



CITY OF LAGUNA HILLS CITY COUNCIL/PLANNING AGENCY

REGULAR MEETING AGENDA Tuesday, February 11, 2020 – 7:00 PM (Closed Session at 6:00 PM when scheduled)

Janine Heft, Mayor

**Erica Pezold, Mayor Pro Tempore
Don Sedgwick, Council Member**

**Dore J. Gilbert, M.D., Council Member
Dave Wheeler, Council Member**

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 92653

Any person wishing to address the City Council/Planning Agency on any matter, whether or not it appears on this Agenda, is asked to complete a pink "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council/Planning Agency. Completion of the form is voluntary. All persons may attend the meeting regardless of whether this form is completed.

Members of the public wishing to address the City Council can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the City Council on an item not listed on the Agenda, the City Council is prohibited by law from discussing or taking any action on that item.

CLOSED SESSION - CONVENING AT 6:00 PM

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

ROLL CALL OF CITY COUNCIL MEMBERS

ANNOUNCEMENT OF CLOSED SESSION ITEM(S)

The City Council will convene into Closed Session, in the City Council Conference Room, City Hall, Laguna Hills Civic Center, to consider the following matter(s):

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: (1 potential case).

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Government Code Section 54956.9: (1 potential case).

PUBLIC COMMENT ON CLOSED SESSION ITEM(S)**ADJOURN TO CITY COUNCIL CONFERENCE ROOM****CONVENE INTO CLOSED SESSION**

The City Council will convene into Closed Session to consider the matter(s) listed above.

RECONVENE TO CITY COUNCIL CHAMBERS

RECESS



CITY OF LAGUNA HILLS CITY COUNCIL/PLANNING AGENCY

REGULAR MEETING AGENDA

Tuesday, February 11, 2020 – 7:00 PM
(Closed Session at 6:00 PM when scheduled)

Janine Heft, Mayor

Erica Pezold, Mayor Pro Tempore

Don Sedgwick, Council Member

Dore J. Gilbert, M.D., Council Member

Dave Wheeler, Council Member

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 92653

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GENERAL BUSINESS - CONVENING AT 7:00 PM

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

PLEDGE OF ALLEGIANCE: COUNCIL MEMBER SEDGWICK

ROLL CALL OF CITY COUNCIL MEMBERS

CLOSED SESSION REPORT

1. PRESENTATIONS AND PROCLAMATIONS**1.1 Certificates of Recognition for Laguna Hills High School Student Liaisons Kira Presley and Blake Jaffe for the Fall 2019 Semester**

Recommendation: That Mayor Heft present Certificates of Recognition to Kira Presley and Blake Jaffe recognizing their service as the Laguna Hills High School Student Liaisons for the Fall 2019 Semester.

1.2 Appointment of Laguna Hills High School Student Liaisons Theo Schweizer and Lauren Schulman for the Spring 2020 Semester

Recommendation: That Mayor Heft present Certificates of Appointment to Laguna Hills High School Student Liaisons Theo Schweizer and Lauren Schulman.

1.3 Laguna Hills High School Student Liaison

Recommendation: That the City Council receive an oral report from Laguna Hills High School Student Liaisons Theo Schweizer and Lauren Schulman.

2. PUBLIC COMMENTS

This is the time to address the City Council on any matter not listed on this Agenda that is within the subject matter jurisdiction of the City Council. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

3. CONSENT CALENDAR

All matters listed under "CONSENT CALENDAR" are considered to be routine and will be enacted by one motion approving the recommendation listed on the Agenda. There will be no separate discussion unless Members of the City Council or Staff request specific items be removed from the Consent Calendar.

3.1 Waive Reading in Full of all Ordinances and Resolutions on the Agenda

Recommendation: That the City Council waive reading in full of all ordinances and resolutions on the agenda and declare that said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

3.2 Approval of Minutes for January 28, 2020, Regular Meeting

Recommendation: That the City Council approve the Minutes for the January 28, 2020, Regular Meeting.

3.3 Ratification of Warrant Register for February 11, 2020, City Council Meeting

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from January 17, 2020, to January 30, 2020, in the amount of \$1,398,374.77.

3.4 Civic Center Second Quarter Financial Report for Fiscal Year 2019/2020

Recommendation: That the City Council receive and file the report.

3.5 Progress Payment No. 3, for Citywide Pavement Rehabilitation Project, CIP No. 101-K

Recommendation: That the City Council approve Progress Payment No. 3, in the net amount of \$445,911.67, to R.J. Noble Company for the Citywide Pavement Rehabilitation Project, CIP No. 101-K.

3.6 Authorization to Advertise for Bids for Annual Weed Abatement Services

Recommendation: That the City Council approve the plans and specifications and authorize the advertisement for bids for Annual Weed Abatement Services.

3.7 Orange County Task Force on Drowning Prevention Request for Funding Support

Recommendation: That the City Council approve a sponsorship of \$5,000 to the Orange County Task Force on Drowning Prevention and authorize the City Manager to execute a Sponsorship Agreement.

3.8 Revision to the City's Record Retention/Disposition Schedule

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, adopting an amended and restated Records Retention Schedule and rescinding Resolution No. 2014-10-28-1."

3.9 2020 Laguna Hills Memorial Day Half Marathon, 10K, and 5K Event, and Aliso Viejo Community Association (AVCA) License to Enter and Indemnity Agreement to Access AVCA's Private Street During the Race Event

Recommendation: That the City Council: 1) Receive and file the pre-event planning report; 2) Approve the AVCA License to Enter and Indemnity Agreement; and 3) Authorize the City Manager to execute the Agreement.

ITEMS REMOVED FROM THE CONSENT CALENDAR

4. PLANNING AGENCY

4.1. ROLL CALL OF PLANNING AGENCY MEMBERS

4.2. PUBLIC COMMENTS

This is the time to address the Planning Agency on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Planning Agency. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

4.3. APPROVAL OF MINUTES

4.3.1 Approval of Minutes for January 28, 2020, Regular Meeting

Recommendation: That the Planning Agency approve the Minutes for the January 28, 2020, Regular Meeting.

4.4. ADMINISTRATIVE REPORTS

4.5. PLANNING AGENCY PUBLIC HEARINGS

PLANNING AGENCY ADJOURNMENT

PUBLIC IMPROVEMENT CORPORATION

CONVENE PUBLIC IMPROVEMENT CORPORATION

ROLL CALL OF PUBLIC IMPROVEMENT CORPORATION

PUBLIC COMMENTS

This is the time to address the Board of Directors on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Board of Directors. Public

Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

ELECTION OF PUBLIC IMPROVEMENT CORPORATION OFFICERS

Election of Public Improvement Corporation Officers

Recommendation: That the Board of Directors adopt a Resolution entitled: "A Resolution of the Laguna Hills Public Improvement Corporation, Laguna Hills, California, Electing Officers for 2020."

APPROVAL OF MINUTES FOR FEBRUARY 12, 2019, ANNUAL MEETING

Approval of Minutes for February 12, 2019, Annual Meeting

Recommendation: That the Board of Directors approve the minutes of the February 12, 2019, Annual Meeting.

PUBLIC IMPROVEMENT CORPORATION ADJOURNMENT

RECONVENE CITY COUNCIL MEETING

5. CITY COUNCIL PUBLIC HEARINGS

6. ADMINISTRATIVE REPORTS

6.1. City Manager

6.1.1 Proposed Redevelopment Project "The Village at Laguna Hills" Frequently Asked Questions (24155 Laguna Hills Mall, Laguna Hills, CA 92653)

Recommendation: That the City Council review and comment on the updated draft Frequently Asked Questions for the proposed project known as The Village at Laguna Hills.

6.2. Assistant City Manager/Public Services Director

6.2.1 Authorization for Sole Source Purchase of HVAC Units and Appurtenances for the Planned Community Center HVAC System and Roof Replacement Project, CIP No. 513B, and Presentation of the Gymnasium Air Conditioning Feasibility Study

Recommendation: That the City Council: 1) Waive formal competitive bidding procedures and find and determine that a sole source purchase of HVAC units and appurtenances is in the City's best interest in accordance with Sections 3-08.110(A) [Sole Source], (B) [Proprietary], and (F) [Specific Brand] of the Purchasing Code and approve the sole source purchase of HVAC units and appurtenances from Carrier, Inc., through their authorized distributor, Sigler, Inc., for the Community Center Building HVAC and Roof Replacement Project, CIP No. 513B; 2) Approve and authorize the City Manager to enter into a Purchase Order and to sign the January 28, 2020, HVAC equipment proposal/quote submitted by Sigler, Inc.; and 3) Receive and file the Gymnasium Air Conditioning Feasibility Study.

7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS

7.1. Mayor Heft

7.1.1 Establishing Invocations for City Council Meetings

Recommendation: That the City Council: (1) Direct the City Attorney to prepare a legal opinion regarding the law, options, and recommendations for establishing an invocations policy for City Council Meetings; and (2) Direct city staff to research this issue further and to prepare a staff report, identifying congregations both within the City of Laguna Hills and the adjacent Saddleback Valley communities that may be interested in giving an invocation at City Council Meetings on a rotational basis.

8. CITY COUNCIL MEMBER COMMENTS

9. RECONVENE CITY COUNCIL CLOSED SESSION

ANNOUNCEMENT OF CLOSED SESSION ITEM(S)

The City Council will reconvene into Closed Session, in the City Council Conference Room, City Hall, Laguna Hills Civic Center, to consider the following matter(s) in the event the City Council does not complete closed session discussion between six p.m. and seven p.m.:

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: (1 potential case).

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Government Code Section 54956.9: (1 potential case).

PUBLIC COMMENT ON CLOSED SESSION ITEM(S)

ADJOURN TO CITY COUNCIL CONFERENCE ROOM

RECONVENE INTO CLOSED SESSION

The City Council will reconvene into Closed Session to consider the matter(s) listed above.

RECONVENE TO CITY COUNCIL CHAMBERS

CLOSED SESSION REPORT

ADJOURNMENT

The next Regular Meeting of the City Council/Planning Agency currently scheduled for February 25, 2020, will be cancelled. The next regularly scheduled City Council/Planning agency meeting will be held March 10, 2020, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by February 7, 2020, at 5:00 pm.



City Clerk

February 7, 2020

Date

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the City Clerk at (949) 707-2635. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 24035 El Toro Road, Laguna Hills, California, during normal business hours.

City Council Members receive no additional compensation or stipend as a result of simultaneously convening meetings of the Laguna Hills Planning Agency and the Public Improvement Corporation.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Certificates of Recognition for Laguna Hills High School Student Liaisons
Kira Presley and Blake Jaffe for the Fall 2019 Semester

RECOMMENDATION: That Mayor Heft present Certificates of Recognition to Kira Presley and Blake Jaffe recognizing their service as the Laguna Hills High School Student Liaisons for the Fall 2019 Semester.

SUMMARY:

The City of Laguna Hills and the Laguna Hills High School PTSA established a Student Liaison Program in 1993. Kira Presley and Blake Jaffe has served as the Student Liaisons for the Fall 2019 semester. Presley and Jaffe have served as the Student Liaisons with distinction, and it is in order to recognize their service.

ATTACHMENTS:

- Certificates of Recognition



CITY OF LAGUNA HILLS

CERTIFICATE OF RECOGNITION

KIRA PRESLEY
Laguna Hills High School
Student Liaison

September 10, 2019, through February 11, 2020

WHEREAS, the City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between the School and the City Council; and

WHEREAS, Kira Presley was appointed to serve as the Student Liaison to the City Council and took the Oath of Office on September 10, 2019; and

WHEREAS, Kira Presley has served as the Student Liaison with dedication and distinction, setting a fine example for those students who will serve in the future.

NOW, THEREFORE, I, Janine Heft, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby recognize Kira Presley for her service to the City as Student Liaison to the City Council.

Dated this 11th day of February 2020.

JANINE HEFT, MAYOR



CITY OF LAGUNA HILLS

CERTIFICATE OF RECOGNITION

BLAKE JAFFE
Laguna Hills High School
Student Liaison

September 10, 2019, through February 11, 2020

WHEREAS, the City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between the School and the City Council; and

WHEREAS, Blake Jaffe was appointed to serve as the Student Liaison to the City Council and took the Oath of Office on September 10, 2019; and

WHEREAS, Blake Jaffe has served as the Student Liaison with dedication and distinction, setting a fine example for those students who will serve in the future.

NOW, THEREFORE, I, Janine Heft, Mayor, on behalf of the City Council of the City of Laguna Hills, California, do hereby recognize Blake Jaffe for his service to the City as Student Liaison to the City Council.

Dated this 11th day of February 2020.

JANINE HEFT, MAYOR



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Appointment of Laguna Hills High School Student Liaisons Theo Schweizer and Lauren Schulman for the Spring 2020 Semester

RECOMMENDATION: That Mayor Heft present Certificates of Appointment to Laguna Hills High School Student Liaisons Theo Schweizer and Lauren Schulman.

SUMMARY:

The City of Laguna Hills and Laguna Hills High School established a Student Liaison Program to create a direct link between the High School and the City Council. Theo Schweizer and Lauren Schulman were selected to serve as the Spring 2020 Student Liaisons. The Deputy City Manager/City Clerk met with Theo Schweizer and Lauren Schulman prior to this meeting to administer the Oath of Office.

ATTACHMENTS:

- Certificates of Appointment



CITY OF LAGUNA HILLS

CERTIFICATE OF APPOINTMENT

be it known that

THEO SCHWEIZER

*on February 11, 2020, took the
Oath of Office
and on this date began serving as the*

STUDENT LIAISON

for the City of Laguna Hills

Dated this 11th day of February 2020.

JANINE HEFT, MAYOR



CITY OF LAGUNA HILLS

CERTIFICATE OF APPOINTMENT

be it known that

LAUREN SCHULMAN

*on February 11, 2020, took the
Oath of Office
and on this date began serving as the*

STUDENT LIAISON

for the City of Laguna Hills

Dated this 11th day of February 2020.

JANINE HEFT, MAYOR



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Jennifer Lee
Assistant City Clerk
ISSUE: Approval of Minutes for January 28, 2020, Regular Meeting

RECOMMENDATION: That the City Council approve the Minutes for the January 28, 2020, Regular Meeting.

ATTACHMENTS:

- 200128 CC Minutes

**CITY OF LAGUNA HILLS
CITY COUNCIL/PLANNING AGENCY**

**REGULAR MEETING
MINUTES
Tuesday, January 28, 2020**

CLOSED SESSION - CONVENING AT 6:00 PM

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by Mayor Heft.

ROLL CALL OF CITY COUNCIL MEMBERS

Attendee Name	Title	Status	Arrived
Janine Heft	Mayor	Present	
Erica Pezold	Mayor Pro Tempore	Present	
Dore J. Gilbert, M.D.	Council Member	Present	
Don Sedgwick	Council Member	Present	
Dave Wheeler	Council Member	Present	

ANNOUNCEMENT OF CLOSED SESSION ITEM(S)

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Government Code Section 54956.9: (1 potential case).

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)(1)

Public Employee Title: City Manager - Performance Evaluation

PUBLIC COMMENT ON CLOSED SESSION ITEM(S)

There were no public comments on Closed Session Item(s).

ADJOURN TO CITY COUNCIL CONFERENCE ROOM

CONVENE INTO CLOSED SESSION

The City Council convened into Closed Session to consider the matter(s) listed above.

RECONVENE TO CITY COUNCIL CHAMBERS**RECESS****GENERAL BUSINESS - CONVENING AT 7:00 PM****CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Mayor Heft.

PLEDGE OF ALLEGIANCE: MAYOR PRO TEMPORE PEZOLD**ROLL CALL OF CITY COUNCIL MEMBERS**

Attendee Name	Title	Status	Arrived
Janine Heft	Mayor	Present	
Erica Pezold	Mayor Pro Tempore	Present	
Dore J. Gilbert, M.D.	Council Member	Present	
Don Sedgwick	Council Member	Present	
Dave Wheeler	Council Member	Present	

CLOSED SESSION REPORT**A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Pursuant to Government Code Section 54956.9

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Government Code Section 54956.9: (1 potential case).

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)(1)

Public Employee Title: City Manager - Performance Evaluation

City Attorney Simonian stated that the City Council convened into Closed Session this evening pursuant to the authorities listed on the Agenda. The City Council completed their discussion on both Item A and Item B with no reportable action taken. There is no need for further Closed Session this evening.

1. PRESENTATIONS AND PROCLAMATIONS**1.1 Laguna Hills High School Student Liaison**

Recommendation: Laguna Hills High School Student Liaison Kira Presley was not available at the meeting to provide a report.

1.2 Laguna Hills 3/5 Marine Support Committee

Recommendation: The City Council received a presentation and a plaque from the Command Team Battalion of the 3/5 Darkhorse Battalion.

2. PUBLIC COMMENTS

Yesenia Romero, a resident of Laguna Hills, voiced her concerns regarding recent crime and vandalism in the Aliso Meadows community.

Chief of Police Services Stiverson indicated that he would look into the concerns raised and provided contact information and informational resources for the Orange County Sheriff's Department.

3. CONSENT CALENDAR

Motion to approve the Consent Calendar with Council Member Wheeler removing Item No. 3.4.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Council Member
SECONDER:	Don Sedgwick, Council Member
AYES:	Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Don Sedgwick, Council Member; Dave Wheeler, Council Member

3.1 Waive Reading in Full of all Ordinances and Resolutions on the Agenda

Recommendation: That the City Council waive reading in full of all ordinances and resolutions on the agenda and declare that said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

3.2 Approval of Minutes for January 14, 2020, Regular Meeting

Recommendation: That the City Council approve the Minutes for the January 14, 2020, Regular Meeting.

3.3 Ratification of Warrant Register for January 28, 2020, City Council Meeting

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from January 3, 2020, to January 16, 2020, in the amount of \$255,165.21.

