwest is a portion of the City of Belmont public right-of-way known as O'Neill Avenue and the adjacent property to the northeast is a portion of the City of Belmont public right-of-way known as 6th Avenue; and,

WHEREAS, pursuant to Government Code 54221(f)(2) the Property is not:

- (a) Within a coastal zone.
- (b) Adjacent to a historical unit of the State Parks System.
- (c) Listed on, or determined by the State Office of Historic Preservation to be eligible for, the National Register of Historic Places.
- (d) Within the Lake Tahoe region as defined in Section 66905.5.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Evidentiary Basis: The City Council, having independently heard, considered, and weighed all the evidence in the record, finds that the above recitals are accurate and constitute findings in this matter and, together with the staff report have served as an adequate and appropriate evidentiary basis for the findings and actions set forth in this Resolution.

SECTION 2. Surplus Land: The City Council hereby designates the Property as exempt surplus land on the following basis:

1. The Property is no longer necessary for the City's use.
2. The Property is less than one-half acre in size.
3. The Property is not contiguous to land owned by a state or local agency that is used for open-space or affordable housing.
4. Government Code Section 54221(f)(1)(B) includes in the definition of "exempt surplus land", land that is less than one-half acre in size, not contiguous to land owned by a state or local agency that is used for open-space or low and moderate income housing.

SECTION 3. Notice to California Department of Housing and Community Development. The City Council directs the City Manager to transmit a copy of this Resolution to the California Department of Housing and Community Development no later than thirty (30) days prior to the disposition of the Property.

SECTION 4. This declaration of exempt surplus property is exempt from the California Environmental Quality Act (CEQA) because it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment pursuant to CEQA Guidelines Section 15061(b)(3).

SECTION 5. This Resolution is effective upon its adoption.

* * *

ADOPTED [Click to enter a date.] by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"
Legal Description

FOR APN/PARCEL ID(S): 045-261-010, 045-261-020 AND 045-261-030

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF BELMONT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

PARCEL ONE:

LOTS 1, 2, 3 AND 4, BLOCK 5, AS DELINEATED UPON THAT CERTAIN MAP ENTITLED "AMENDED MAP OF BROOKHAVEN SAN MATEO COUNTY, CALIFORNIA", FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON JULY 25TH 1928 IN [LIBER 17 OF MAPS, AT PAGE 11.](#)

J.P.N. 045-026-261-01a; 045-026-261-02a; and 045-026-261-03a

PARCEL TWO:

A PORTION OF 6TH AVENUE (FORMERLY SCHMOLL STREET) AND O'NEILL AVENUE LYING ADJACENT TO LOTS 1, 2, 3, AND 4, IN BLOCK 5 AS SHOWN ON THAT CERTAIN MAP ENTITLED, "AMENDED MAP OF BROOKHAVEN" FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON JULY 25, 1928 IN [VOLUME 17 OF MAPS, AT PAGE 11,](#) SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST SOUTHERLY CORNER OF SAID LOT 4 AND RUNNING ALONG THE LINE OF LOTS 1, 2, 3 AND 4 NORTH $42^{\circ} 30' 00''$ EAST, 90.46 FEET; THENCE ON A TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 10.00 FEET, A CENTRAL ANGLE OF $87^{\circ} 46' 45''$ AND A LENGTH OF 15.32 FEET; THENCE NORTH $45^{\circ} 16' 45''$ WEST, 72.89 FEET; THENCE LEAVING THE LINE OF LOT 1, NORTH $42^{\circ} 30' 00''$ EAST, 18.71 FEET; THENCE SOUTH $78^{\circ} 11' 33''$ EAST, 69.91 FEET; THENCE ON A TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 20.00 FEET, A CENTRAL ANGLE OF $120^{\circ} 41' 33''$ AND A LENGTH OF 42.13 FEET; THENCE SOUTH $42^{\circ} 30' 00''$ WEST, 140.78 FEET TO THE SOUTHEASTERLY PROJECTION OF THE SOUTHWESTERLY LINE OF LOT 4; THENCE NORTH $45^{\circ} 16' 45''$ WEST, 7.88 FEET TO THE POINT OF BEGINNING.

AS VACATED BY THAT CERTAIN RESOLUTION NO. 9911, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT VACATING PORTIONS OF SIXTH AVENUE AND O'NEILL AVENUE THE FRONTAGE OF 1000 O'NEILL AVENUE (EMMETT HOUSE SITE), WHICH RECORDED AUGUST 30, 2007, [INSTRUMENT NO. 2007-130688, OFFICIAL RECORDS](#) OF SAN MATEO COUNTY.