3.5 Resolution Establishing a New Employment Classification Along with Salary Range and Benefits for Position Within the Bargaining Unit Covered by the Memorandum of Understanding with the Laguna Hills City Employees Association

Recommendation: That the City Council adopt Resolution No. 2020-01-28-1: "A Resolution of the City Council of the City of Laguna Hills, California, establishing a new Employment Classification along with salary range and benefits within the Bargaining Unit covered by the Memorandum of Understanding with the Laguna Hills City Employee Association."

ITEMS REMOVED FROM THE CONSENT CALENDAR

3.4 Revision to the City's Record Retention/Disposition Schedule

Recommendation: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, adopting an amended and restated Records Retention Schedule and rescinding Resolution No. 2014-10-28-1."

Council Member Wheeler removed Item No. 3.4 to request more time to review the item.

Motion to table this item to allow more time to review.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Dave Wheeler, Council Member
SECONDER:	Don Sedgwick, Council Member
AYES:	Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Don Sedgwick, Council Member; Dave Wheeler, Council Member

4. PLANNING AGENCY

Mayor Heft recessed the City Council Meeting, and acting in capacity as Chair, called the Regular Meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:27 p.m.

4.1. ROLL CALL OF PLANNING AGENCY MEMBERS

Attendee Name	Title	Status	Arrived
Janine Heft	Chair	Present	
Erica Pezold	Vice Chair	Present	
Dore J. Gilbert, M.D.	Agency Member	Present	
Don Sedgwick	Agency Member	Present	
Dave Wheeler	Agency Member	Present	

4.2. PUBLIC COMMENTS

There were no Planning Agency Public Comments.

4.3. APPROVAL OF MINUTES**4.3.1 Approval of Minutes for January 14, 2020, Regular Meeting**

Recommendation: That the Planning Agency approve the Minutes for the January 14, 2020, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Agency Member
SECONDER:	Don Sedgwick, Agency Member
AYES:	Janine Heft, Chair; Erica Pezold, Vice Chair; Dore J. Gilbert, M.D., Agency Member; Don Sedgwick, Agency Member; Dave Wheeler, Agency Member

4.4. ADMINISTRATIVE REPORTS

There were no Planning Agency Administrative Reports.

4.5. PLANNING AGENCY PUBLIC HEARINGS

There were no Planning Agency Public Hearings.

PLANNING AGENCY ADJOURNMENT

Chair Heft adjourned the Planning Agency Meeting, and acting in capacity as Chair/Mayor, called the Joint Planning Agency/City Council Meeting to order at 7:28p.m.

JOINT PLANNING AGENCY/CITY COUNCIL**ROLL CALL OF JOINT PLANNING AGENCY/CITY COUNCIL MEMBERS**

Attendee Name	Title	Status	Arrived
Janine Heft	Chair/Mayor	Present	
Erica Pezold	Vice Chair/Mayor Pro Tempore	Present	
Dore J. Gilbert, M.D.	Agency/Council Member	Present	
Don Sedgwick	Agency/Council Member	Present	
Dave Wheeler	Agency/Council Member	Present	

PUBLIC COMMENTS

There were no Joint Planning Agency/City Council Public Comments.

A Resolution of the City Council and Planning Agency of the City of Laguna Hills, California Approving the Disposition of City-Owned Real Properties by Approving Two Purchase and Sale Agreements Entitled, "Right of Way Contract - State Highway" and Approving the Grant of Permanent Easements and Temporary Construction Easements Related to the California Department of Transportation's Construction of the I-5 Widening Improvement Project, Alicia Parkway to El Toro Road Segment, State Designated Project Number OK0239

Assistant City Manager/Public Services Director Rosenfield reviewed the information provided in the staff report and responded to Council requests for additional information.

Recommendation: That the City Council and Planning Agency jointly convene and adopt Resolution No. PA2020-01-28-1: "A Resolution of the City Council and Planning Agency of the City of Laguna Hills, California approving the disposition of city-owned real properties by approving two purchase and sale agreements entitled, "Right of Way Contract - State Highway" and approving the grant of permanent easements and temporary construction easements related to the California Department of Transportation's construction of the I-5 Widening Improvement Project, Alicia Parkway to El Toro Road Segment, State Designated Project Number OK0239."

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Agency/Council Member
SECONDER:	Erica Pezold, Vice Chair/Mayor Pro Tempore
AYES:	Janine Heft, Chair/Mayor; Erica Pezold, Vice Chair/Mayor Pro Tempore; Dore J. Gilbert, M.D., Agency/Council Member; Don Sedgwick, Agency/Council Member; Dave Wheeler, Agency/Council Member

JOINT PLANING AGENCY/CITY COUNCIL ADJOURNMENT

Mayor Heft reconvened the City Council Meeting at 7:37 p.m. All Council Members were present.

5. CITY COUNCIL PUBLIC HEARINGS

There were no City Council Public Hearings.

6. ADMINISTRATIVE REPORTS

6.1. City Manager

6.1.1 Request for Proposals for Public Art Facilitator to Develop a Monument Theme and Narrative Description for a Permanent Monument Memorializing the 3/5 Darkhorse Marine Battalion and Selection of a City Council Ad Hoc Committee

City Manager White reviewed the information provided in the staff report and responded to Council requests for additional information.

Recommendation: That the City Council direct staff to issue the Request for Proposals and select and appoint two City Council members to serve on an ad hoc committee.

Motion to direct staff to issue the Request for Proposals.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Council Member
SECONDER:	Erica Pezold, Mayor Pro Tempore
AYES:	Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Don Sedgwick, Council Member; Dave Wheeler, Council Member

Motion to appoint Mayor Heft and Council Member Gilbert to serve on an ad hoc committee.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dave Wheeler, Council Member
SECONDER:	Erica Pezold, Mayor Pro Tempore
AYES:	Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Don Sedgwick, Council Member; Dave Wheeler, Council Member

6.2. Deputy City Manager/City Clerk

6.2.1 Direction Regarding Unscheduled Vacancy for Traffic Commission

Deputy City Manager/City Clerk Au-Yeung reviewed the information provided in the staff report.

Recommendation: That the City Council: (1) Accept the resignation of Len Herman, Traffic Commissioner, effective January 28, 2020; and (2) Direct Staff to proceed with the appointment process to fill the unscheduled vacancy on the Traffic Commission, per Government Code Section 54974, and Laguna Hills Municipal Code Section 2-28.080.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Council Member
SECONDER:	Erica Pezold, Mayor Pro Tempore
AYES:	Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Don Sedgwick, Council Member; Dave Wheeler, Council Member

7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS

7.1. Mayor Pro Tempore Pezold

7.1.1 Movies at Cabot Park and Community Center Park

Mayor Pro Tempore Pezold provided information on the item and responded to Council requests for additional information.

Recommendation: Mayor Pro Tempore Pezold recommends that the City Council direct staff to research the costs associated in starting up Movies in the Park and report back to the City Council.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Council Member
SECONDER:	Erica Pezold, Mayor Pro Tempore
AYES:	Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Don Sedgwick, Council Member; Dave Wheeler, Council Member

7.2. Council Member Wheeler

7.2.1 Open Seat on the Laguna Hills Chamber of Commerce Board of Directors

Council Member Wheeler provided information on the item.

Mayor Heft nominated City Manager White, or his designee, to occupy the open seat.

Recommendation: Council Member Wheeler recommends that the City Council appoint someone to occupy the open seat on the Chamber of Commerce Board of Directors.

Motion to appoint City Manager White, or his designee, to occupy the open seat on the Chamber of Commerce Board of Directors.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Council Member
SECONDER:	Don Sedgwick, Council Member
AYES:	Janine Heft, Mayor; Erica Pezold, Mayor Pro Tempore; Dore J. Gilbert, M.D., Council Member; Don Sedgwick, Council Member; Dave Wheeler, Council Member

8. CITY COUNCIL MEMBER COMMENTS

Mayor Pro Tempore Pezold

Mayor Pro Tempore Pezold indicated that she is looking forward to seeing the results of the ad hoc committee for the 3/5 Battalion memorial.

Council Member Wheeler

Council Member Wheeler stated that he recently attended an ACCOC legislative meeting, an OCTA CAC meeting, a Library Advisory Board meeting, as well as a SCAG meeting and reported on some of the items discussed at the meetings.

Council Member Wheeler requested that an item directing staff to conduct a land survey be agendaized for a future meeting and received a second from Mayor Heft.

Mayor Heft

Mayor Heft stated that she, along with City Manager White and Deputy City Manager/City Clerk Au-Yeung, attended the Association of California Cities meeting in Sacramento and reported on some of the items discussed.

Mayor Heft spoke regarding a traffic incident at Alicia and Moulton that has impacted traffic at the intersection and asked Assistant City Manager/Public Services Director Rosenfield to comment on the issue.

ADJOURNMENT

There being no further business before the City Council at this session, Mayor Heft declared the meeting adjourned at 8:14 p.m.

Melissa Au-Yeung, City Clerk

ATTEST:

Janine Heft, Mayor

Approved at meeting of February 11, 2020



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Janice Reyes
Finance Director
ISSUE: Ratification of Warrant Register for February 11, 2020, City Council Meeting

RECOMMENDATION: That the City Council ratify the accompanying Warrant Register for the period from January 17, 2020, to January 30, 2020, in the amount of \$1,398,374.77.

SUMMARY:

The City issues accounts payable disbursements on a regular basis and presents it to City Council for ratification at its next regularly scheduled City Council Meeting. The attached Warrant Register containing checks and electronic funds transfers for the period from January 17, 2020, to January 30, 2020, is being presented for ratification by the City Council. Payments have been reviewed and approved by the appropriate departmental staff. The Director of Finance certifies to the accuracy of the attached register and to the availability of monies for payment thereof.

ATTACHMENTS:

- Warrant Register - February 11, 2020
- Warrant Register, Payables Detail Report - February 11, 2020



City of Laguna Hills, CA

Warrant Register - February 11, 2020

By Check Number

Date Range: 01/17/2020 - 01/30/2020

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Regular				
8817354	A-0138	ALL CITY MANAGEMENT, INC.	01/23/2020	2,529.60
8817355	A-0365	AT&T - CALNET 3	01/23/2020	222.50
8817356	C-1133	CALIFORNIA YELLOW CAB	01/23/2020	1,052.00
8817357	C-1177	CANON FINANCIAL SERVICES, INC.	01/23/2020	1,688.03
8817358	C-1179	CANON SOLUTIONS AMERICA	01/23/2020	116.40
8817359	C-0391	CITY OF SAN CLEMENTE	01/23/2020	392.00
8817360	C-0023	COX COMMUNICATION	01/23/2020	1,142.17
8817361	C-0349	CPRS - SOUTH REGION	01/23/2020	145.00
8817362	D-0573	DONALD J. HANNAH & ASSOCIATES	01/23/2020	1,000.00
8817363	E-0604	ECHO LIGHTING, INC.	01/23/2020	2,124.50
8817364	E-0553	ELKINS, CHRISTINA	01/23/2020	1,710.80
8817365	C-1190	FINGERPRINT ID (AFIS) LAW ENF. - COUNTY OF ORANGE	01/23/2020	1,503.00
8817366	F-0719	FOUNDATIONS DANCE STUDIO	01/23/2020	5,547.50
8817367	H-0829	HARTZOG & CRABILL, INC.	01/23/2020	2,571.18
8817368	L-1361	LASER QUEST	01/23/2020	540.00
8817369	M-1585	MCDONALD, KAYLE	01/23/2020	57.42
8817370	Z-CS-0213	MUNOZ, JAILYN	01/23/2020	500.00
8817371	N-1474	NIEVES LANDSCAPE, INC.	01/23/2020	310.00
8817372	P-1834	PLACEWORKS, INC.	01/23/2020	755.00
8817373	P-1825	PUMP IT UP OF LAKE FOREST	01/23/2020	480.00
8817374	Q-1704	QUICK CRETE PRODUCTS CORP.	01/23/2020	1,832.83
8817375	R-1830	RALPHS GROCERY COMPANY	01/23/2020	27.92
8817376	R-1934	RENEGADE RACING MAKE-U-FIT PRODUCTIONS	01/23/2020	10,000.00
8817377	R-1978	RESTORATION ARTECHS, INC.	01/23/2020	4,885.00
8817378	S-1902	SAN DIEGO GAS & ELECTRIC	01/23/2020	26,068.87
8817379	S-2250	SPARKLETTES	01/23/2020	68.47
8817380	S-2209	STUDIO TWO BLACK DIAMOND	01/23/2020	1,127.58
8817381	V-2249	US BANK VOYAGER FLEET SYSTEM	01/23/2020	931.77
8817382	W-2377	WILLDAN ENGINEERING	01/23/2020	1,372.00
8817383	R-1801	WOODRUFF, SPRADLIN & SMART	01/23/2020	46,304.67
8817384	A-0138	ALL CITY MANAGEMENT, INC.	01/30/2020	2,529.60
8817385	B-0439	BANNER BANK	01/30/2020	23,469.04
8817386	B-0430	BASICS OF SKATEBOARDING	01/30/2020	474.60
8817387	C-1191	COMMUNICATIONS CHGS- LAW ENF - COUNTY OF ORANGE	01/30/2020	912.00
8817388	C-0023	COX COMMUNICATION	01/30/2020	179.62
8817389	Z-CS-0014	DALTON, MIGUEL	01/30/2020	500.00
8817390	D-0461	DATA TICKET, INC.	01/30/2020	475.21
8817391	E-0593	EISENBERG, DALE	01/30/2020	794.50
8817392	E-0504	EL TORO WATER DISTRICT	01/30/2020	4,857.97
8817393	Z-CD-0228	FREEDOM FOREVER	01/30/2020	183.15
8817394	H-0960	HR GREEN PACIFIC, INC.	01/30/2020	26,607.70
8817395	G-0709	JOE A. GONSALVES & SON	01/30/2020	2,900.00
8817396	K-1126	KNIGHT, LORNA ANGELA	01/30/2020	1,297.80
8817397	C-0448	LUCY, STEVEN	01/30/2020	550.00
8817398	Z-CD-0229	MARTIN, ROBERT OR GENIE	01/30/2020	135.00
8817399	Z-CS-0203	MERLO, RITA	01/30/2020	500.00
8817400	M-1302	MOULTON NIGUEL WATER DISTRICT	01/30/2020	2,412.50
8817401	N-1474	NIEVES LANDSCAPE, INC.	01/30/2020	87,169.00
8817402	Z-CD-0203	PACIFIC CREST ROOFING	01/30/2020	100.00
8817403	P-1829	PEST OPTIONS, INC.	01/30/2020	225.00
8817404	R-1817	R.J. NOBLE	01/30/2020	445,911.67
8817405	R-1841	ROSENFELD, KEN	01/30/2020	1,346.34
8817406	R-1813	RPW SERVICES, INC.	01/30/2020	400.00

Attachment: Warrant Register - February 11, 2020 (2065 : Warrant Register, February 11, 2020)

Warrant Register - February 11, 2020

Check Number	Vendor Number	Vendor Name
8817407	R-1967	RUSSELL, RICHARD WYATT
8817408	S-1944	SOUTHERN CALIF MUN ATHLETIC FEDERATION
8817409	S-1904	SOUTHERN CALIFORNIA EDISON
8817410	S-2209	STUDIO TWO BLACK DIAMOND
8817411	T-2042	TRAUMA INTERVENTION PROGRAMS
8817412	Z-CS-0214	VILLA, LOURDES

Date Range: 01/17/2020 - 01/30/2020

Payment Date	Payment Amount
01/30/2020	2,487.20
01/30/2020	554.80
01/30/2020	2,326.95
01/30/2020	75.42
01/30/2020	910.32
01/30/2020	500.00
Total Regular:	727,791.60

Attachment: Warrant Register - February 11, 2020 (2065 : Warrant Register, February 11, 2020)

Warrant Register - February 11, 2020

Date Range: 01/17/2020 - 01/30/2020

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Bank Draft				
DFT0001087	C-1007	OCSD LAW ENFORCEMENT CONTRACT, OC TREASURER-TAX	01/17/2020	670,583.17
Total Bank Draft:				670,583.17

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	72	59	0.00	727,791.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	670,583.17
EFT's	0	0	0.00	0.00
	73	60	0.00	1,398,374.77

Attachment: Warrant Register - February 11, 2020 (2065 : Warrant Register, February 11, 2020)

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	72	59	0.00	727,791.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	670,583.17
EFT's	0	0	0.00	0.00
	73	60	0.00	1,398,374.77