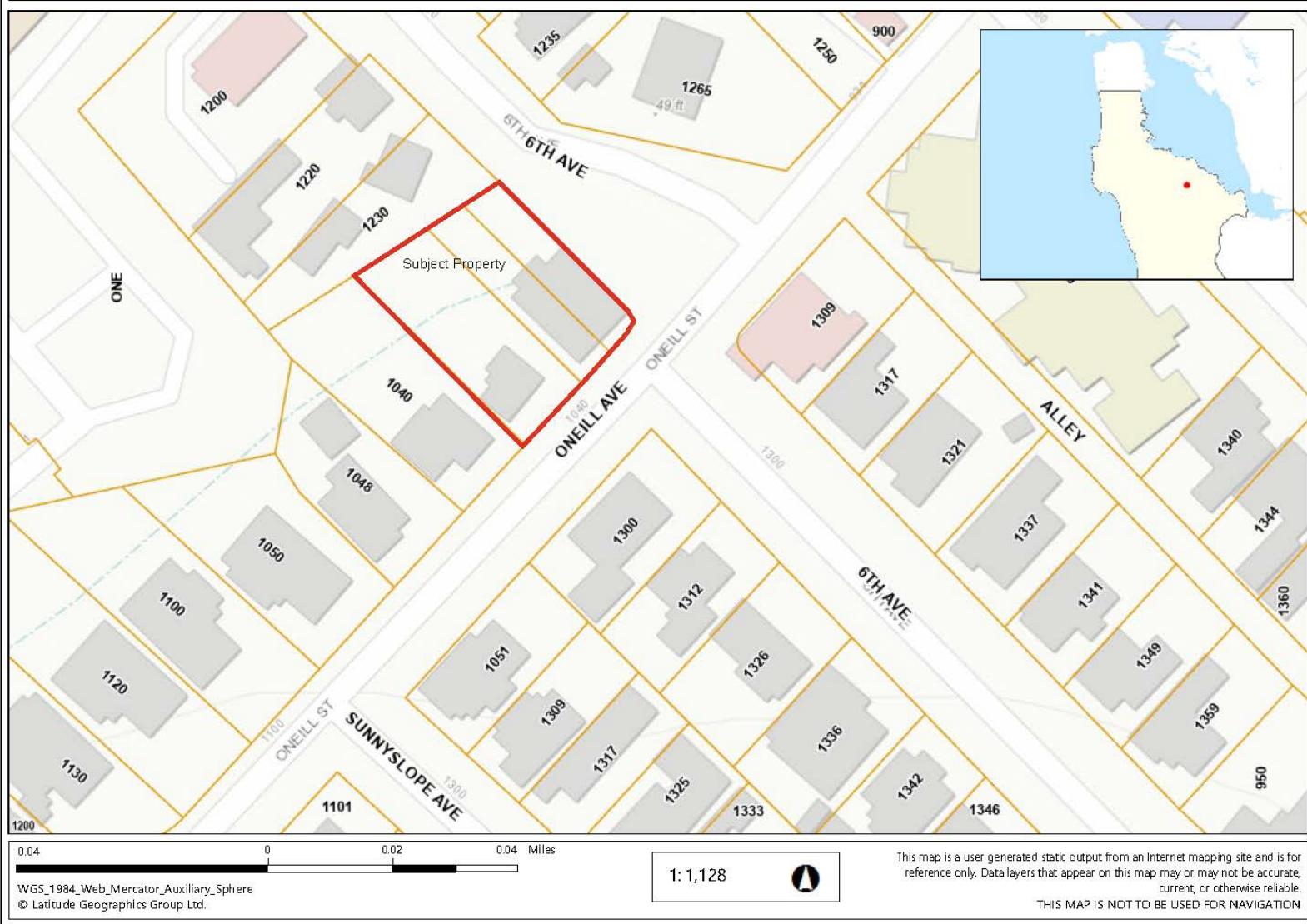
ADDRESS: 1000 O'Neill Ave, Belmont CA 94002

EXHIBIT "B" Parcel Map



San Mateo County

San Mateo map





STAFF REPORT

Meeting Date: February 25, 2025

Agency: City of Belmont

Staff Contact: Kathy Kleinbaum, Assistant City Manager

Agenda Title: Community Benefits Program Implementation

Agenda Action: Resolution

Recommendation

Adopt a Resolution identifying community benefit priorities and receive an update on the proposed implementation strategy for the community benefit program.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

A community benefits program is a tool for cities to derive greater public benefit from new private developments than would be possible from conventional development review procedures. These programs allow jurisdictions to negotiate benefits that provide public purpose or advance community priorities, as a consideration for enhanced zoning such as increased height or floor area. The development project generates greater value from the enhanced zoning and some of that increased value is voluntarily returned to the city in the form of public improvements, amenities, or financial contributions. City leadership and community stakeholders can identify needs or priorities that enhance quality of life and/or complement long term economic development goals.

In 2022, the Belmont Economic Development Task Force recommended that the City Council create a community benefit program. Staff brought forward policy options related to such a program for City Council consideration at the October 25, 2022 meeting. At that meeting, the City Council directed staff to develop a negotiations-based program. Under a negotiation-based program, there are no set formulas or point systems defining the community benefit contributions. Instead each deal is negotiated on a case-by-case basis and usually results in a Development Agreement (DA) approved by City Council as part of the entitlements process. In addition, the Council supported the concept of allowing for monetary contributions towards off-site community benefits, such as large-scale public facility or infrastructure projects, as opposed to requiring all of the benefits to be located on-site or to be completed directly as part of the project. The City Council directed staff to establish priorities for community benefit contributions to guide the negotiations.

Staff has been working with our consultant team, RSG, to create the implementation framework for the community benefit program. Simultaneously, staff has initiated community benefit negotiations with several development applicants including the Stanford University project at the Notre Dame de Namur Campus and at 1301 Shoreway.



RSG will provide a presentation at the City Council meeting on the implementation framework and provide examples from other communities of the outcomes of similar programs.

Analysis

Priority Buckets for Community Benefits

As part of the proposed implementation framework for the community benefit program, staff has identified a list of priorities for community benefits for City Council review and approval. These “priority buckets” are based on the City Council’s Strategic Plan as well as community outreach completed through the community surveys. The buckets will serve as the basis for staff’s negotiations with developers on their proposed community benefit contributions under their Development Agreements. Staff recommends that the City Council adopt these priority buckets via resolution and revisit the list every three to five years to align with the evolving needs of the community.

Staff has identified the following priority buckets for community benefits that are included in the resolution in Attachment A of this report:

1. Community center reconstruction
2. Public infrastructure, such as roadways, transportation, and stormwater improvements
3. Public recreation opportunities, such as public access to parks, plazas, sports fields and courts, etc.
4. Funding for ongoing City services and operations
5. Affordable childcare

The majority of these items will likely be achieved through financial contributions towards off-site improvements but some items on the list could be included within a development, such as public access to sports courts or the provision of on-site childcare facilities available to the public.

Zoning Code Amendments

The Belmont Zoning Ordinance requires updates to reflect the Community Benefit program implementation. Currently, language related to community benefits exists in multiple chapters within the Zoning Ordinance including within the Corridor Mixed Use District and the Village District chapters. The application of the community benefits program is also anticipated to apply to the Regional Commercial District as well as within the Harbor Industrial Area. Staff recommends consolidating the language related to the community benefits program in a single chapter for consistency and clarity. Staff will bring forward these proposed zoning code amendments at a later date for Planning Commission and City Council consideration.

Alternatives

1. Identify alternative community benefit priorities for consideration

Attachments

- A. Resolution Adopting Community Benefit Priority Buckets

Fiscal Impact



- Review of the community benefits program implementation and priorities does not have a direct fiscal impact. Implementation of the community benefits program has the potential to provide funding to the City to offset capital expenditures for identified priority projects.
- No Fiscal Impact
- Funding Source Confirmed: Insert Acct # and additional information

Source:

Council

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING COMMUNITY BENEFIT PROGRAM PRIORITIES

WHEREAS, A Community Benefits programs is a tool for cities to derive greater public benefit from new private development than would be possible from conventional development review procedures; and,

WHEREAS, on October 25, 2022 the City Council directed staff to develop a negotiation-based community benefit program that will allow for the provision of community benefits through both on-site improvements and financial contributions towards off-site public improvements or amenities that enhance the quality of life and/or complement long term economic goals; and,

WHEREAS, the City Council, on a periodic basis, will review and update its list of priority buckets for community benefit contributions from development projects; and,

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council has identified the following priorities for community benefit contributions from new development projects:

1. Community center reconstruction;
2. Public infrastructure, such as roadways, transportation, and stormwater improvements;
3. Public recreation opportunities, such as public access to parks, plazas, sports fields and courts, etc.;
4. Funding for ongoing City services and operations;
5. Affordable childcare.