Fund Summary

Fund	Name	Period	Amount
998	POOL	1/2020	1,398,374.77
			1,398,374.77



City of Laguna Hills, CA

Warrant Register - Payables Detail Report

By Fund

Payment Dates 011720 - 013020

Payment Date	Vendor Name	Payable Number	Description (Payable)	Account Number	Amount
Fund: 100 - GENERAL FUND					
01/17/2020	OCSO LAW ENFORCEMENT	SH 55388	Law Enforcement Services, Jan '20	100-420-720800	670,583.17
01/23/2020	CONTRACT, OC TREASURER-TAX AT&T - CALNET 3	000014147195	Alarm, Com Ctr & City Hall Lines, Jan '20	100-195-630000	139.74
01/23/2020	AT&T - CALNET 3	000014147195	Alarm, Com Ctr & City Hall Lines, Jan '20	100-310-630100	82.76
01/23/2020	CITY OF SAN CLEMENTE	004	Program Expense, CS, Jul '20	100-000-140000	392.00
01/23/2020	WILLDAN ENGINEERING	00618627	Professional Services, Dec '19	100-000-220444	1,372.00
01/23/2020	COX COMMUNICATION	010520	T-1 Line, Jan '20	100-195-630000	851.31
01/23/2020	COX COMMUNICATION	010720	Traffic Signal, Jan '20	100-195-630000	95.00
01/23/2020	CPRS - SOUTH REGION	011020	ANNUAL MEMBERSHIP	100-310-610000	145.00
01/23/2020	QUICK CRETE PRODUCTS CORP.	0112501-IN	Parks Contract Repair, Jan '20	100-355-720701	1,832.83
01/23/2020	DONALD J. HANNAH & ASSOCIATES	012020	Professional Services, Management Workshop	100-155-700000	1,000.00
01/23/2020	MCDONALD, KAYLE	012120	Mileage Reimbursement, Nov-Dec	100-310-613000	57.42
01/23/2020	MUNOZ, JAILYN	012220	Refund, Facility Deposit, R #1032390.002	100-000-222000	500.00
01/23/2020	SAN DIEGO GAS & ELECTRIC	012220	Street Lights, Traffic Control, Com Ctr, Dec '19	100-310-631100	5,007.09
01/23/2020	FOUNDATIONS DANCE STUDIO	012220	Contract Instructor, Dance	100-310-721500	5,547.50
01/23/2020	SAN DIEGO GAS & ELECTRIC	012220	Street Lights, Traffic Control, Com Ctr, Dec '19	100-355-631000	5,401.17
01/23/2020	SAN DIEGO GAS & ELECTRIC	012220	Street Lights, Traffic Control, Com Ctr, Dec '19	100-355-631400	12,296.63
01/23/2020	SAN DIEGO GAS & ELECTRIC	012220	Street Lights, Traffic Control, Com Ctr, Dec '19	100-355-631900	3,363.98
01/23/2020	ELKINS, CHRISTINA	012320	Contract Instructor Services, Dance	100-310-721500	1,710.80
01/23/2020	RENEGADE RACING MAKE-U-FIT PRODUCTIONS	1063	Event Management Services, 1/2 Marathon, Dec '19	100-310-695507	5,000.00
01/23/2020	RENEGADE RACING MAKE-U-FIT PRODUCTIONS	1070	Event Management Services, 1/2 Marathon, Jan '20	100-310-695507	5,000.00
01/23/2020	RALPHS GROCERY COMPANY	1119115638	Operating Supplies, Comm Svcs, Dec '19	100-310-622005	10.76
01/23/2020	RALPHS GROCERY COMPANY	1219116127	Operating Supplies, Comm Svcs, Jan '20	100-310-622005	17.16
01/23/2020	SPARKLETTES	12194330 010820	Operating Supplies, Comm Ctr, Dec '19 - Jan '20	100-310-622005	68.47
01/23/2020	COX COMMUNICATION	122819	WiFi Community Center, Jan '20	100-195-630000	195.86
01/23/2020	HARTZOG & CRABILL, INC.	19-0932	Traffic Signal Mgmt Services, Dec '19	100-355-700101	1,881.18
01/23/2020	HARTZOG & CRABILL, INC.	19-0932	Traffic Signal Mgmt Services, Dec '19	100-600-790600	690.00
01/23/2020	CANON FINANCIAL SERVICES, INC.	21005034	Lease - Copier, Community Services, Jan '20	100-195-641200	279.86
01/23/2020	CANON FINANCIAL SERVICES, INC.	21005035	Lease - Copier, City Hall, Jan '20	100-195-641200	253.83
01/23/2020	CANON FINANCIAL SERVICES, INC.	21005036	Lease - Copier, City Hall, Jan '20	100-195-641200	1,154.34
01/23/2020	CANON SOLUTIONS AMERICA	4031484233	Copier Usage, Community Services, Dec '19	100-195-641200	116.40
01/23/2020	WOODRUFF, SPRADLIN & SMART	64377-64378	Professional Services Legal, Dec '19	100-155-700010	45,001.17
01/23/2020	WOODRUFF, SPRADLIN & SMART	64377-64378	Professional Services Legal, Dec '19	100-155-700011	1,056.00
01/23/2020	ALL CITY MANAGEMENT, INC.	65830	Crossing Guard Services, 12/15/19 - 12/28/19	100-420-720822	2,529.60
01/23/2020	NIEVES LANDSCAPE, INC.	66743	Monthly and Misc Landscape, Jan '20	100-355-720700	310.00
01/23/2020	PLACEWORKS, INC.	70821	Prof Services, Village at LH Expenses, Dec '19	100-225-700200	755.00
01/23/2020	PUMP IT UP OF LAKE FOREST	7282020	Program Deposit, CS, Jul '20	100-000-140000	480.00
01/23/2020	ECHO LIGHTING, INC.	7310	Parks Contract Repair, Jan '20	100-355-720701	2,124.50
01/23/2020	LASER QUEST	772020.1	Deposit, Program Exp, Jul '20	100-000-140000	540.00

Attachment: Warrant Register, Payables Detail Report - February 11, 2020 (2065 : Warrant Register, February 11, 2020)

Warrant Register - Payables Detail Report

Payment Dates: 011720 - 013020

Payment Date	Vendor Name	Payable Number	Description (Payable)	Account Number	Amount
01/23/2020	US BANK VOYAGER FLEET SYSTEM	869321901952 GENGOV	Vehicle Fuel, Dec '19	100-155-613100	91.36
01/23/2020	US BANK VOYAGER FLEET SYSTEM	869321919952 COMDEV	Vehicle Fuel, Dec '19	100-225-613000	183.36
01/23/2020	US BANK VOYAGER FLEET SYSTEM	869321927952 COMSVCS	Vehicle Fuel, Dec '19	100-310-613100	273.09
01/23/2020	US BANK VOYAGER FLEET SYSTEM	869322032952 POLSVCS	Vehicle Fuel, Dec '19	100-420-613100	93.38
01/23/2020	US BANK VOYAGER FLEET SYSTEM	869322040952 PUBSVCS	Vehicle Fuel, Dec '19	100-355-613100	290.58
01/23/2020	STUDIO TWO BLACK DIAMOND	95667	Printing Services, Jan '20	100-195-623000	1,127.58
01/23/2020	RESTORATION ARTECHS, INC.	RA21866	Parks Contract Repair, Sep '19	100-355-720701	4,885.00
01/23/2020	FINGERPRINT ID (AFIS) LAW ENF. - COUNTY OF ORANGE	SH 55365	Fingerprint ID System Charges, Jan	100-420-720835	1,503.00
01/30/2020	BANNER BANK	012820	Escrow No. 1655, CIP #101-K, Progress Payment 3	100-000-201001	23,469.04
01/30/2020	BANNER BANK	012820	Escrow No. 1655, CIP #101-K, Progress Payment 3	100-000-201200	(23,469.04)
01/30/2020	COX COMMUNICATION	012820	WiFi, City Hall, Jan '20	100-195-630000	179.62
01/30/2020	MOULTON NIGUEL WATER DISTRICT	012820	Water Usage, Public Services & Com Ctr, Dec '19	100-310-635100	508.49
01/30/2020	SOUTHERN CALIFORNIA EDISON	012820	Street Lights, Traffic Control, Jan '20	100-355-631000	358.77
01/30/2020	SOUTHERN CALIFORNIA EDISON	012820	Street Lights, Traffic Control, Jan '20	100-355-631400	1,521.83
01/30/2020	SOUTHERN CALIFORNIA EDISON	012820	Street Lights, Traffic Control, Jan '20	100-355-631900	446.35
01/30/2020	EL TORO WATER DISTRICT	012820	Water Usage, Public Services, Jan '20	100-355-635000	4,857.97
01/30/2020	MOULTON NIGUEL WATER DISTRICT	012820	Water Usage, Public Services & Com Ctr, Dec '19	100-355-635000	1,904.01
01/30/2020	KNIGHT, LORNA ANGELA	012920	Contract Instructor Services, Yoga	100-310-721500	1,297.80
01/30/2020	RUSSELL, RICHARD WYATT	012920	Contract Instructor Services, Tennis	100-310-721500	2,487.20
01/30/2020	EISENBERG, DALE	012920	Contract Instructor Services, Aikido	100-310-721500	794.50
01/30/2020	BASICS OF SKATEBOARDING	012920	Contract Instructor Services, Skateboard Instr	100-310-721500	474.60
01/30/2020	ROSENFELD, KEN	012920	Travel Reimbursement, ASCE Conference, Jan '20	100-355-611000	1,346.34
01/30/2020	DATA TICKET, INC.	108419	Process Fee, Parking Citations, Dec	100-420-720823	475.21
01/30/2020	HR GREEN PACIFIC, INC.	132545	Building Services, Community Development, Dec '19	100-225-700000	18,480.00
01/30/2020	HR GREEN PACIFIC, INC.	132546	Plan Check, Community Development, Dec '19	100-225-700000	8,127.70
01/30/2020	JOE A. GONSALVES & SON	157979	Legislative Services, Feb '20	100-155-700020	2,900.00
01/30/2020	R.J. NOBLE	168010	Citywide Pavement Rehabilitation, CIP #101-K	100-000-201001	(23,469.04)
01/30/2020	R.J. NOBLE	168010	Citywide Pavement Rehabilitation, CIP #101-K	100-600-790600	469,380.71
01/30/2020	RPW SERVICES, INC.	18018	Rodent Control, Public Services, Dec '19	100-355-720700	400.00
01/30/2020	TRAUMA INTERVENTION PROGRAMS	1822	Community Program, TIP, Jan - Mar	100-420-720821	910.32
01/30/2020	PEST OPTIONS, INC.	339531	Rodent Control, Public Services, Oct '19	100-355-720700	225.00
01/30/2020	LUCY, STEVEN	568	Program Expense, Com Svcs, 2/7/20	100-310-695502	550.00
01/30/2020	ALL CITY MANAGEMENT, INC.	66082	Crossing Guard Services, 12/29/19 - 1/11/20	100-420-720822	2,529.60
01/30/2020	NIEVES LANDSCAPE, INC.	66542	Monthly and Misc Landscape, Dec	100-355-720700	495.00
01/30/2020	NIEVES LANDSCAPE, INC.	66647	Monthly and Misc Landscape, Jan '20	100-355-720700	86,674.00
01/30/2020	SOUTHERN CALIF MUN ATHLETIC FEDERATION	8117	Program Class Insurance, CS, Jul-Sep '19	100-310-690500	554.80
01/30/2020	STUDIO TWO BLACK DIAMOND	95663	Printing Services, Jan '20	100-195-623000	37.71
01/30/2020	STUDIO TWO BLACK DIAMOND	95690	Printing Services, Jan '20	100-195-623000	37.71
01/30/2020	FREEDOM FOREVER	CD-0523-ELER-0242-2019	Refund, Permit Fees, R #5710	100-000-442000	183.15
01/30/2020	PACIFIC CREST ROOFING	CD-0524-BLDR-0263-2020	Refund, C&D Deposit, R #5910	100-000-227001	100.00
01/30/2020	MARTIN, ROBERT OR GENIE	CD-0525-POOLR-0002-2020	Refund, C&D Deposit, R #4451	100-000-227001	135.00
01/30/2020	MERLO, RITA	FRD-0234	Refund, Facility Deposit, R #1033007.002	100-000-222000	500.00
01/30/2020	DALTON, MIGUEL	FRD-0235	Refund, Facility Deposit, R #1032765.002	100-000-222000	500.00
01/30/2020	VILLA, LOURDES	FRD-0236	Refund, Facility Deposit, R #1034028.002	100-000-222000	500.00

Attachment: Warrant Register, Payables Detail Report - February 11, 2020 (2065 : Warrant Register, February 11, 2020)

Warrant Register - Payables Detail Report

Payment Dates: 011720 - 013020

Payment Date	Vendor Name	Payable Number	Description (Payable)	Account Number	Amount
01/30/2020	COMMUNICATIONS CHGS- LAW ENF - COUNTY OF ORANGE	SC11981	Communications Charges, 10/1/19 - 12/31/19	100-420-646000	912.00
Fund 100 - GENERAL FUND Total:					1,373,606.23
Fund: 101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT					
01/23/2020	WOODRUFF, SPRADLIN & SMART	64377-64378	Professional Services Legal, Dec '19	101-225-700012	247.50
Fund 101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT Total:					247.50
Fund: 221 - SENIOR MOBILITY PROGRAM					
01/23/2020	CALIFORNIA YELLOW CAB	12406019	Senior Mobility Program, Dec '19	221-310-720000	1,052.00
Fund 221 - SENIOR MOBILITY PROGRAM Total:					1,052.00
Fund: 600 - CAPITAL IMPROVEMENT PROJECT					
01/23/2020	HARTZOG & CRABILL, INC.	19-0932	Traffic Signal Mgmt Services, Dec '19	600-000-490100	(690.00)
01/23/2020	HARTZOG & CRABILL, INC.	19-0932	Traffic Signal Mgmt Services, Dec '19	600-251-950168	690.00
01/30/2020	R.J. NOBLE	168010	Citywide Pavement Rehabilitation, CIP #101-K	600-000-490100	(469,380.71)
01/30/2020	R.J. NOBLE	168010	Citywide Pavement Rehabilitation, CIP #101-K	600-251-950101	469,380.71
Fund 600 - CAPITAL IMPROVEMENT PROJECT Total:					0.00
Fund: 998 - POOL					
01/30/2020	BANNER BANK	012820	Escrow No. 1655, CIP #101-K, Progress Payment 3	998-000-100009	23,469.04
Fund 998 - POOL Total:					23,469.04
Grand Total:					1,398,374.77

Attachment: Warrant Register, Payables Detail Report - February 11, 2020 (2065 : Warrant Register, February 11, 2020)

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
100 - GENERAL FUND	1,373,606.23	1,373,606.23
101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT	247.50	247.50
221 - SENIOR MOBILITY PROGRAM	1,052.00	1,052.00
600 - CAPITAL IMPROVEMENT PROJECT	0.00	0.00
998 - POOL	23,469.04	23,469.04
Grand Total:	1,398,374.77	1,398,374.77

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-000-140000	Pre-paid Expenditures	1,412.00	1,412.00
100-000-201001	Accounts Payable - Retention	0.00	0.00
100-000-201200	Deposits Payable - Retention	(23,469.04)	(23,469.04)
100-000-220444	EncroachmentGrading	1,372.00	1,372.00
100-000-222000	Refundable Deposits	2,000.00	2,000.00
100-000-227001	SecurityDeposit-WasteRecycling	235.00	235.00
100-000-442000	Building Related Permits	183.15	183.15
100-155-613100	Vehicle-Fuel	91.36	91.36
100-155-700000	Professional Services	1,000.00	1,000.00
100-155-700010	Legal Services-General Counsel	45,001.17	45,001.17
100-155-700011	Legal Services-Litigation	1,056.00	1,056.00
100-155-700020	Professional Services - Legislative	2,900.00	2,900.00
100-195-623000	Printing	1,203.00	1,203.00
100-195-630000	Telephone & Communication	1,461.53	1,461.53
100-195-641200	Rent/Lease - Copier	1,804.43	1,804.43
100-225-613000	Mileage Reimbursement	183.36	183.36
100-225-700000	Prof. Svcs - Building & Safety	26,607.70	26,607.70
100-225-700200	General Planning Services	755.00	755.00
100-310-610000	Memberships and Dues Expense	145.00	145.00
100-310-613000	Mileage Reimbursement	57.42	57.42
100-310-613100	Vehicle-Fuel	273.09	273.09
100-310-622005	Operating Supplies Comm Ctr	96.39	96.39
100-310-630100	Phone & Communication Comm	82.76	82.76
100-310-631100	Utilities - Electric Comm Ctr	5,007.09	5,007.09
100-310-635100	Utilities - Water Comm Ctr	508.49	508.49
100-310-690500	Insurance - Recreational Classes	554.80	554.80
100-310-695502	Special Needs Program	550.00	550.00
100-310-695507	Marathon 5k	10,000.00	10,000.00
100-310-721500	Contract Services-Program Svce	12,312.40	12,312.40
100-355-611000	Training and Education	1,346.34	1,346.34
100-355-613100	Vehicle-Fuel	290.58	290.58
100-355-631000	Utilities - Electric	5,759.94	5,759.94
100-355-631400	Electric-Street Lights/Signals	13,818.46	13,818.46
100-355-631900	UtilitiesElectricOnBillFinancing	3,810.33	3,810.33
100-355-635000	Utilities - Water	6,761.98	6,761.98
100-355-700101	Traffic Engineer Services	1,881.18	1,881.18
100-355-720700	Landscape Maintenance Contract	88,104.00	88,104.00
100-355-720701	Parks Contract Repair	8,842.33	8,842.33
100-420-613100	Vehicle-Fuel	93.38	93.38
100-420-646000	Maint & Rep-Equip & Machinery	912.00	912.00
100-420-720800	General Law Enforcement	670,583.17	670,583.17
100-420-720821	Trauma Intervention Program	910.32	910.32
100-420-720822	Crossing Guard Services	5,059.20	5,059.20
100-420-720823	Parking Citation Processing	475.21	475.21
100-420-720835	Fingerprint Identification Svc	1,503.00	1,503.00
100-600-790600	Transfers Out - Capital Imprv	470,070.71	470,070.71
101-225-700012	Professional Services, Legal	247.50	247.50
221-310-720000	Contract Services	1,052.00	1,052.00

Attachment: Warrant Register, Payables Detail Report - February 11, 2020 (2065 : Warrant Register, February 11, 2020)

Warrant Register - Payables Detail Report

Payment Dates: 011720 - 013020

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
600-000-490100	Transfer In- General Fund	(470,070.71)	(470,070.71)
600-251-950101	CIP-Annual Street Maintenance	469,380.71	469,380.71
600-251-950168	TrafficSignalImprovCoordination	690.00	690.00
998-000-100009	Cash w/ Fiscal Agent- Retention	23,469.04	23,469.04
	Grand Total:	1,398,374.77	1,398,374.77

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	1,398,374.77	1,398,374.77
Grand Total:	1,398,374.77	1,398,374.77

Attachment: Warrant Register, Payables Detail Report - February 11, 2020 (2065 : Warrant Register, February 11, 2020)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Deputy City Manager

ISSUE: Civic Center Second Quarter Financial Report for Fiscal Year 2019/2020

RECOMMENDATION: That the City Council receive and file the report.

SUMMARY:

This Civic Center Second Quarter Financial Report for Fiscal Year 2019/2020 is intended to provide the City Council with an overview of the Civic Center leasing operation finances as of December 31, 2019.

The abridged Balance Sheet and Income Statement summary for the Laguna Hills Civic Center leasing operation is in Tables 1 & 2. As of December 31, 2019, the balance sheet shows equity of \$7,216,437.