* * *

ADOPTED February 25, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

BELMONT

Meeting Date: February 25, 2025

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Community Development Department Project Update

Agenda Action: For Information Only

Recommendation

Receive a Community Development Department Project Update; no action required.

Strategic Focus Area

Economic Development and Housing

Background

The City is currently assessing certain Commercial Office/Biotech/Life Sciences and Multi-Family Residential developments which are in various stages of review in advance of scheduling public hearings for these projects. The size/scale, unit type, and location of these projects are variable. All of the residential proposals are apartment rental developments and include affordable units consistent with the City's statutory minimum.

The Commercial/Biotech developments are a newer use type for Belmont and present a compelling revitalization opportunity within the City. While reasonable Bay Area activity in the commercial sector persists, the overall economic market has cooled and certain projects previously proposed have either been withdrawn or are in a slower growth mode.

While project locations do vary, a general trend is that these proposed developments are located within or directly adjacent to the City's El Camino Real Transit Corridor, the Harbor Industrial Area, or the Island Parkway & Shoreway Road area.

Analysis

Tonight's meeting does not serve as the public hearing for any of the listed projects but merely provides a snapshot of the current developments within the City's review pipeline. Full public hearings (to be conducted by the requisite authority – Planning Commission or City Council) with all project components/evaluation, reports, and environmental determination will occur at a later date.

The presentation also includes a listing of the major developments (all multi-family residential) either currently on hold, under construction, recently approved (but construction permits not yet issued), or that been recently completed within the City. The presentation also briefly highlights a major long-range plan under consideration: the Harbor Industrial Area Specific Plan.



Alternatives

1. Refer back to staff for additional information.
2. Continue the item for further discussion.

Attachments

- A. Community Development Project Update Presentation

Fiscal Impact

- No Fiscal Impact
 Funding Source Confirmed:

<u>Source:</u>	<u>Purpose:</u>	<u>Public Outreach:</u>
Council	Council Vision/Priority	Posting of Agenda



Belmont Community Development Project Updates

February 2025



Agenda

- ✓ Housing Development Project Updates
- ✓ Other Development Updates (Current & Long Range)
- ✓ Permit Center Statistics & Housing Units Completed – 2024