Table 1: Abridged Balance Sheet
As of December 31, 2019

ASSETS	
Total Current Assets	\$ 258,271
Total Fixed Assets	\$ 7,024,355
TOTAL ASSETS	\$ 7,282,626
LIABILITY & EQUITY	
Total Current Liabilities	\$ 66,189
Total Equity	\$ 7,216,437
TOTAL LIABILITIES & EQUITY	\$ 7,282,626

Table 2: Income Statement Summary
For the Period Ended December 31, 2019

	Actuals	Budgeted	Variance
Total Income	\$ 296,427	\$ 315,061	\$ (18,635)
Total Expenses	\$ 271,701	\$ 305,315	\$ (33,615)
NET INCOME/(LOSS)	<u>\$ 24,726</u>	<u>\$ 9,746</u>	

As shown in Table 2, Essex Realty, the management company for the property, reported a net income of \$24,726 for the six months of leasing activity from July 1, 2019, to December 31, 2019. After adding back contra rent revenue associated with the City's occupied spaces, the effective net income for the quarter is \$299,708.

A detailed Balance Sheet, Income Statement, and Check Register for the three months of the quarter have been provided as attachments to this report.

ATTACHMENTS:

- Balance Sheet as of December 31, 2019
- Income Statement for the Period Ending December 31, 2019
- Check Register for October, November, and December 2019

Database: ESSEXREALTY
 ENTITY: 742

Standard Balance Sheet
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Accrual

Report includes an open period. Entries are not final.

Dec 2019

ASSETS

CURRENT ASSETS

Cash - Operating	51,027.64
Cash - MMA	150,703.43

TOTAL CASH AND CASH EQUIVALENTS	201,731.07
--	-------------------

Accounts Receivable	7,736.74
Prepaid Insurance	48,803.65

NET ACCOUNTS RECEIVABLE	56,540.39
--------------------------------	------------------

TOTAL CURRENT ASSETS	258,271.46
-----------------------------	-------------------

FIXED ASSETS

Land	2,855,425.10
Building	3,344,613.52
Capital Improvements	10,017,149.34
Tenant Improvements	1,396,103.30
Lease Commissions	331,458.14
Accumulated Depreciation	(10,920,394.60)

TOTAL FIXED ASSETS	7,024,354.80
---------------------------	---------------------

TOTAL ASSETS	7,282,626.26
---------------------	---------------------

LIABILITIES & EQUITY

CURRENT LIABILITY

Prepaid Rent & CAM	5,119.49
Accounts Payable	3,889.66
Accrued Expenses	16,900.00
Security Deposits	40,279.92

TOTAL CURRENT LIABILITY	66,189.07
--------------------------------	------------------

LONG TERM LIABILITY

TOTAL LONG TERM LIABILITIES	0.00
------------------------------------	-------------

EQUITY

Current Yr Earnings	24,725.99
Suspense	(260.00)
Distribution	(700,000.00)
Capital	6,064,688.39
Paid by Owner	8,940,638.49
Funds from Owner	1,686,863.71
Retained Earnings	(8,800,219.39)

TOTAL EQUITY	7,216,437.19
---------------------	---------------------

Attachment: Balance Sheet as of December 31, 2019 (2048 : Civic Center Second Quarter Financial Report for FY 19/20)

Database: ESSEXREALTY
 ENTITY: 742

Standard Balance Sheet
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Accrual

Report includes an open period. Entries are not final.

Dec 2019

TOTAL LIABILITIES & EQUITY

7,282,626.26

Database: ESSEXREALTY
 ENTITY: 742

Income Statement
Income Statement
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Accrual

Report includes an open period. Entries are not final.

	Current Period	Year-To-Date
	1 Month	6 Months
Thru:	Dec 2019	Dec 2019
INCOME		
RENTAL INCOME		
Rent	93,381.09	569,810.49
Contra Revenue	(45,830.40)	(274,982.40)
CAM Revenue	5,136.16	30,843.97
Contra CAM	(5,095.23)	(30,571.38)
TOTAL RENTAL INCOME	47,591.62	295,100.68
RECOVERY INCOME		
TOTAL RECOVERY INCOME	0.00	0.00
OTHER INCOME		
Other Revenue	0.00	1,278.25
TOTAL OTHER INCOME	0.00	1,278.25
TOTAL INCOME	47,591.62	296,378.93

EXPENSES

DIRECT OPERATING EXPENSES

Security-Fire Alarms	117.00	1,290.00
Cleaning Contract-Janitor	3,661.99	21,971.94
Add'l Cleaning-DayPorter	3,279.20	19,810.20
Cleaning Supplies	503.55	3,691.13
Mgmt Fee-Agent	6,117.07	25,274.50
HVAC Contract Services	985.00	6,087.00
HVAC Repair/Maint	3,155.54	12,694.07
Elevator Contract Service	571.33	3,572.66
Elevator Repair/Maint	0.00	930.00
Waterproofing & Roofing	0.00	1,005.00
Fire, Life, Safety	0.00	195.00
Plumbing Repairs/Supplies	0.00	1,129.50
Electrical Repair/Maint	127.63	275.76
Sign Repair/Maint	0.00	9.83
Floor & Carpet Rpr/Maint	280.00	1,628.00
Pest Control	72.00	515.00
Misc Repair/Maint	8.25	4,717.69
Onsite Maint Personnel	973.41	7,309.97
Electricity-General	3,546.34	55,433.70
Gas	137.92	323.07
Water & Sewer	1,466.05	7,948.79
Property Telephone	125.57	1,962.10
Pkg Lot-Sweeping	224.00	1,344.00
Landscaping Contract	2,085.00	14,245.00
Landscaping-Interior	463.64	2,486.48
Fountain Maintenance	150.00	900.00

Attachment: Income Statement for the Period Ending December 31, 2019 (2048 : Civic Center Second Quarter Financial Report for FY 19/20)

Database: ESSEXREALTY
 ENTITY: 742

Income Statement
Income Statement
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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Accrual

Report includes an open period. Entries are not final.

	Current Period	Year-To-Date
	1 Month	6 Months
Thru:	Dec 2019	Dec 2019
Insurance	6,858.28	41,149.68
Insurance - Earthquake	1,275.67	7,654.02
Real Estate Taxes	0.00	7,816.97
TOTAL DIRECT OPERATING EXPENSES	36,184.44	253,371.06
NET OPERATING INCOME	11,407.18	43,007.87
OTHER INCOME & EXPENSES		
Advertising & Promotion	0.00	2,169.25
Admin & Professional Exp.	50.00	1,765.00
Other Prof- Land Planning	95.00	595.00
Environmental Expense	0.00	189.00
Tenant Space Refurb	0.00	816.60
Repairs & Maint- Indirect	327.33	12,794.74
Interest Income	(5.97)	(47.71)
TOTAL OTHER INCOME & EXPENSES	466.36	18,281.88
NET INCOME/(LOSS)	10,940.82	24,725.99

Database: ESSEXREALTY
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Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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10/19 Through 10/19

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
105450	10/8/2019	10/19	DIXIED	DIXIE DIESEL AND ELECTRIC INC					
742		7333-0000	Repairs & Maint- Indirect	221758	9/24/2019	10/24/2019	925.00	0.00	925.00
@	Generator Maintenanc e								
						<i>Check Total:</i>	925.00	0.00	925.00
105451	10/8/2019	10/19	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-091219	9/12/2019	10/3/2019	732.22	0.00	732.22
@	169922449540	08/13/19-09/12/19 Mtr 08956098							
						<i>Check Total:</i>	732.22	0.00	732.22
105452	10/8/2019	10/19	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49542-091219	9/12/2019	10/3/2019	67.44	0.00	67.44
@	169922449542	08/13/19-09/12/19 Mtr 00036069							
						<i>Check Total:</i>	67.44	0.00	67.44
105453	10/8/2019	10/19	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49548-091219	9/12/2019	10/3/2019	899.60	0.00	899.60
@	169922449548	08/13/19-09/12/19 Mtr 08188857							
						<i>Check Total:</i>	899.60	0.00	899.60
105454	10/8/2019	10/19	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	06934-092119	9/21/2019	10/10/2019	4,521.72	0.00	4,521.72
@	2270506934	08/21/19-09/20/19 Mtr 259000-050224							
						<i>Check Total:</i>	4,521.72	0.00	4,521.72
105455	10/8/2019	10/19	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	97749-092519	9/25/2019	10/15/2019	7,464.06	0.00	7,464.06
@	2265197749	08/22/19-09/23/19 Mtr 259000-050223							
						<i>Check Total:</i>	7,464.06	0.00	7,464.06
105456	10/10/2019	10/19	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-1019MF	10/1/2019	10/1/2019	3,801.00	0.00	3,801.00
@	10/19 Mgmt Fee								
						<i>Check Total:</i>	3,801.00	0.00	3,801.00

Attachment: Check Register for October, November, and December 2019 (2048 : Civic Center Second

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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10/19 Through 10/19

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Amount	Amount	Amount	Amount	Amount
Dept	Reference	Description								
105457	10/11/2019	10/19	THEGAS	THE GAS COMPANY						
742		5500-0000	Gas	71474-100319	10/3/2019	10/23/2019	33.05	0.00	33.05	
@	14430971474	08/30/19-10/01/19 Mtr 13001720								
						<i>Check Total:</i>	33.05	0.00	33.05	
105458	10/17/2019	10/19	002883	NY&A LLC						
742		1240-0000	Tenant Improvements	742-71019	7/10/2019	8/9/2019	31,540.00	0.00	31,540.00	
@	Ste 210 TI									
742		1240-0000	Tenant Improvements	742-71019	7/10/2019	8/9/2019	5,000.00	0.00	5,000.00	
@	Ste 210 TI-ADA Ktch									
742		1240-0000	Tenant Improvements	742-71019	7/10/2019	8/9/2019	8,964.25	0.00	8,964.25	
@	Ste 210 TI-Change	Order 8								
						<i>Check Total:</i>	45,504.25	0.00	45,504.25	
105459	10/17/2019	10/19	COXCOM	COX COMMUNICATIONS						
742		5410-0000	HVAC Contract Services	11901-100519	10/5/2019	10/5/2019	95.00	0.00	95.00	
@	0017601048511901	10/05/19-11/04/19 DSL for EMS								
						<i>Check Total:</i>	95.00	0.00	95.00	
105460	10/17/2019	10/19	DIXIED	DIXIE DIESEL AND ELECTRIC INC						
742		7333-0000	Repairs & Maint- Indirect	221757	9/24/2019	10/24/2019	1,278.43	0.00	1,278.43	
@	Annual Major/Minor G	Generator Svc								
						<i>Check Total:</i>	1,278.43	0.00	1,278.43	
105461	10/17/2019	10/19	FIRESA	THE BRETHERN INC dba						
742		5121-0000	Security-Fire Alarms	1067343	10/1/2019	10/31/2019	150.00	0.00	150.00	
@	ACCT1965	10/19-12/19 FA Monitoring								
						<i>Check Total:</i>	150.00	0.00	150.00	
105462	10/17/2019	10/19	HATTOX	HATTOX DESIGN GROUP LLC						
742		7320-2000	Other Prof- Land Planning	1909101	9/26/2019	10/26/2019	500.00	0.00	500.00	
@	Ste 250 Design Fee									
						<i>Check Total:</i>	500.00	0.00	500.00	
105463	10/17/2019	10/19	LIVIN1	DONALD GILBERT dba						
742		5562-0000	Landscaping-Interior	T83049	10/11/2019	11/10/2019	105.52	0.00	105.52	

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Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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10/19 Through 10/19

Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number Description	Vendor ID Account Name Description	Vendor Name Account Name Description	Invoice Number Date	Invoice Date Due Date	Invoice Amount	Discount Amount	Check Amount
@	7 Poinsettia								
						Check Total:	105.52	0.00	105.52
105464	10/22/2019	10/19	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1375978-IN	9/30/2019	9/30/2019	897.59	0.00	897.59
@	111	09/19	Supplies						
						Check Total:	897.59	0.00	897.59
105465	10/22/2019	10/19	AIRCO1	AIR CONTROL SYSTEMS INC					
742		5415-0000	HVAC Repair/Maint	INV-16738	9/30/2019	10/30/2019	327.50	0.00	327.50
@	A12407		Filled Water Loop						
742		5415-0000	HVAC Repair/Maint	INV-15911	9/30/2019	10/30/2019	476.00	0.00	476.00
@	A12407		Refilled Loop & Bled Air From System						
						Check Total:	803.50	0.00	803.50
105466	10/22/2019	10/19	MARCO1	KIETH S HOLLAND dba					
742		5491-0000	Misc Repair/Maint	19258	9/19/2019	10/19/2019	180.00	0.00	180.00
@	Reprogrammed		Emergency Phones						
						Check Total:	180.00	0.00	180.00
105467	10/22/2019	10/19	MERCH1	MERCHANTS BULDING MAINTENANCE LLC					
742		5150-0000	Add'l Cleaning-DayPorter	545521	10/1/2019	10/1/2019	3,279.20	0.00	3,279.20
@	33013		10/19 Dayporter Svc						
						Check Total:	3,279.20	0.00	3,279.20
105468	10/22/2019	10/19	PARAG1	SAN DIEGO SERVICES LLC dba					
742		5495-0000	Onsite Maint Personnel	171210 C	9/30/2019	10/30/2019	842.65	0.00	842.65
@	Bldg Engineer Svc	09/16/19-09/30/19							
						Check Total:	842.65	0.00	842.65
105469	10/22/2019	10/19	REGENC	REGENCY ENTERPRISES INC dba					
742		5465-0000	Electrical Repair/Maint	4534986	9/25/2019	10/25/2019	39.29	0.00	39.29
@	1187015		Lights for Restrooms						
						Check Total:	39.29	0.00	39.29

Attachment: Check Register for October, November, and December 2019 (2048 : Civic Center Second

Database: ESSEXREALTY
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Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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10/19 Through 10/19

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
105470	10/22/2019	10/19	SOUT39	JEFF ALEXANDER dba					
742		5565-0000	Fountain Maintenance	371-31	10/1/2019	10/31/2019	150.00	0.00	150.00
@	10/19 Fountain Svc								
						<i>Check Total:</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
105471	10/22/2019	10/19	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742		5121-0000	Security-Fire Alarms	R-00153498	10/10/2019	10/10/2019	100.00	0.00	100.00
@	348817	11/19 Sys Maint							
742		5121-0000	Security-Fire Alarms	R-00148087	9/13/2019	9/13/2019	100.00	0.00	100.00
@	348817	10/19 Sys Maint							
742		7333-0000	Repairs & Maint- Indirect	R-00148087	9/13/2019	9/13/2019	327.33	0.00	327.33
@	348817	10/19 Sys Maint							
742		7333-0000	Repairs & Maint- Indirect	R-00153498	10/10/2019	10/10/2019	327.33	0.00	327.33
@	348817	11/19 Sys Maint							
						<i>Check Total:</i>	<i>854.66</i>	<i>0.00</i>	<i>854.66</i>
105472	10/22/2019	10/19	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	1910098	10/1/2019	10/31/2019	224.00	0.00	224.00
@	10/19 Sweeping Svc								
						<i>Check Total:</i>	<i>224.00</i>	<i>0.00</i>	<i>224.00</i>
						<i>CITY OF LAGUNA HILLS Total:</i>	<i>73,348.18</i>	<i>0.00</i>	<i>73,348.18</i>
						<i>Grand Total:</i>	<i>73,348.18</i>	<i>0.00</i>	<i>73,348.18</i>

Attachment: Check Register for October, November, and December 2019 (2048 : Civic Center Second

Database: ESSEXREALTY
ENTITY: 742

Check Register
Essex Realty SaaS DB
CITY OF LAGUNA HILLS

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11/19 Through 11/19

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
105473	11/1/2019	11/19	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49540-101019	10/10/2019	10/31/2019	587.74	0.00	587.74
@	169922449540	09/12/19-10/10/19 Mtr 08956098							
						<i>Check Total:</i>	587.74	0.00	587.74
105474	11/1/2019	11/19	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49542-101019	10/10/2019	10/31/2019	67.44	0.00	67.44
@	169922449542	09/12/19-10/10/19 Mtr 00036069							
						<i>Check Total:</i>	67.44	0.00	67.44
105475	11/1/2019	11/19	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000	Water & Sewer	49548-101019	10/10/2019	10/31/2019	557.51	0.00	557.51
@	169922449548	09/12/19-10/10/19 Mtr 08188857							
						<i>Check Total:</i>	557.51	0.00	557.51
105476	11/1/2019	11/19	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	06934-102319	10/23/2019	11/12/2019	3,151.96	0.00	3,151.96
@	2270506934	09/20/19-10/22/19 Mtr 259000-050224							
742		5499-0000	Electricity-General	97749-102519	10/25/2019	11/13/2019	4,416.67	0.00	4,416.67
@	2265197749	09/23/19-10/23/19 Mtr 259000-050223							
						<i>Check Total:</i>	7,568.63	0.00	7,568.63
105477	11/6/2019	11/19	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000013769384	10/15/2019	11/14/2019	123.12	0.00	123.12
@	9391060982	09/15/19-10/14/19 BAN 9391060982							
						<i>Check Total:</i>	123.12	0.00	123.12
105478	11/6/2019	11/19	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-0919MFR	9/30/2019	9/30/2019	38.43	0.00	38.43
@	09/19 Mgmt Fee Rec								
742		5305-0000	Mgmt Fee-Agent	742-1119MF	11/1/2019	11/1/2019	3,915.00	0.00	3,915.00
@	11/19 Mgmt Fee								
						<i>Check Total:</i>	3,953.43	0.00	3,953.43
105479	11/6/2019	11/19	SOUT36	SOUTHERN CALIFORNIA COATINGS INC.					
742		5445-0000	Waterproofing & Roofing	11272	10/14/2019	11/13/2019	375.00	0.00	375.00