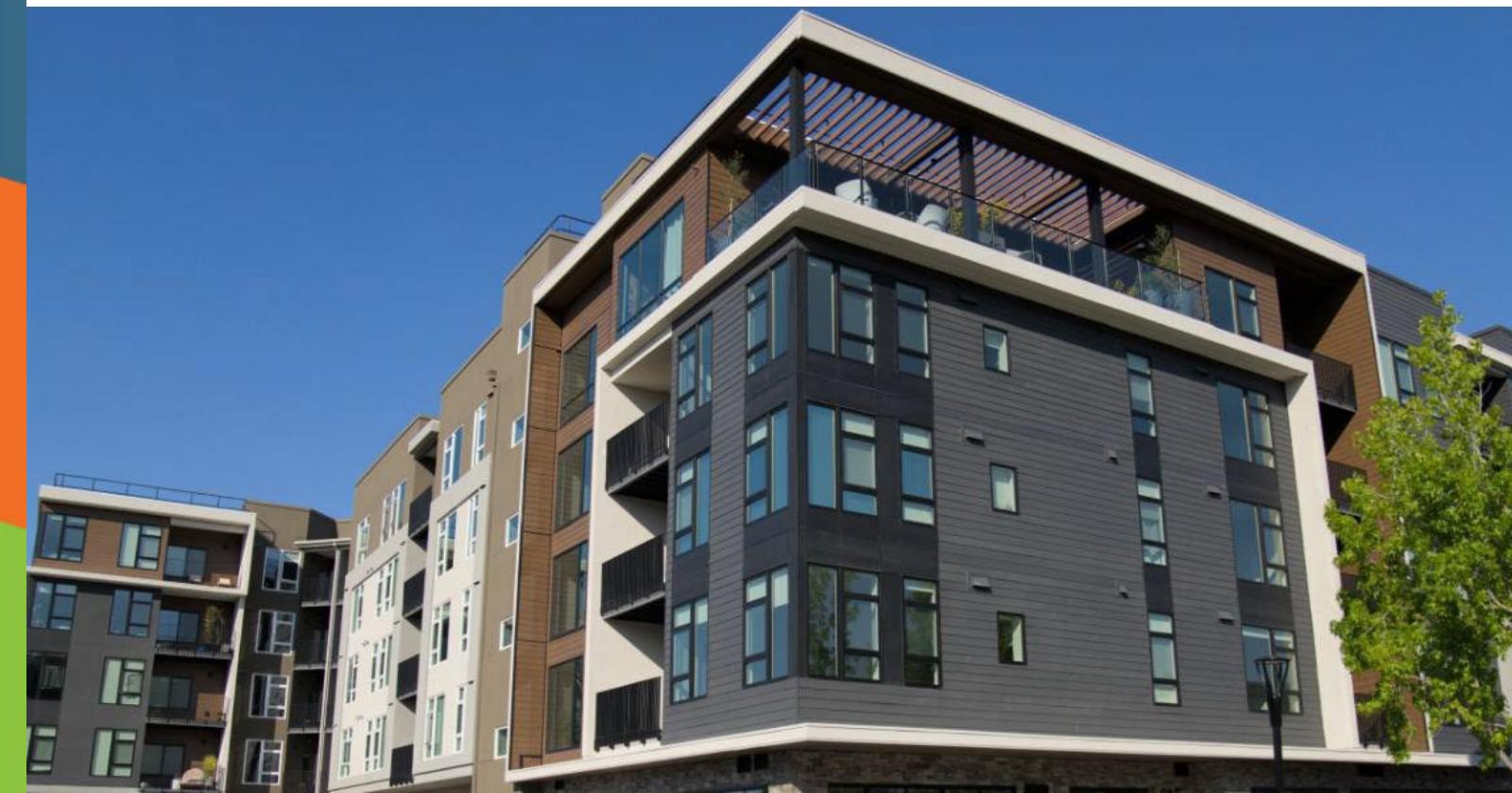
Housing Updates



2024 Completed Housing Projects

- Artisan Crossing – 250 Apartment units
- The Hayden – 177 Apartment units
- Village Walk – 15 Townhomes

**442 Total Units Completed including 65
affordable**



Approved Housing Projects

- 265 total apartment units; includes 177 affordable units.
- Approvals granted in 2022 & 2023.
- Harborline project approved but currently on hold.
- ROEM project started construction in Spring 2024.
- LINC project is anticipated to start construction in Spring 2025.

Harborline

608 Harbor @
OCR & Elmer
(103 units,
16 affordable)



ROEM

803 Belmont
Ave @ ECR
(125 affordable
units)



LINC

876 & 900 ECR @ Hill
(37 affordable
Units)



800 Laurel Avenue @ Hill Street



- 16 residential townhome units
- Includes \$1M+ Affordable Housing In-Lieu Fee
- 32 parking spaces (2 per unit); 3-Story Height Dwellings
- Includes pocket park
- Entitlements approved in November 2021; approvals extended in November 2023
- Building permits under review
- Anticipated construction start in Summer 2025

CRP Housing Group: 678 Ralston Avenue and 951 Old County Road

- 100% affordable apartments
- Serve extremely low to low-income tenants
- Both projects subject to SB 35 streamlined application review
- 678 Ralston (65 residential units)
 - 8 stories
 - 15 parking spaces
 - Revised application filed February 2024; approved May 2024
- 951 Old County Road (63 residential units)
 - 8 stories
 - 8 parking spaces
 - 1,300 sq. ft. of commercial space
 - Application filed August 2024; approved January 2025





580 Masonic Way: Prometheus Group

- 140 residential units (25 affordable)
- Includes moderate, low, and very-low income units
- 142 parking spaces
- 2,730 sq. ft of commercial space
- 5 stories
- Utilizing state density bonus provisions
- Project is considered “by right” since site/property was included in prior Housing Element inventory
- Project refiled August 2023
- Currently under review for compliance with objective standards
- Approvals anticipated Spring 2025



2023-2031 Housing Element Adoption & Implementation

- Adoption/certification of Belmont Housing Element completed in October 2024
- Implementation actions (Zoning Text Amendments) will occur over approximately two-year timeframe

Other Development Updates



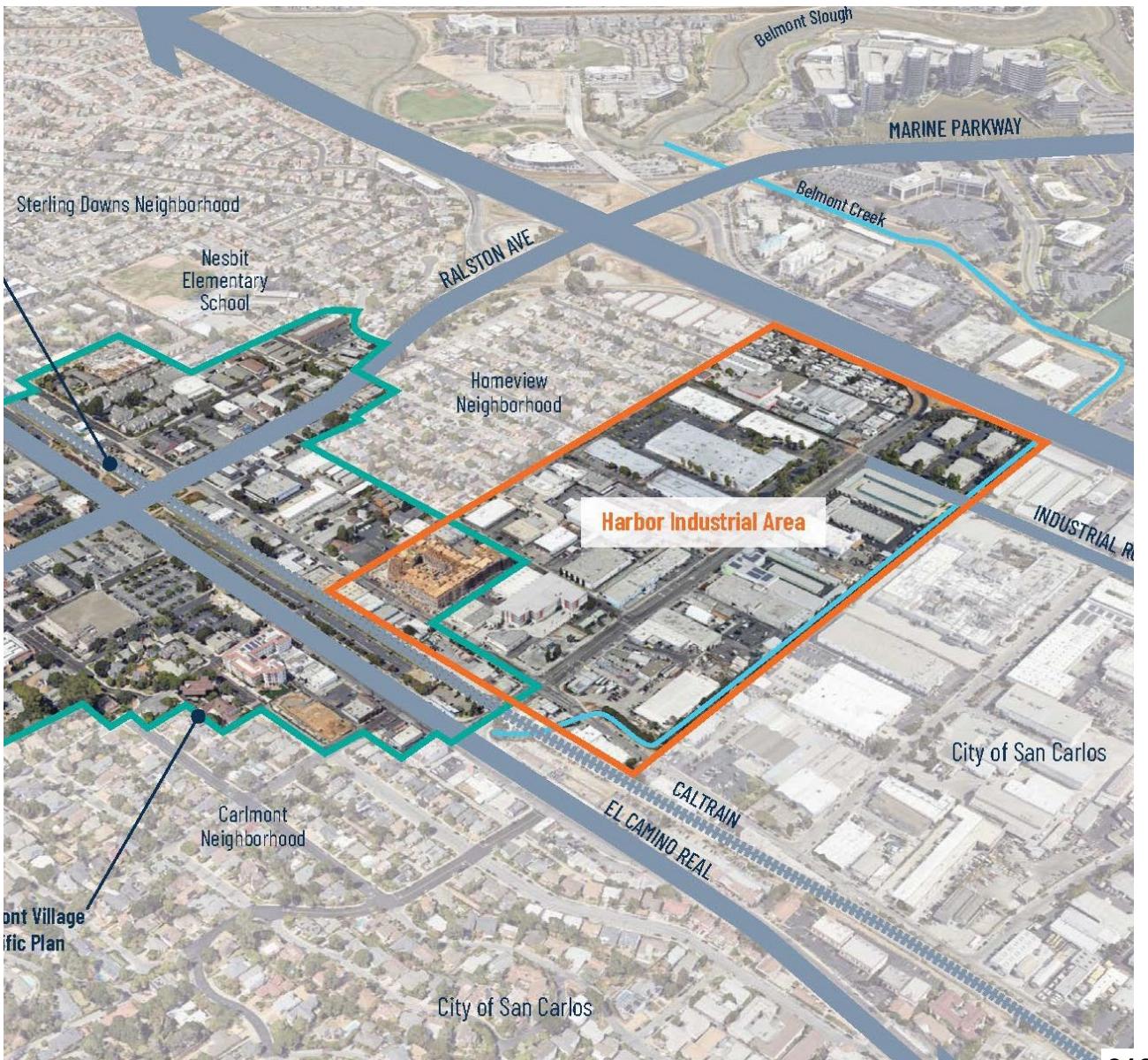
Biotech/Office Development

- Slow down in market (Bay Area-wide trend), no new construction anticipated for next 3 to 5 years
- 2 out of 5 projects are still proceeding with entitlements
- 1301 Shoreway project - Public Hearings anticipated – Summer 2025
 - 550,000 sq. ft.
 - 7-8 stories
 - 130-145 ft. building height
- Beam Reach project (425-435 Harbor) – Dependent on HIA Plan Adoption & Annexation
 - 800,000 sq. ft.
 - 7 stories
 - 120-ft. building height
- 601 Harbor Blvd, 300-400 Island Pkwy, and 2 Davis Dr projects withdrawn or on pause