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
<i>Check Total:</i>							658.52	0.00	658.52
105486	11/7/2019	11/19	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	139314	10/23/2019	11/22/2019	75.00	0.00	75.00
@	10/19 Pest Control								
<i>Check Total:</i>							75.00	0.00	75.00
105487	11/12/2019	11/19	FIRESA	THE BRETHERN INC dba					
742		5121-0000	Security-Fire Alarms	1068503	10/25/2019	11/24/2019	195.00	0.00	195.00
@	ACCT1965	10/19-12/19 Fire Sprinkler Inspect							
<i>Check Total:</i>							195.00	0.00	195.00
105488	11/12/2019	11/19	MERCH1	MERCHANTS BULDING MAINTENANCE LLC					
742		5150-0000	Add'l Cleaning-DayPorter	548675	11/1/2019	11/1/2019	3,279.20	0.00	3,279.20
@	33013	11/19 Dayporter Svc							
<i>Check Total:</i>							3,279.20	0.00	3,279.20
105489	11/12/2019	11/19	SOUT39	JEFF ALEXANDER dba					
742		5565-0000	Fountain Maintenance	371-32	11/1/2019	12/1/2019	150.00	0.00	150.00
@	11/19 Fountain Svc								
<i>Check Total:</i>							150.00	0.00	150.00
105490	11/12/2019	11/19	THEGAS	THE GAS COMPANY					
742		5500-0000	Gas	71474-110119	11/1/2019	11/22/2019	40.64	0.00	40.64
@	14430971474	10/01/19-10/30/19 Mtr 13001720							
<i>Check Total:</i>							40.64	0.00	40.64
105491	11/12/2019	11/19	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	1119099	11/1/2019	12/1/2019	224.00	0.00	224.00
@	11/19 Sweeping Svc								
<i>Check Total:</i>							224.00	0.00	224.00
105492	11/20/2019	11/19	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5160-0000	Cleaning Supplies	M1381780-IN	10/31/2019	10/31/2019	381.34	0.00	381.34
@	111	10/19 Supplies							

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
<i>Check Total:</i>							381.34	0.00	381.34
105493	11/20/2019	11/19	AIRCO1	AIR CONTROL SYSTEMS INC					
742		5410-0000	HVAC Contract Services	INV-16200	10/31/2019	11/30/2019	2,758.00	0.00	2,758.00
@	A12407	07/19-09/19 HVAC Svc							
742		5415-0000	HVAC Repair/Maint	INV-17537	10/31/2019	11/30/2019	426.50	0.00	426.50
@	A12407	Cleared Condensate Drain							
742		5415-0000	HVAC Repair/Maint	INV-17742	10/31/2019	11/30/2019	188.50	0.00	188.50
@	A12407	Adjusted Flow Switch							
742		5415-0000	HVAC Repair/Maint	INV-17930	10/31/2019	11/30/2019	1,228.11	0.00	1,228.11
@	A12407	Replaced Fan Controller							
742		5415-0000	HVAC Repair/Maint	INV-18450	10/31/2019	11/30/2019	188.50	0.00	188.50
@	A12407	Reset Smoke Detector for AC Unit							
<i>Check Total:</i>							4,789.61	0.00	4,789.61
105494	11/20/2019	11/19	CONTRO	CONTROLLED KEY SYSTEMS INC					
742		4800-0000	Tenant Reimbursements	WO-0007864	10/17/2019	11/16/2019	19.61	0.00	19.61
@	Ste 201 Key Copy								
<i>Check Total:</i>							19.61	0.00	19.61
105495	11/20/2019	11/19	COXCOM	COX COMMUNICATIONS					
742		5410-0000	HVAC Contract Services	11901-111719	11/6/2019	11/6/2019	95.00	0.00	95.00
@	0017601048511901	11/05/19-12/04/19 DSL for EMS							
<i>Check Total:</i>							95.00	0.00	95.00
105496	11/20/2019	11/19	SPLEN1	SPLENDID EVENTS INC					
742		7305-0000	Advertising & Promotion	589	11/18/2019	12/18/2019	1,575.00	0.00	1,575.00
@	Holiday Decor	Install/Rmvl							
<i>Check Total:</i>							1,575.00	0.00	1,575.00
105497	11/25/2019	11/19	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5130-0000	Cleaning Contract-Janitor	M1382573-IN	11/19/2019	11/19/2019	3,661.99	0.00	3,661.99
@	111	11/19 Janitorial Svcs							
742		5150-0000	Add'l Cleaning-DayPorter	M1383218-IN	11/19/2019	11/19/2019	135.00	0.00	135.00
@	111	Emergency Clean Up							

Attachment: Check Register for October, November, and December 2019 (2048 : Civic Center Second

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
<i>Check Total:</i>							3,796.99	0.00	3,796.99
105498	11/25/2019	11/19	ATTCOR	ATT CORP					
742		5504-0000	Property Telephone	000013912281	11/15/2019	12/15/2019	124.05	0.00	124.05
@	9391060982	10/15/19-11/14/19 BAN 9391060982							
<i>Check Total:</i>							124.05	0.00	124.05
105499	11/25/2019	11/19	JAGLAS	ARTHUR D YORBA dba					
742		5445-0000	Waterproofing & Roofing	25016	11/20/2019	12/20/2019	630.00	0.00	630.00
@		Waterproofed Windows 3rd floor							
<i>Check Total:</i>							630.00	0.00	630.00
105500	11/25/2019	11/19	LIVIN1	DONALD GILBERT dba					
742		5562-0000	Landscaping-Interior	T83230	11/20/2019	12/20/2019	329.00	0.00	329.00
@		12/19 Int Plant Svc							
<i>Check Total:</i>							329.00	0.00	329.00
105501	11/25/2019	11/19	NOTHI2	M I D INC					
742		7305-0000	Advertising & Promotion	742-112119	11/21/2019	11/21/2019	594.25	0.00	594.25
@		Tenant Appreciation							
<i>Check Total:</i>							594.25	0.00	594.25
105502	11/25/2019	11/19	PARAG1	SAN DIEGO SERVICES LLC dba					
742		5495-0000	Onsite Maint Personnel	171488 C	10/31/2019	11/30/2019	474.41	0.00	474.41
@		Bldg Engineer Svc 10/16/19-10/31/19							
<i>Check Total:</i>							474.41	0.00	474.41
105503	11/25/2019	11/19	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742		7333-0000	Repairs & Maint- Indirect	R-00156287	11/10/2019	12/10/2019	327.33	0.00	327.33
@		11/19 Sys Maint							
742		5121-0000	Security-Fire Alarms	R-00156287	11/10/2019	12/10/2019	100.00	0.00	100.00
@		11/19 Sys Maint							
<i>Check Total:</i>							427.33	0.00	427.33
105504	11/25/2019	11/19	STODD1	STODDARDS RESTORATION SERVICES INC					

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount	Amount
Dept	Reference	Description							
742		5491-0000	Misc Repair/Maint	121374	11/15/2019	12/15/2019	2,225.00	0.00	2,225.00
@	10/19-12/19	Wood	Main C/A						
742		7333-0000	Repairs & Maint- Indirect	121375	11/15/2019	12/15/2019	2,225.00	0.00	2,225.00
@	10/19-12/19	Wood	Main City Space						
<i>Check Total:</i>							<i>4,450.00</i>	<i>0.00</i>	<i>4,450.00</i>
<i>CITY OF LAGUNA HILLS Total:</i>							<i>42,884.64</i>	<i>0.00</i>	<i>42,884.64</i>
<i>Grand Total:</i>							<i>42,884.64</i>	<i>0.00</i>	<i>42,884.64</i>

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Check # Entity Dept	Check Date P.O. Number Reference	Check Pd Account Number Description	Vendor ID Vendor Name Account Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
105505 742 @	12/4/2019 320358	12/19 5435-0000 12/19-2/20 Qtrly Elevator Svc	AMTEC2 PACIFIC COAST ELEVATOR INC dba Elevator Contract Service	DVB06326C19	11/20/2019	11/20/2019	1,623.33	0.00	1,623.33
<i>Check Total:</i>							1,623.33	0.00	1,623.33
105506 742 @ 742 @ 742 @	12/4/2019	12/19 5502-0000 5502-0000 5502-0000	ELTORO EL TORO WATER DISTRICT Water & Sewer Water & Sewer Water & Sewer	49540-111319 49542-111519 49548-111319	11/13/2019 11/15/2019 11/13/2019	12/4/2019 12/4/2019 12/4/2019	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
<i>Check Total:</i>							0.00	0.00	0.00
105507 742 @	12/4/2019 OC Clerk Recorder	12/19 7320-2000 Design Fee	HATTOX HATTOX DESIGN GROUP LLC Other Prof- Land Planning	1911101	11/21/2019	12/21/2019	95.00	0.00	95.00
<i>Check Total:</i>							95.00	0.00	95.00
105508 742 @	12/4/2019 33013	12/19 5150-0000 12/19 Dayporter Svc	MERCH1 MERCHANTS BUILDING MAINTENANCE LLC Add'l Cleaning-DayPorter	552757	12/1/2019	12/1/2019	3,279.20	0.00	3,279.20
<i>Check Total:</i>							3,279.20	0.00	3,279.20
105509 742 @	12/4/2019 11/19 Pest Control	12/19 5490-0000 11/19 Pest Control	SKYLIN CTJAMJT CORPORATION dba Pest Control	142219	11/24/2019	12/24/2019	75.00	0.00	75.00
<i>Check Total:</i>							75.00	0.00	75.00
105510 742 @	12/4/2019 Ste 320 Signage	12/19 4800-0000	STONEI PAUL RIHA dba Tenant Reimbursements	25067	9/30/2019	10/30/2019	199.34	0.00	199.34
<i>Check Total:</i>							199.34	0.00	199.34
105511 742	12/10/2019	12/19 5499-0000	SCE SOUTHERN CALIFORNIA EDISON Electricity-General	06934-112219	11/22/2019	12/11/2019	2,439.98	0.00	2,439.98

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Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
@	2270506934	10/22/19-11/21/19 Mtr 259000-050224							
742		5499-0000 Electricity-General	97749-112519	11/25/2019	12/16/2019		3,743.22	0.00	3,743.22
@	2265197749	10/23/19-11/22/19 Mtr 259000-050223							
Check Total:							6,183.20	0.00	6,183.20
105512	12/12/2019	12/19	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000 Mgmt Fee-Agent	742-1219MF	12/1/2019	12/1/2019		3,915.00	0.00	3,915.00
@	12/19 Mgmt Fee								
Check Total:							3,915.00	0.00	3,915.00
105513	12/12/2019	12/19	ELTORO	EL TORO WATER DISTRICT					
742		5502-0000 Water & Sewer	49542-111519	11/15/2019	12/4/2019		67.44	0.00	67.44
@	169922449542	10/10/19-11/10/19 Mtr 00036069							
742		5502-0000 Water & Sewer	49540-111319	11/13/2019	12/4/2019		677.18	0.00	677.18
@	169922449540	10/10/19-11/13/19 Mtr 08956098							
742		5502-0000 Water & Sewer	49548-111319	11/13/2019	12/4/2019		353.92	0.00	353.92
@	169922449548	10/10/19-11/13/19 Mtr 08188857							
Check Total:							1,098.54	0.00	1,098.54
105514	12/26/2019	12/19	ATTCOR	ATT CORP					
742		5504-0000 Property Telephone	000014051094	12/15/2019	1/14/2020		123.57	0.00	123.57
@	9391060982	11/15/19-12/14/19 BAN 9391060982							
Check Total:							123.57	0.00	123.57
105515	12/26/2019	12/19	COXCOM	COX COMMUNICATIONS					
742		5410-0000 HVAC Contract Services	11901121519	12/5/2019	12/5/2019		95.00	0.00	95.00
@	0017601048511901	12/05/19-01/04/20 DSL for EMS							
Check Total:							95.00	0.00	95.00
105516	12/26/2019	12/19	PETTY7	PETTY CASH LADERA					
742		5160-0000 Cleaning Supplies	11/19-PETTY	12/13/2019	1/12/2020		19.90	0.00	19.90
@	Cleaning Supplies								
742		5160-0000 Cleaning Supplies	11/19-PETTY	12/13/2019	1/12/2020		4.88	0.00	4.88
@	Cleaning Supplies								
742		5491-0000 Misc Repair/Maint	11/19-PETTY	12/13/2019	1/12/2020		8.25	0.00	8.25
@	Generator Gas Cap								

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
<i>Check Total:</i>							33.03	0.00	33.03
105517	12/26/2019	12/19	THEGAS	THE GAS COMPANY					
742		5500-0000	Gas	71474-120419	12/4/2019	12/26/2019	92.92	0.00	92.92
@	14430971474	10/30/19-12/02/19 Mtr 13001720							
<i>Check Total:</i>							92.92	0.00	92.92
105518	12/24/2019	12/19	ABLEBU	CROWN BLDG MAINTENANCE CO INC dba					
742		5130-0000	Cleaning Contract-Janitor	M1388683-IN	12/20/2019	12/20/2019	3,661.99	0.00	3,661.99
@	111	12/19 Janitorial Svc							
742		5160-0000	Cleaning Supplies	M1387841-IN	11/30/2019	11/30/2019	478.77	0.00	478.77
@	111	11/19 Supplies							
<i>Check Total:</i>							4,140.76	0.00	4,140.76
105519	12/24/2019	12/19	AIRCO1	AIR CONTROL SYSTEMS INC					
742		5415-0000	HVAC Repair/Maint	INV-19275	11/30/2019	12/30/2019	1,840.04	0.00	1,840.04
@	A12407	Ste 230 Replaced Flow Switch							
742		5415-0000	HVAC Repair/Maint	INV-19630	12/17/2019	1/16/2020	1,315.50	0.00	1,315.50
@	A12407	Installed Move N Cool unit							
<i>Check Total:</i>							3,155.54	0.00	3,155.54
105520	12/24/2019	12/19	LIVIN1	DONALD GILBERT dba					
742		5562-0000	Landscaping-Interior	T83319	12/10/2019	1/9/2020	123.64	0.00	123.64
@	5 Bromeliad Flowers								
<i>Check Total:</i>							123.64	0.00	123.64
105521	12/24/2019	12/19	PARAG1	SAN DIEGO SERVICES LLC dba					
742		5495-0000	Onsite Maint Personnel	171775 C	11/30/2019	12/30/2019	956.86	0.00	956.86
@	11/19 Bldg Engineer Svc								
742		5495-0000	Onsite Maint Personnel	171801A	12/9/2019	1/8/2020	16.55	0.00	16.55
@	Engineer Additional Svc								
<i>Check Total:</i>							973.41	0.00	973.41
105522	12/24/2019	12/19	REGENC	REGENCY ENTERPRISES INC dba					
742		5465-0000	Electrical Repair/Maint	4568010	11/19/2019	12/19/2019	127.63	0.00	127.63
@	1187015	Interior Light Bulbs							

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Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Due Date	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date		Amount	Amount	Amount
Dept	Reference	Description							
<i>Check Total:</i>							127.63	0.00	127.63
105523	12/24/2019	12/19	SKYLIN	CTJAMJT CORPORATION dba					
742		5490-0000	Pest Control	144958	12/3/2019	1/2/2020	75.00	0.00	75.00
@	12/19 Pest Control								
742		5490-0000	Pest Control	145186	12/3/2019	1/2/2020	260.00	0.00	260.00
@	12/19 Pest Control								
<i>Check Total:</i>							335.00	0.00	335.00
105524	12/24/2019	12/19	SOUT39	JEFF ALEXANDER dba					
742		5565-0000	Fountain Maintenance	371-33	12/1/2019	12/31/2019	150.00	0.00	150.00
@	12/19 Fountain Svc								
<i>Check Total:</i>							150.00	0.00	150.00
105525	12/24/2019	12/19	SSDSYS	SECURITY SIGNAL DEVICES INC dba					
742		5121-0000	Security-Fire Alarms	R-00164931	12/10/2019	12/10/2019	100.00	0.00	100.00
@	348817	01/20 Sys Maint							
742		7333-0000	Repairs & Maint- Indirect	R-00164931	12/10/2019	12/10/2019	327.33	0.00	327.33
@	348817	01/20 Sys Maint							
<i>Check Total:</i>							427.33	0.00	427.33
105526	12/24/2019	12/19	TSCMCO	TSCM CORPORATION					
742		5525-0000	Pkg Lot-Sweeping	1219099	12/1/2019	12/31/2019	224.00	0.00	224.00
@	12/19 Sweeping Svc								
<i>Check Total:</i>							224.00	0.00	224.00
105527	12/25/2019	12/19	ESSEX	ESSEX REALTY MANAGEMENT INC					
742		5305-0000	Mgmt Fee-Agent	742-1119MFR	11/30/2019	11/30/2019	2,202.07	0.00	2,202.07
@	11/19 Mgmt Fee Rec								
<i>Check Total:</i>							2,202.07	0.00	2,202.07
OL122619	12/26/2019	12/19	SCE	SOUTHERN CALIFORNIA EDISON					
742		5499-0000	Electricity-General	06934-122319	12/23/2019	1/13/2020	2,288.99	0.00	2,288.99
@	2270506934	11/21/19-12/21/19 Mtr 259000-050224							

Attachment: Check Register for October, November, and December 2019 (2048 : Civic Center Second

Database: ESSEXREALTY
 ENTITY: 742

Check Register
 Essex Realty SaaS DB
 CITY OF LAGUNA HILLS

Page: 5
 Date: 1/8/2020
 Time: 01:33 PM

12/19 Through 12/19

Check #	Check Date	Check Pd	Vendor ID	Vendor Name	Invoice	Invoice	Discount	Check
Entity	P.O. Number	Account Number	Account Name	Invoice Number	Date	Due Date	Amount	Amount
Dept	Reference	Description						

Check Total: 2,288.99 0.00 2,288.99

CITY OF LAGUNA HILLS Total: 30,961.50 0.00 30,961.50

Grand Total: 30,961.50 0.00 30,961.50



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Kenneth H. Rosenfield P.E.
Assistant City Manager/Director of Public Services
ISSUE: Progress Payment No. 3, for Citywide Pavement Rehabilitation Project,
CIP No. 101-K

RECOMMENDATION: That the City Council approve Progress Payment No. 3, in the net amount of \$445,911.67, to R.J. Noble Company for the Citywide Pavement Rehabilitation Project, CIP No. 101-K.