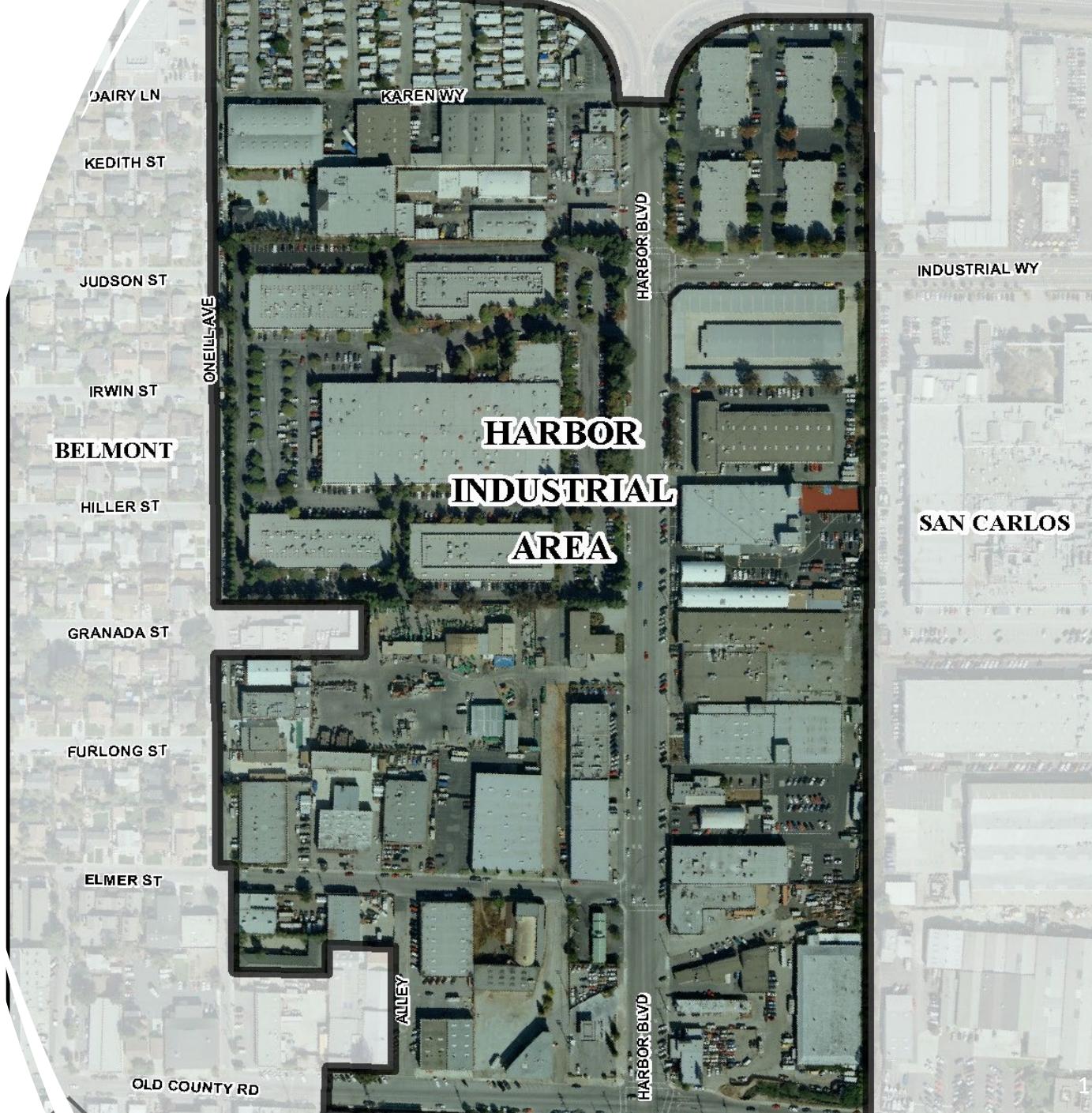


Harbor Industrial Area Specific Plan (HIASP) & Environmental Impact Report (EIR)

- Long Range Plan/Vision for 62-acre Unincorporated County Lands in Belmont's Sphere of Influence
- Precursor to wholesale annexation of HIA into Belmont
- Primarily anticipated to be commercial office/biotech uses – employment center
- Mobile home park to remain and multifamily housing anticipated along North Old County Road (OCR) and Elmer Street.
- Plan adoption anticipated in early 2026
- Annexation completion targeted for late 2026
- Redevelopment of area anticipated to occur over 20 to 30-year horizon



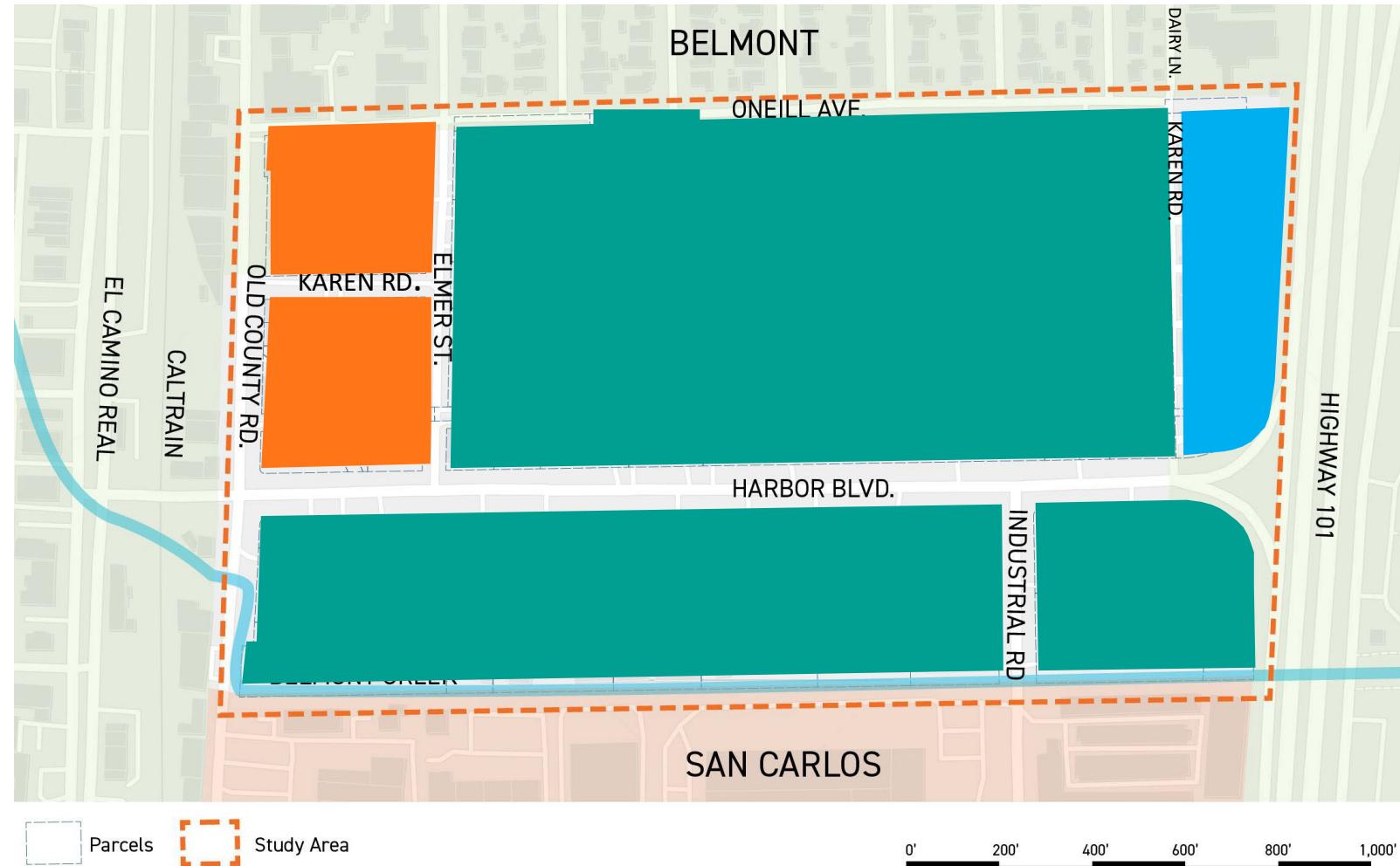
Harbor Industrial Area (HIA) Aerial View & Context



HIASP

Reflects existing land uses and development standards and preservation of Mobile Home Park (MHP)

-  - Industrial/Commercial
-  - Mobile Home Park
-  - Mixed Use/Residential



2024 Permits & Housing Unit Updates



2024 PERMIT CENTER Statistics

6,097

TOTAL BUILDING INSPECTIONS
COMPLETED

1,545

BUILDING PERMITS APPLIED

1,331

BUILDING PERMITS ISSUED

1,136

BUILDING PERMITS FINALIZED

*From 1/1/24 to 12/31/2024

2024 HOUSING UNITS COMPLETED

17

NEW ACCESSORY DWELLING
UNITS

21

NEW SINGLE FAMILY DWELLING
UNITS (ATTACHED & DETACHED)

493

NEW MULTI-FAMILY RESIDENTIAL UNITS

*From 1/1/2024 to 12/31/2024 – Multi-Family Unit total includes MidPen Housing 66 All-Affordable Units within Firehouse Square Project; SFD total includes 15 attached units from Village Walk Project.

Thank you!
belmont.gov