SUMMARY:

Work on the Citywide Pavement Rehabilitation Project, CIP No. 101-K, began on October 21, 2019, and is being performed by R.J. Noble Company. Work performed in January included clearing and grubbing and asphalt concrete overlay, with and without fabric. Remaining work for project completion includes striping, traffic loops and raising manhole and water valve covers to grade. The contractor has submitted the third progress payment request for approval.

BACKGROUND:

A routine monthly action for capital improvement projects is the submission, review, and approval of the contractor's invoice. Procedurally, field staff verifies the contractor's quantities and matches them with the submitted invoice. The unit prices and total costs of the project are confirmed by the office staff and a progress payment is then processed. A five-percent (5%) retention is withheld from each payment to assure final performance of the work. The contractor for this project, R.J. Noble Company, has submitted the third progress payment for the subject project as follows:

Progress Payment No. 3, for Citywide Pavement Rehabilitation Project, CIP No. 101-K
 February 11, 2020
 Page 2

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	\$ AMOUNT
1	Clearing and Grubbing	0.24	LS	\$175,000.00	\$42,000.00
2	Water Quality Management	0.24	LS	\$8,500.00	\$2,040.00
5	0.125' AC Overlay	4,035.62	TN	\$77.50	\$312,760.55
6	0.125' AC Overlay with Paving Fabric	1,279.32	TN	\$88.00	\$112,580.16

TOTAL TO DATE	\$2,004,201.13	
LESS PRIOR BILLING	\$1,534,820.42	
TOTAL THIS PERIOD	\$469,380.71	\$469,380.71
LESS 5% RETENTION		\$(23,469.04)
DUE		\$445,911.67

FISCAL IMPACT:

The progress payment is within the Capital Improvement Program Budget for the Citywide Pavement Rehabilitation Project, CIP No. 101-K.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Kenneth H. Rosenfield P.E.
Assistant City Manager/Director of Public Services
ISSUE: Authorization to Advertise for Bids for Annual Weed Abatement Services

RECOMMENDATION: That the City Council approve the plans and specifications and authorize the advertisement for bids for Annual Weed Abatement Services.

SUMMARY:

On an annual basis, the City employs the services of a weed abatement contractor to perform the removal of fire hazards and debris from City open spaces and private properties, as needed, for public safety purposes. The previous Weed Abatement Contract has expired and it is time to advertise for new Weed Abatement Services. Plans and Specifications for this work have been prepared and are on file with the office of the City Clerk and are present at the dais. Approval of the Weed Abatement Services Plans and Specifications and authorization to advertise the work for bids is recommended.

BACKGROUND:

The City employs the services of a weed abatement contractor for our annual work to reduce fire hazards and remove debris from City open spaces and, if needed, private properties, following provisions of the State Government Code, to protect public safety. The most recent Weed Abatement Contract has expired and it is now time to advertise the work for bids prior to the initiation of the weed abatement program this coming spring.

Weed abatement is scheduled to be performed on approximately 81 acres of City owned properties. Additionally, subject to funding availability, approximately 10 more

Advertise for Bids for Annual Weed Abatement Services

February 11, 2020

Page 2

acres of City owned property may be added to the weed abatement services. Staff has prepared the Plans and Specifications for the Annual Weed Abatement Services. The Plans and Specifications are on file in the office of the City Clerk and are present on the dais for this meeting. The specifications include a Contractor Services Agreement for a proposed five-year term.

Approval of the Plans and Specifications and authorization to advertise the Annual Weed Abatement Services for bid is recommended.

CEQA FINDINGS:

Staff has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and determined that this project is categorically exempt from CEQA pursuant to Section 15304 of Title 14, Chapter 3 of the California Code of Regulations (Class 4 – Minor Alterations to Land). This exemption applies to projects involving minor alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees. The proposed project is the authorization for the City to retain a contractor for the annual weed abatement program to remove fire hazards; weeds and debris from properties. Therefore, the project is exempt from the requirements of CEQA.

FISCAL IMPACT:

The Fiscal Year 2019-2020 budget allocation for weed abatement is included in the Public Services Department Operating Budget in the amount of \$50,000. Subject to bid results, the budget may need to be adjusted.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Orange County Task Force on Drowning Prevention Request for Funding Support

RECOMMENDATION: That the City Council approve a sponsorship of \$5,000 to the Orange County Task Force on Drowning Prevention and authorize the City Manager to execute a Sponsorship Agreement.

SUMMARY:

In an effort to reduce drowning fatalities and incidents throughout the County, the Orange County Task Force on Drowning Prevention is continuing its media campaign with an aim at increasing public awareness of drowning incidents and enhancing current drowning prevention education and programs. The Task Force has requested a contribution of \$5,000 from the City to support its efforts.

BACKGROUND:

In August 2015, the Orange County Task Force on Drowning Prevention was formed in response to numerous deaths and injuries related to drowning incidents in Orange County. Primarily, the Task Force is concerned with heightened public awareness pertaining to local drowning incidents and enhancing current drowning prevention education and programs. In 2017, the campaign built upon the success of the 2016 campaign and expanded to include Video Announcements. The Task Force funded Orange County Transportation Authority (OCTA) bus advertisements, video announcements through digital media sources such as CBS, Facebook, Pandora and email which resulted in an estimated 63 million impressions.

Orange County Task Force on Drowning Prevention
February 11, 2020
Page 2

Drowning consistently remains the leading cause of death for those under the age of 18 in Orange County. In 2018, the Orange County Fire Authority (OCFA) reported 107 drowning-related incidents and 46 fatalities. Children less than 4 years old and adults over 50 comprised a significant amount of these incidents. Numerous survivors of non-fatal drowning incidents suffer long-term brain injury or other serious medical complications.

The Orange County Task Force on Drowning Prevention is requesting funding support from agencies throughout Orange County to help secure enough funding to have a successful drowning prevention campaign for the entire swim season of 2020.

FISCAL IMPACT:

The requested donation amount of \$5,000 is currently included in the FY 2019/2020 budget.

ATTACHMENTS:

- Orange County Task Force on Drowning Prevention Request for Funding Support
- Sponsorship Agreement



DROWNING PREVENTION TASK FORCE

RECEIVED

JAN 07 2020

CITY OF LAGUNA HILLS

December 15, 2019

The Honorable Don Sedgwick
City of Laguna Hills
24035 El Toro Road
Laguna Hills, CA 92653

Dear Don Sedgwick,

On behalf of the Orange County Drowning Prevention Task Force (Task Force), we are writing to ask for your support with a donation of \$5,000 from your city. Your contribution will assist the Task Force in sharing information to prevent drowning injuries and death.

In 2018, there were 107 drowning-related incidents in Orange County and 46 fatalities, representing a 7% (100 incidents) increase in incidents and 5% (44 fatalities) increase in fatalities compared to 2017. Children less than four years old and adults over 50 comprise a significant amount of these incidents. In the past, we raised over \$260,000 to target the most vulnerable populations. Collateral materials are developed in English, Vietnamese, and Spanish aimed at parents/caregivers of young children and adults over 50. The Task Force has utilized funds for bus advertisements, posters, digital and print ads, TV and radio spots, and PSAs. The 2019 campaign resulted in nearly 40 million impressions (messages received regarding drowning prevention).

Drowning injuries and deaths are preventable. In 2016, the Task Force funded focus groups to develop consistent messaging. That messaging was shared across the county with local agencies, swim schools, health providers, and non-profits that were united in preventing drownings. This messaging continues to be utilized to reduce drowning incidents.

It is our goal to have every city in Orange County participate with us in this important effort. During previous fundraising efforts, Irvine and the Orange County Fire Authority each donated \$25,000. The City of Buena Park donated \$10,000, and other cities donated \$5,000.

We need your help to secure enough funding to have a successful drowning prevention campaign for the entire swim season of 2020. Please join us and become a partner by making a contribution.

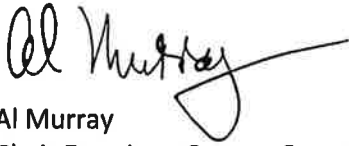
This partnership will allow you to be an active participant in the drowning prevention work of the Task Force, including helping guide the 2020 campaign and outreach efforts. In addition to the countywide bus, digital, and print ads that your contribution would fund, as a campaign partner, the Task Force is available to support your drowning prevention efforts at a local level in the following ways:

- Co-host a *Water Safety Challenge Day* in your city next summer. Three events took place in 2019. With your help, we hope to increase that number in 2020.
- Offer access to a speakers bureau for events in your city including Olympic Athletes, first responder and physician educators, and parents of drowning victims.
- Provide physical materials such as Water Watcher Tags, Water Safety Checklists for homeowners, CPR guides, and informational brochures including primer on California's Swimming Pool Safety Act.
- Share digital resources, such as PSAs, newsletter articles, and ready-made social media posts and banners to promote water safety through your print and social media platforms.
- Invite you to participate in the county wide collaboration sessions (general Task Force membership meetings). You will learn how best to prevent drownings in your city, share resources on drowning prevention, and stay connected with the water safety community.

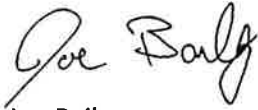
To make a contribution please contact Jessica Castaneda, Orange County Health Care Agency Contract Services at JCastaneda@ochca.com or (714) 834-3115.

Thank you in advance for your generosity and your contribution. We look forward to updating you on our progress. Together, we will make a difference and save lives.

Sincerely,



Al Murray
Chair Emeritus, Orange County Task Force on Drowning Prevention
Former Mayor, City of Tustin
Tustin Chamber of Commerce Executive Director
OCFA Board of Directors



Joe Bailey
Chair, Orange County Task Force on Drowning Prevention
Marine Safety Chief, City of Seal Beach



Julie M. Lopiccolo, Esq.
Vice Chair, Orange County Task Force on Drowning Prevention
President of Jasper Ray Foundation



SPONSORSHIP AGREEMENT

This **SPONSORSHIP AGREEMENT** (“Agreement”) is entered into by and between the COUNTY OF ORANGE (COUNTY) and the City of Laguna Hills (“SPONSOR”). COUNTY and SPONSOR may be referred to individually as “Party”, or collectively as “Parties.” This Agreement shall be administered by the County of Orange Health Care Agency (HCA).

I. ACKNOWLEDGEMENTS

- A. HCA is the designated lead agency and fiscal agent for the Orange County Drowning Prevention Task Force (Task Force), which is developing and coordinating collaborative drowning prevention activities including development and execution of a county-wide campaign.
- B. SPONSOR desires to contribute funding to support the prevention activities of the Task Force.
- C. HCA desires to accept funding from SPONSOR to help offset a portion of the costs incurred by HCA for supporting the activities of the Task Force.

II. SPONSOR RESPONSIBILITIES

- A. SPONSOR agrees to contribute the amount of \$ 5,000 to HCA to help offset the direct cost of the prevention activities upon execution of this Agreement.

III. HCA RESPONSIBILITIES

- A. HCA agrees to accept the funds contributed by SPONSOR to support the activities of the Task Force, so long as the total contribution from all sponsors does not exceed the actual direct cost to HCA.

IV. NOTICES

Unless otherwise specified, all notices and contributions shall be addressed as follows:

COUNTY:	County of Orange Health Care Agency Public Health Services Division 405 W. 5 th Street, 7 th Floor Santa Ana, CA 92705 Phone: (714) 834-6013
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SPONSOR:

City of Laguna Hills
 24035 El Toro Road
 Laguna Hills, CA 92653

Phone: 949-707-2620

Email: Mau-Yeung@lagunahillsca.gov

V. TERM AND TERMINATION

The term of this Agreement shall commence upon execution of the Agreement by all Parties.

IN WITNESS, COUNTY and SPONSOR have executed this Agreement in the County of Orange, State of California.

By: _____

Richard Sanchez
 Director
 County of Orange
 Health Care Agency

By: _____

Don White
 City Manager
 City of Laguna Hills

Dated: _____

Dated: _____



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Revision to the City's Record Retention/Disposition Schedule

RECOMMENDATION: That the City Council adopt a Resolution entitled: "A Resolution of the City Council of the City of Laguna Hills, California, adopting an amended and restated Records Retention Schedule and rescinding Resolution No. 2014-10-28-1."

SUMMARY:

City Council Resolution No. 95-12-12-2 established the Records Management Program and adopted the Records Retention/Disposition Schedule. The Record Retention/Disposition Schedule should be periodically reviewed and amendments adopted, as appropriate. The Record Retention/Disposition Schedule has recently been reviewed by Department Heads, City staff, and the City Attorney's office and the attached redlined and final versions of the Records Retention Schedule sets forth recommended changes.

BACKGROUND:

On December 12, 1995, the City Council adopted Resolution No. 95-12-12-2 establishing the Records Management Program and adopting the Record Retention/Disposition Schedule. The purpose of a Records Management Program is to ensure that City records of continuing administrative, legal, fiscal, historical, and research value are preserved readily accessible and that records no longer of use to the City are properly stored or destroyed based on State statutes governing public records. The benefits from a successful Records Management Program include uniformity of records, low cost of retention, quick retrieval, legal destruction, and selected preservation. The City-wide Records Management Program has been implemented using a written Procedure

Record Retention/Disposition Schedule Revisions

February 11, 2020

Page 2

Manual, a database to track file folders, and an imaging program. With these tools, the benefits described have been attained.

Periodically, the Records Retention/Disposition Schedule needs to be updated. A review of the Records Retention/Disposition Schedule was recently undertaken involving Department Heads, City staff and the City Attorney's office. New functions or functions where the retention has been changed and approved by the City Attorney's office are highlighted in yellow. This item was brought to the City Council for consideration at the January 28, 2020, meeting and was tabled at the request of the Council to allow for additional time for review.

The attached redlined and final versions of the Records Retention Schedule reflect the proposed changes recommended as a result of the recent review. It is recommended that the City Council adopt the Resolution adopting an amended and restated Records Retention Schedule.

ATTACHMENTS:

- Amended Records Retention Schedule - REDLINED
- Proposed Resolution
- Exhibit A - Amended and Restated Records Retention Schedule

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	COPIES or DUPLICATES of documents for which a department is not the office of primary responsibility	DR	-	DR	GC § 34090.7 It is the policy of the City of Laguna Hills that duplicates and copies distributed to various departments for informational purposes may be destroyed by the departments whenever they are no longer required for reference purposes.
DEPT	Audio/Video Recordings of City Council and Planning Agency Meetings	P	-	P	GC § 34090 Minutes are the official record; digital recordings are kept as a permanent record on the City's website.
DEPT	Audio/Video Recordings of Commission Meetings	P	-	P	GC § 34090 Minutes are the official record; digital recordings are kept as a permanent record on the City's website.
DEPT	Notes taken at City Council and Commission Meetings to facilitate preparation of the Minutes	6 MO	-	6 MO	GC § 34090 Minutes are the official record; retain notes for a minimum of 6 months.
CC	Confidential Documents	-			GC § 34090 Imaged when filed; hard copy not retained after imaging. -(I/D) Confidential documents can consist of information provided to (or from the City) to the City Attorney and/or his designee. These include legal opinions, confidential memorandum, and confidential reports.
DEPT	Original Agenda Reports, Affidavits of Posting and Publication, and Legal Notices for City Council and Commission Meetings	2			GC § 34090 Hard copy retained in appropriate subject file for required retention period.
Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services					
Revised 4/28/2014 January 2020					

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	Administration Headings (0000-05) in the Functional Filing System have the following retention, unless specifically listed elsewhere in the Retention Schedule	2	1	3	GC § 34090
DEPT	Hand written notations, including telephone message books and calendars, retained but not used to produce a final product (Filed in 0110-05)	2	1	3	GC § 34090
EN	Engineering Original Plans/Maps	P	-	P	GC § 34090
	ELECTRONIC RECORDS				
DEPT	E-Mail	90 days 2 years	90 days 2 years	90 days 2 years	GC § 34090
DEPT	Website management	S	-	S	GC § 34090
IT	Program Files and Directories (network)	S	-	S	GC § 34090

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Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required T=Termination Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		Revised 4/9/28/2014 January 2020
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96-51460789.1

Office of Record	Record Title	Retention			Explanation/Comments
		Active	Inactive	Total Retention	
IT	Backup Tapes – City-Hall Back up	AC			Backed-up nightly, monthly, quarterly, and yearly and kept on a rotating basis in fireproof vault
	Backup Tapes – Imaged Database	AC			Backed-up nightly, and 2 nd copy sent off-site when tape is full. Copy sent off-site quarterly.
	Backup Tapes – Records Mgmt Database	AC			
	Backup Tapes – Enetrov	AC			
DEPT	Program files and directories (network)	S		S	All Departments should review their program files and directories on a regular and routine basis to ensure that the City's network does not act as a repository for City records. After annual records destruction, all Departments should delete any electronic information destroyed in accordance with this Records Retention Schedule.

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Retention Requirement Legend: AC=Active DOB=Date of Birth E=Election I/P=Imaged Permanent S=Supersede T=Termination DEPT – Any Department having original records for the series; EN – Engineering/Public Works; FI – Finance; IT – Information Technology; PS – Community Services; PS – Police Services	AD=Adoption I/P=Imaged Permanent S=Supersede AS – Administrative Services; CC – City Clerk; CD – Community Development; CM – City Manager; PS – Community Services; PS – Police Services	AU=Audit L=Life T=Termination EN – Engineering/Public Works; FI – Finance; IT – Information Technology; PS – Community Services; PS – Police Services	CL=Closed/Completion MO=Months DR=Destroy When No Longer Required CC – City Clerk; CD – Community Development; CM – City Manager; PS – Community Services; PS – Police Services	CU=Current Year P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required CC – City Clerk; CD – Community Development; CM – City Manager; PS – Community Services; PS – Police Services	Revised 4/10/28/2014 January 2020
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946-51460789.1

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	The Following retention pertains to original records, except where otherwise noted:				
	ADMINISTRATION				
	General Administration				
DEPT	0100-05 General Administration	2	1	3	GC § 34090
DEPT	0100-10 Administrative Meetings	2	1	3	GC § 34090
CM	0100-30 Goals and Objectives (City Wide/ Includes Action Plan)	S			Hard copy retained until superseded; permanent for historical value; hard copy not retained after imaging. <u>-(IID)</u>
DEPT	0100-30 Goals and Objectives, Departmental	CU	2	CU+2	While current, must be retained at least 2 years prior to destruction
DEPT	0100-50 Administrative Surveys/Questionnaires	2	1	3	Consists of citizen surveys.
DEPT	0100-65 Volunteers	T	2	T+2	Until terminated, plus 2 years. Consists of contact information for volunteers.
DEPT	0100-70 Policies and Procedures (City Wide)	S			Until superseded; permanent for historical value; hard copy not retained after imaging. <u>-(IID)</u>
DEPT	0100-70 Policies and Procedures (Departmental)	S	5	S+5	Until superseded plus 5 years.

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained I=IID Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		Revised 4/9/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CM	0100-80 City Manager's Year-end Report	2	P	P	GC § 34090
	Reference				Permanent for historical value. (P)
DEPT	0105-05 Reference Administration	2	1	3	GC § 34090
DEPT	0105-10 Chronological Correspondence	DR	-	DR	GC § 34090.7
DEPT	0105-20 Reference Publications	DR	-	DR	GC § 34090.7
	Departments				Destroy when no longer relevant; these are either duplicate City records or other agency publications. (1/LESS)
DEPT	0110-05 Departmental Administration	2	1	3	GC § 34090
DEPT	0110-40 Departmental Reports	2	1	3	GC § 34090
DEPT	0110-50 Compliments, General	2	1	3	GC § 34090
DEPT	0110-55 Complaints and Inquiries, General	2			Imaged, hard copy not retained after imaging. (I/D)
DEPT	0110-60 Staffing	2	1	3	GC § 34090
DEPT	0110-65 Staff Meetings	2	1	3	GC § 34090

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year		Revised
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		40/28/2044
I=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required		January
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;		2020
DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;		
PS - Community Services; PS - Police Services		

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0110-75 Work/Vacation Schedules	2	1	3	GC § 34090

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Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year		Revised	
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		4/0/28/2014	
DE= (I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required		January	
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;		2020	
DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;			
PS - Community Services; PS - Police Services			

896-51460789.1

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	0120-00 Boards/Commissions/Committees 0120-05 Boards/Commissions/Committees 0120-10 Planning 0120-20 Parks and Recreation Commission 0120-30 Traffic Commission 0120-40 Committees, General				
DEPT	Agendas	2	1	3	GC § 34090
CC	Appointment Applications, Unsuccessful	2	1	3	GC § 34090
CC	Appointment Applications, Current	P	P	I/P	Imaged; Recommend retain permanently for historical value. (I/P)
DEPT	Correspondence/Memos, General	2	1	3	GC § 34090
CC	Former Commissioner Documentation	CL+1	P	I/P	Completion of term plus one year; imaged; recommend retain permanently for historical value. (I/P)
DEPT	Goals and Objectives	2	1	3	GC § 34090
DEPT	Handbooks	S			Until superseded; permanent for historical value; imaged; hard copy not retained after imaging. (I/D)

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Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent; Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained I=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		Revised 10/28/2014 January 2020
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896-51460789.1

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	Minutes	2	P	I/P	GC § 34090 Imaged; originals may not be destroyed. (I/P)
CC	Oaths of Office	CL	P	I/P	GC § 34090 Completion of term; recommend retain permanently for historical value. (I/P)
DEPT	Packets	2	1	3	GC § 34090
DEPT	Requests to Speak	2	1	3	GC § 34090
CC	Resolutions	2	P	I/P	GC § 34090 Imaged; originals may not be destroyed. (I/P)
CC	Rosters/Directories	S			GC § 34090 Until superseded; permanent for historical value; hard copy not retained after imaging. (I/D)
DEPT	Staff Reports (Agenda Reports and Documents presented during meetings)	2			GC § 34090 Imaged, hard copy not retained after imaging. (I/D)
	Organizations - Local				
DEPT	0130-05 Organizations-Local Administration	2	1	3	GC § 34090
DEPT	0130-10 Civic Groups	2	1	3	GC § 34090

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained □=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0130-20 Church Groups	2	1	3	GC § 34090
DEPT	0130-40 Historic Society	2	1	3	GC § 34090
DEPT	0130-50 Homeowner Associations	2	1	3	GC § 34090
DEPT	0130-60 Non-Profit Groups	2	1	3	GC § 34090
DEPT	0130-70 Service Clubs/Groups	2	1	3	GC § 34090
DEPT	0130-75 Youth Groups	2	1	3	GC § 34090
	Organizations - At Large				
DEPT	0140-05 Organizations-At Large Administration	2	1	3	GC § 34090
CM	0140-10 League of California Cities	2	1	3	GC § 34090
CM	0140-15 Orange County LOCC	2	1	3	GC § 34090
CM	0140-16 Association of California Cities – Orange County	2	1	3	GC § 34090
CM	0140-20 National League of Cities	2	1	3	GC § 34090
DEPT	0140-30 Professional Groups	2	1	3	GC § 34090
DEPT	0140-45 Airport Groups	2	1	3	GC § 34090
Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained E=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services					
					Revised 4/0/28/2014 January 2020

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0140-50 California Contract Cities	2	1	3	GC § 34090
CM	0140-60 Sister Cities	2	1	3	GC § 34090
DEPT	0140-70 Other	2	1	3	GC § 34090
	Governmental Agencies				
DEPT	0150-05 Governmental Agencies Administration	2	1	3	GC § 34090
DEPT	0150-10 Cities, Other	2	1	3	GC § 34090
DEPT	0150-20 Orange County Agencies	2	1	3	GC § 34090
DEPT	0150-30 State Agencies	2	1	3	GC § 34090
DEPT	0150-40 Federal Agencies	2	1	3	GC § 34090
CM	0150-40 El Toro Marine Corps Air Station (ETRAP)	4	5	9	GC § 34090
DEPT	0150-50 Metropolitan Water District	2	1	3	GC § 34090
DEPT	0150-55 Southern California Association of Governments (SCAG)	2	1	3	GC § 34090
DEPT	0150-65 Saddleback Valley Unified	2	1	3	GC § 34090

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year		Revised
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		4/9/28/2014
DR=Destroy When No Longer Required		January
DR=Destroy When No Longer Required		2020
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0150-72 Moulton Niguel Water District	2	1	3	GC § 34090
DEPT	0150-73 El Toro Water District	2	1	3	GC § 34090
DEPT	0150-75 Lossan Rail Corridor Agency	2	1	3	GC § 34090
DEPT	0150-80 Sanitation Districts	2	1	3	GC § 34090
DEPT	0150-95 Transportation Corridor Agency	2	1	3	GC § 34090
	Public Relations and Information				
DEPT	0160-05 Public Relations and Information Administration	2	1	3	GC § 34090
DEPT	0160-10 Holiday Decorations	2	1	3	GC § 34090
DEPT	0160-15 Awards/Donations	2	P	I/P	Imaged; permanent for historical value. (I/P)
DEPT	0160-20 Biographies	2	P	I/P	Imaged; permanent for historical value. (I/P)
DEPT	0160-25 Brochures/Publications, City	2	P	I/P	Imaged; permanent for historical value. (I/P)

Retention Requirement Legend: AC=Active AD=Adoption E=Election I/P=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination DOB=Date of Birth L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		CU=Current Year Revised 4/9/28/2044 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0160-30 City Emblems (Including City Seal)	2	P	I/P	GC § 34090 Imaged; permanent for historical value. (I/P)
DEPT	0160-35 Flags	2	P	P	GC § 34090 Permanent for historical value. (P)
DEPT	0160-40 News Clippings	2	1	3	GC § 34090
AS	0160-45 Newsletters	-	P	I/P	Imaged when filed; permanent for historical value. (I/P)
DEPT	0160-50 Photographs	2	P	P	GC § 34090 Photographs to be retained permanently for historical value. (P)
DEPT	0160-55 Press Releases (Chronological)	2	1	3	GC § 34090 Most press releases are filed and retained by function.
DEPT	0160-60 Public Ceremonies/Events	2	P	I/P	GC § 34090 Imaged, permanent for historical value. (I/P)
DEPT	0160-65 Public Information Reports/Requests	2	1	3	GC § 34090 Some data also retained electronically in EnerGov.
DEPT	0160-70 Social Networking/Twitter/Facebook	2	1	3	GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0160-75 Speeches	2	P	I/P	GC § 34090 Imaged; permanent for historical value, (I/P)
AS	0160-80 City Address List	P	-	P	GC § 34090 Permanent, active, (P)
CC	0160-90 Customer Service	2	P	P	GC § 34090 Permanent for historical value, (P)
	Records Management				
DEPT	0170-05 Records Management Administration	2	1	3	GC § 34090
CM	0170-20 Blank Forms (Other)	2DR	1	3DR	GC § 34090 Destroy when no longer relevant (4/LESS)
CM	0170-25 Blank Forms, City	2DR	1	3DR	GC § 34090 Destroy when no longer relevant (4/LESS)
CC	0170-35 Filing System Procedures	S	2	S+2	GC § 34090 Until superseded; must be retained at least 2 years prior to destruction.
CC	0170-45 Records Center Transfer Lists	2			GC § 34090 Imaged, Hard copy not retained after imaging, (I/D)
CC	0170-50 Records Destruction Lists (Authorization)	DR	-	DR	GC § 34090.7 Destroy when no longer relevant. These are copies; originals are attached as exhibits to the Resolutions authorizing destruction, (1/LESS)
CC	0170-60 Imaging Log	2			GC § 34090 Hard copy not retained after imaging, (I/D)

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DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained
I=I/D Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;
PS - Community Services; PS - Police Services

Revised 4/28/2014
January 2020

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0170-70 Retention Schedules	S	-	S	GC § 34090.7
	Risk Management				
DEPT	0180-05 Risk Management Administration	2	1	3	GC § 34090
AS	0180-10 Accident/Injury Reports (other than industrial-related injury reports)	CL	7	CL+7 11/12	GC § 34090
CC	0180-15 Claims Against City	CL	5	CL+5	GC § 34090
CS	0180-12 Recordings of Routine Video Monitoring	1	1	1	GC § 34090
CC	0180-20 Claims on Behalf of City	CL	5	CL+5	GC § 34090
AS	0180-23 Damage to City Property, General	CL	7	CL+7	GC § 34090
AS	0180-35 Disability Insurance	CL	P	P	GC § 34090

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Office of Record	Record Title	Retention				Explanation/Comments
		Active	Inactive	Total Retention	Citation	
AS	0180-37 Disability – Case Files (Confidential)	CL	P	P	GC § 34090	Permanent, hard copy retained (P)
AS	0180-40 Insurance-Liability, General Info	CL	5	CL+5	GC § 34090	Until closed; 5 years after closed
AS	0180-50 Joint Powers Insurance Authority	T			GC § 34090	Until terminated; hard copy not retained after imaging. (IID)
AS	0180-55 Public Official Bonds/Insurance	T			GC § 34090	Until terminated; hard copy not retained after imaging. (IID)
AS	0180-60 Safety and OSHA, General	2			GC § 34090	Imaged, hard copy not retained after imaging. (IID)
AS	0180-65 Unemployment Insurance	CL	P	P	GC § 34090	Permanent; hard copy retained (P)
AS	0180-75 Workers' Compensation-Case Files (Confidential)	CL	P	P	GC § 34090	Permanent, hard copy retained (P)
AS	0180-80 Municipal Mutual Insurance	T			GC § 34090	Until terminated, hard copy not retained after imaging (IID); Obsolete, function no longer used
	Staff Services					
DEPT	0190-05 Staff Services Administration	2	1	3	GC § 34090	
DEPT	0190-30 Computer Services	2	1	3	GC § 34090	

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained (IID) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		Revised 4/9/28/2014 January 2020
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CITY OF LAGUNA HILLS 16 RECORD RETENTION/DISPOSITION

Office of Record	Record Title	Explanation/Comments		
		Active	Inactive	Total Retention
DEPT	0190-40 Mail Services	2	1	3
DEPT	0190-50 Printing and Duplicating	2	1	3
DEPT	0190-60 Videos Retained Permanently	P	-	P
				GC § 34090
				GC § 34090
				GC § 34090
				Retained permanently for historical value.

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996-51460789.1

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	HEALTH, SAFETY, AND WELFARE				
	Animal Care and Control				
DEPT	0200-05 Animal Care and Control Administration	2	1	3	GC § 34090
DEPT	0200-10 Shelter Services	2			Imaged, hard copy not retained after imaging. (I/D)
DEPT	0200-20 Complaints/Investigations	CL	3	CL+3	Until closed; 3 years after closed.
	Consumer Issues				
DEPT	0210-05 Consumer Issues Administration	2	1	3	GC § 34090
AS	0210-10 Consumer Price Indexes	2	3	5	GC § 34090
DEPT	0210-30 Consumer Protection/Advocacy	2	1	3	GC § 34090
	Emergency Services				
PS	0220-05 Emergency Services Administration	2	1	3	GC § 34090
PS	0220-10 Communications	2	1	3	GC § 34090

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Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year		Revised	
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		4/9/28/2014	
I=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required		January	
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		2020	

896-514607891

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
PS	0220-20 Disaster Plan	2CU	 2	 CU+2	GC § 34090
PS	0220-25 Disaster Assistance Programs	S	2	S+2*	GC § 34090
PS	0220-30 Natural Disasters	CU			GC § 34090
EN	0220-40 Mutual Assistance	S	2	S+2*	GC § 34090
PS	0220-45 Training Programs	T	2	T+2	GC § 34090
PS	0220-70 Exercises/Drills	2	1	3	GC § 34090
	Environmental Protection/Conservation				
DEPT	0230-05 Environmental Protection/Conserv. Administration	2	1	3	GC § 34090
DEPT	0230-15 Air Quality	CU	7	CU+7	GC § 34090
DEPT	0230-20 Water Quality	2	1	3	GC § 34090

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Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year	
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained	Revised 4/28/2014
Q=I/D Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required	January 2020
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services	

946-51460789.1

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0230-35 Water Conservation	2	1	3	GC § 34090
DEPT	0230-40 Wildlife Conservation	2	1	3	GC § 34090
DEPT	0230-45 Coastal Protection	2	1	3	GC § 34090
DEPT	0230-50 Hazardous Materials/Waste, General	CU	10	CU+10	40 CFR 122.21
AG	0230-50 Hazardous Materials/Waste, Plans	S	-	S+2	GC § 34090
				*	While current, current plus 10 years. Contains documentation of handling and disposal.
DEPT	0230-60 Litter Control	2	1	3	Until superseded plus 2 years; if City is party to Plan, *Imaged and hard copy not retained after imaging. (I/D)
DEPT	0230-65 Open Space Conservation	2	1	3	
DEPT	0230-70 Noise Control	2	1	3	
	Fire Protection				
DEPT	0240-05 Fire Protection Administration	2	1	3	
CM	0240-10 Fire Authority Formation	2			Imaged, hard copy not retained after imaging. (I/D)
Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; CS - Community Services; PS - Police Services					
Revised 4/9/28/2044 January 2020					

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0240-40 Permits	CL			GC § 34090 Completion; hard copy not retained after imaging. (I/D)
CC	0240-50 Weed Abatement/Control	2	1	3	GC § 34090
DEPT	0240-60 Facilities	2	1	3	GC § 34090

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Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained I=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		Revised 40/28/2014 January 2020
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46-51460789.1

Office of Record	Record Title	Explanation/Comments		
		Active	Inactive	Total Retention

Health Services						
DEPT	0250-05 Health Services Administration	2	1	3	GC § 34090	
DEPT	0250-20 Ambulance/Paramedic Services	2	1	3	GC § 34090	
DEPT	0250-40 Hospitals and Clinics	2	1	3	GC § 34090	
CC	0250-60 Vector Control	2	1	3	GC § 34090	
DEPT	0250-75 Swimming Pool Safety	2	1	3	GC § 34090	
Police Protection/Services						
DEPT	0260-05 Police Protection/Services Administration	26 mos	12 yrs 6 mos	3	GC § 34090	
DEPT	0260-30 Criminal Justice	2	1	3	GC § 34090	
DEPT	0260-35 Traffic Enforcement	2	1	3	GC § 34090	
DEPT	0260-40 Incident Reports/Statistics	DR	-	DR	GC § 34090.7	Destroy when no longer relevant; these are copies, the originals are kept by the Sheriff's Department. (1/LESS)
DEPT	0260-60 Special Programs	2	1	3	GC § 34090	

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806-51460789.1

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	Public Welfare				
DEPT	0270-05 Public Welfare Administration	2	1	3	GC § 34090
DEPT	0270-10 Multifaceted Area Concern	2	1	3	GC § 34090
DEPT	0270-25 Special Activities Permits	2			Imaged, hard copy not retained after imaging. (I/D)
DEPT	0270-30 Alcohol/Substance Use/Abuse	2	1	3	GC § 34090
DEPT	0270-40 Gambling/Games of Chance	2	1	3	GC § 34090
DEPT	0270-45 Fortune Telling	2			Imaged, hard copy not retained after imaging. (I/D)
DEPT	0270-50 Handicapped Citizen's Welfare	S	2	S+3	Until Superseded plus 3 years.
DEPT	0270-55 Immigration and Naturalization	2	1	3	GC § 34090
DEPT	0270-60 Obscenity/Pornography	2	1	3	GC § 34090
DEPT	0270-65 Human and Social Services	2	1	3	GC § 34090
DEPT	0270-70 Solicitations, Charitable	2	1	3	GC § 34090

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Office of Record	Record Title	Retention			Citation	Explanation/Comments
		Active	Inactive	Total		

Senior Citizens						
DEPT	0280-05 Senior Citizens Administration	2	1	3	GC § 34090	
DEPT	0280-20 Advisory Groups	2	1	3	GC § 34090	
DEPT	0280-50 Groups/Organizations	2	1	3	GC § 34090	

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services						
Revised 4/0/28/2044 January 2020						

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Office of Record	Record Title		Explanation/Comments		
			Active	Inactive	Total Retention
					Citation
	FINANCE AND FISCAL				
	Accounting				
FI	0300-05 Accounting Administration	2	1	3	GC § 34090
FI	<u>0300-10 Chart of Accounts</u>	<u>AU+2</u>	5	<u>AU+7</u>	GC § 34090 <i>7 years after completion of audit of records; administrative decision to retain for longer.</i>
FI	<u>0300-15 Accounts Payable - Vendors</u>	<u>4AU+23</u>	<u>224</u>	<u>7AU+47</u>	GC § 34090 <i>4 years after completion of audit of records</i>
FI	<u>0300-16 Accounts Payable - CIP</u>	<u>423</u>	P	P	GC § 34090 Permanent; originals may not be destroyed. (P)
FI	<u>0300-17 Benefits - Vendors</u>	<u>4AU+23</u>	<u>354</u>	<u>AU+72</u>	GC § 34090 <i>7 years after completion of audit of records; administrative decision to retain for longer.</i>
FI	0300-20 Recreation Independent Contractors (Copies of Contracts)	CL	2	CL+2	GC § 34090.7; CCP § 337 Closure; 2 years after closure.
FI	<u>0300-30 Warrant/Check Registers</u>	<u>3AU+23</u>	<u>424</u>	<u>7AU+47</u>	GC § 34090 <i>4 years after completion of audit of records</i>
FI	<u>0300-40 Financial Reports</u>	<u>3AU+23</u>	<u>454</u>	<u>AU+72</u>	GC § 34090 <i>7 years after completion of audit of records.</i>
FI	0300-45 State Controller Report	2			GC § 34090 Imaged, hard copy not retained after imaging. (I/D)

Retention Requirement Legend: AC=Active AD=Adoption AD=Imaged Permanent, Hard Copy Retained I/P=Imaged Permanent, Hard Copy Retained E=Election I/P=Imaged Permanent, Hard Copy Retained	CU=Current Year	Revised
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained	CU=Current Year	40/28/2014
DEPT=Any Department having original records for the series; EN=Engineering/Public Works; FI=Finance; IT=Information Technology; PS=Community Services; PS=Police Services	CU=Current Year	January 2020

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
FI	0300-47 County Reports	223	32	5	GC §34090
FI	0300-60 General Ledger	23	P	P	GC § 34090, CCP § 337
FI	0300-65 Append/General Ledger Reports	43	34	7	
FI	0300-70 Journal Entries	4AU+23	6	AU+7	
Audits					
FI	0310-05 Audits Administration	2	1	3	GC §34090
FI	0310-20 Audit Reports, External	2			GC § 34090
FI	0310-25 Audit Files, Year End	8	P	P	GC § 34090
FI	0310-30 Audit Preparation Files	2AU+23	546	7AU+7	
FI	0310-40 Redevelopment Agency Audits/Financial St	2			GC § 34090
Banking					

Retention Requirement Legend: AC=Active		AD=Adoption	AU=Audit	CL=Closed/Completion	CU=Current Year
DOB=Date of Birth	E=Election	I/P=Imaged Permanent	Hard Copy Retained	MO=Months	P=Permanent, Hard Copy Retained
Q=I/D)	Permanent as Imaged, Hard Copy Destroyed	S=Supersede	T=Termination	DR=Destroy When No Longer Required	
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;					
S - Community Services; PS - Police Services					
Revised		Revised			
40/28/2014		January 2020			

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
FI	0320-05 Banking Administration	23	54	337	GC § 34090
FI	0320-10 Banking Services	T	3	T+3	GC § 34090
FI	0320-30 Bank Statements & Reconciliations	AU+23	54	AU+77	GC § 34090, 26 CFR 16001-1
FI	0320-40 Issued Checks	AU+23	54	AU+77	GC § 34090, CCP § 337
FI	0320-41 Returned Checks	AU+23	54	AU+77	GC § 34090, CCP § 337
FI	0320-43 Deposit Slips	AU+23	54	AU+77	GC § 34090, CCP § 337
FI	0320-46 Wire Transfers	AU+23	54	AU+77	GC § 34090, CCP § 337
FI	0320-49 Armored Transport Receipts	AU+23	54	AU+77	GC § 34090, CCP § 337
	Budget				
DEPT	0330-05 Budget Administration	23	34	537	GC § 34090
DEPT	0330-10 Departmental Budget Requests	23	34	537	GC § 34090

Retention Requirement Legend: AC=Active AD=Adoption AD=Imaged Permanent, Hard Copy Retained I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained T=Termination T=Termination DR=Destroy When No Longer Required
 DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained T=Termination T=Termination DR=Destroy When No Longer Required
 Permanent as Imaged, Hard Copy Destroyed S=Supersede S=Supersede CC=City Clerk; CD=Community Development; CM=City Manager; DEPT=Any Department having original records for the series; EN=Engineering/Public Works; FI=Finance; IT=Information Technology; PS=Community Services; PS=Police Services

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Office of Record	Record Title	Explanation/Comments		
		Active	Inactive	Total Retention
AS	0330-15 Budget Amendments	AU+23	24	AU+47
AS	0330-25 Budget Requests, External	23	344	537
AS	0330-30 Adopted Budget	2	P	I/P
AS	0330-40 Budget Preparation Files	AU+23	34	AU+57
AS	0330-45 Redevelopment Agency Budget	2	P	I/P
FI	0330-60 Gann Appropriations Limit	2	P	P
	Bond Issues/Debt Financing			
AS	0340-05 Bond Issues/Debt Financing Administration	2	1	3
AS	0340-10 Paying Agent and Fiscal Agent	CL	10	CL+10
AS	0340-20 Mortgage Revenue Bonds	CL	10	CL+10

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained DEPT = Any Department having original records for the series; EN = Engineering/Public Works; FI = Finance; IT = Information Technology; PS = Community Services; PS = Police Services	Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
AS	0340-30 Assessment Districts/Mello Roos	CL	P	I/P	GC § 34090
AS	0340-40 Certificates of Participation	CL	P	I/P	GC § 34090, CCP § 337.5
AS	0340-45 Revenue Bonds, Other	CL	P	I/P	GC § 34090, CCP § 337.5
	City Treasurer/Investments				
FI	0350-05 City Treasurer/Investments Administration	2	1	3	GC § 34090
FI	0350-10 Brokers/Dealers	AU+23	54	AU+77	GC § 34090
FI	0350-20 City Treasurer Reports	AU+23	54	AU+77	GC § 34090
FI	0350-30 Investment Portfolio (City Funds)	AU+23	54	AU+77	GC § 34090
FI	0350-55 Investment Month-End Reports	AU+23	P	P	GC § 34090, CCP § 337, GC § 53607

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services	Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
FI	0350-60 Local Agency Investment Fund (LAIF)	AU+23	54	AU+77	7 years after completion of audit of records; administrative decision to retain for longer
FI	0350-65 Orange County Investment Pool	AU+23	54	AU+77	7 years after completion of audit of records; administrative decision to retain for longer
	Payroll				
FI	0360-05 Payroll Administration	2	1	3	GC § 34090
FI	0360-20 Reports	3	4	7	
FI	0360-30 Time Sheets	3AU+23	4	7AU+67	GC § 34090, 29 CFR 516.2, 20 CFR 516.6(1), IRS Reg. § 31.6001-1(e)(2), R&T § 19530, LC § 1174
FI	0360-50 Tax Records	2	P	P	Permanent; originals may not be destroyed, (P)
FI	0360-60 Vacation Leave	2	P	P	Permanent; originals may not be destroyed, (P)

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent L=Life MO=Months P=Permanent, Hard Copy Retained DEPT = Any Department having original records for the series; EN – Engineering/Public Works; FI – Finance; IT – Information Technology; PS – Police Services; PS – Police Services DEPT – Any Department having original records for the series; EN – Engineering/Public Works; FI – Finance; IT – Information Technology; PS – Police Services; PS – Police Services		Revised 40/28/2044 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
FI	0360-65 Deferred Compensation	2	P	P	GC § 34090 Permanent; originals may not be destroyed. (P)
FI	0360-66 Retirement – PERS	2	P	P	GC § 34090, 26 CFR 31.6001-1, 29 CFR 516.5-516.6, LC § 1174(d) Permanent; originals may not be destroyed. (P)
FI	0360-67 Workers' Compensation	T	P	P	LC § 110-139.6 Permanent; originals may not be destroyed. (P)
FI	0360-70 Sick Leave	2	P	P	GC § 34090 Permanent; originals may not be destroyed. (P)
FI	0360-80 Employee Payroll Records	2	P	P	GC § 34090, 29 CFR 516.2 Permanent; originals may not be destroyed. (P)
FI	0360-90 Individual Payroll Records	T+1	P	P	GC § 34090, 29 CFR 516.2 Permanent; originals may not be destroyed. (P)
	Purchasing				
FI	0370-05 Purchasing Administration	2	1	3	GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
FI	0370-10 Purchasing Authority	2			

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Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year		Revised	
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life	MO=Months P=Permanent, Hard Copy Retained	40/28/2044	
Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination	DR=Destroy When No Longer Required	January	
DEPT – Any Department having original records for the series; EN – Engineering/Public Works; FI – Finance; IT – Information Technology;	CM – City Manager;	2020	
PS – Community Services; PS – Police Services			

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
FI	0370-15 1099 Forms	AU+23	54	AU+77	GC § 34090, 29 USC § 436
FI	0370-24 Purchase Orders	3AU+23	434	7AU+57	GC § 34090
CC	0370-38 Rejected Bids	3	1	4	GC § 34090
	0370-38 Rejected Bids Federal Projects	CL+3	CL+4	CL+7	
FI	0370-45 Surplus Equipment Disposal	L	4	L+4	GC § 34090, CCP § 337
DEPT	0370-60 Vendor Lists/Brochures	2	1	3	GC § 34090
CC	0370-65 Requests for Proposal, Unsuccessful 0370-3865 RFP, Unsuccessful Federal Projects	CL+3	CL+4	CL+7	

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
 DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained
 S=Supersede T=Termination DR=Destroy When No Longer Required
 Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
 DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;
 PS - Community Services; PS - Police Services

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Office of Record	Record Title		Explanation/Comments			
			Active	Inactive	Total Retention	Citation
DEPT	0370-70 Consultant Information		2	1	3	GC § 34090
	Fixed Assets					
FI	0380-05 Fixed Assets Administration		2	1	3	GC § 34090
FI	0380-20 Capital Assets		5			GC § 34090 Hard copy not retained after imaging. (IID)
FI	0380-30 Communication Equipment		2	T+2	T+2	GC § 34090 Destroy 2 years after disposal of equipment.
FI	0380-40 Office/Computer Equipment		2	T+2	T+2	GC § 34090 Destroy 2 years after disposal of equipment.
FI	0380-50 Mechanical Equipment		2	T+2	T+2	GC § 34090 Destroy 2 years after disposal of equipment.
FI	0380-60 Rolling Stock		2	T+2	T+2	GC § 34090 Destroy 2 years after disposal of equipment.
	Revenue and Taxation					
FI	0390-05 Revenue and Taxation Administration		2	1	3	GC § 34090
FI	0390-15 Accounts Receivable		3AU+23	454	77AU+7	GC § 34090 7 years after completion of audit of records; administrative decision to retain for longer.
FI	0390-16 Collections		3	4	7	
FI	0390-20 Fee Studies		S			GC § 34090 Until superseded; Imaged, hard copy not retained after imaging. (IID)

Retention Requirement Legend: AC=Active; AD=Adoption; AE=Election; I/P=Imaged Permanent; I/P=Imaged Permanent; Hard Copy Retained; L=Life; Permanent as Imaged, Hard Copy Destroyed; S=Supersede; T=Termination; DR=Destroy When No Longer Required; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Police Services; S - Community Services; PS - Police Services		Revised 4/02/2014
DOB=Date of Birth; E=Election; I/P=Imaged Permanent; I/P=Imaged Permanent; Hard Copy Retained; L=Life; Permanent as Imaged, Hard Copy Destroyed; S=Supersede; T=Termination; DR=Destroy When No Longer Required; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Police Services; S - Community Services; PS - Police Services		January 2020

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Office of Record	Record Title	Active	Inactive	Total Retention	Citation	Explanation/Comments
FI	0390-21 Fees, Franchise	AU+23	54	AU+77	GC § 34090	7 years after completion of audit of records; administrative decision to retain for longer
FI	0390-22 Fees, Other than Franchise	AU+23	54	AU+77	GC § 34090	7 years after completion of audit of records; administrative decision to retain for longer
FI	0390-24 Fee Waiver Requests	S			GC § 34090	Until superseded; Imaged, hard copy not retained after imaging. (IID)
DEPT	0390-30 Funding Programs, County	2			GC § 34090	Imaged, hard copy not retained after imaging. (IID)
DEPT	0390-32 Funding Programs, Federal	2			GC § 34090	Imaged, hard copy not retained after imaging. (IID)
DEPT	0390-34 Funding Programs, State	2			GC § 34090	Imaged, hard copy not retained after imaging. (IID)
FI	0390-40 Licenses, Business	AU+23	54	AU+77	GC § 34090	7 years after completion of audit of records; administrative decision to retain for longer
FI	0390-50 Mandated Costs	AU+23	P5 P	PAU+7P	GC § 34090	7 years after completion of audit of records; administrative decision to retain for longer
FI	0390-60 Receipts, Daily Cash	2AU+23	24	5AU+47	GC § 34090	(Permanent; originals may not be destroyed (P))

Retention Requirement Legend: AC=Active DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; S - Community Services; PS - Police Services	Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
FI	0390-65 Receipts, General	3AU+23	24	5AU+47	GC § 34090
FI	0390-67 Revenues, General Operating	42	6P	40P	GC § 34090
FI	0390-68 Revenues, Special Rev Funds	42	6P	40P	GC § 34090
FI	0390-70 Taxes	2	P	P	GC § 34090, 29 USC 436, IRS Reg. § 31.6001-1(e)(2), 26 CFR 31.6001.1-4, R&T § 19530, 29 CFR 516.5-516.6

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	LEGAL AND LEGISLATIVE				
	Agreements and Contracts				
CC	0400-05 Agreements and Contracts Administration	2	1	3	GC § 34090
CC	0400-10 Agreements/Contracts (Not listed below)	CL	P	I/P	Completion; permanent; Imaged; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-15 City Insurance Agreements	CL	P	I/P	Completion; permanent; Imaged; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-20 Franchise Agreements	CL	P	I/P	Completion; permanent; Imaged; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-30 Encroachment Agreements	-	P	I/P	Permanent; Imaged when filed; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-45 Noncash Securities (Not related to Final Parcel or Final Tract)	CL			Completion; Imaged; -hard copy not retained after imaging. (I/D)

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Retention Requirement Legend: AC=Active DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life CL=Closed/Completion MO=Months P=Permanent, Hard Copy Retained CU=Current Year 40/28/2014 January 2020	
Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services	

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0400-50 Lease Agreements	CL	P	I/P	GC § 34090, CCP §§ 337.2, 343
CC	0400-70 Recreation Independent Contractors (Original Contracts)	CL			Completion; permanent; Imaged; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
	City Council/Planning Agency				Until closed; -Imaged; hard copy not retained after imaging. (I/D)
CC	0410-05 City Council Administration	2	1	3	
CC	0410-10 Agendas	2	1	3	
CC	0410-13 Requests to Speak	2	1	3	
CC	0410-14 Agenda Packets	2	1	3	
CC	0410-20 Appointments/Resignations	2			Imaged; hard copy not retained after imaging. (I/D)
CC	0410-25 Closed Sessions	2	1	3	Confidential.
CC	0410-27 Correspondence	2	1	3	
CC	0410-30 Council Member as City Representative	2	1	3	
CC	0410-37 Meeting Schedules/Notices	2	1	3	

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0410-40 Study Sessions	2	1	3	GC § 34090
CC	0410-47 Workshops	2	1	3	GC § 34090
CC	0410-50 Minutes	2	P	I/P	Permanent; imaged; originals may not be destroyed. (I/P)
CC	0410-55 Verbatim Transcripts	2	1	3	GC § 34090
CC	0410-60 Oaths of Office	CL+1	P	I/P	Completion of term plus one year; imaged; recommend retain permanently for historical value. (I/P)
CC	0410-65 Proclamations (Includes Commendations, Certificates, Commemorations, and Condolences)	2	1	3	GC § 34090
CC	0410-70 Reorganizations/Rosters	CL			Completion; imaged; hard copy not retained after imaging. (I/D)
CC	0410-80 City Council Policies	2			Imaged; hard copy not retained after imaging. (I/D)
CC	Incorporation				
CC	0420-05 Incorporation Administration	2	1	3	GC § 34090

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DE=Imaged, Hard Copy Destroyed	S=Supersede	T=Termination	DR=Destroy When No Longer Required					
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services								
Revised 10/28/2014 January 2020								

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0420-10 Laguna Hills Incorporation	2	P	I/P	GC § 34090 Permanent; imaged; originals may not be destroyed. (I/P)
CC	0420-15 Historical/Transition Files	2	P	I/P	GC § 34090 Permanent for historical purposes; imaged. (I/P)
DEPT	0420-20 Annexations, General	2	1	3	
CC	0420-25 Annexations, Case Files	CL			Completion; imaged; hard copy not retained after imaging. (I/D)
CC	0420-40 Local Agency Formation Comm (LAFCO)	2	1	3	GC s 34090
CC	0420-50 Sphere of Influence	AC			While current; imaged; hard copy not retained after imaging. (I/D)
	Elections				
CC	0430-05 Elections Administration	2	1	3	GC § 34090
CC	0430-10 Planning Materials/Reference	S	-	S+2	Until superseded plus 2 years
CC	0430-20 Municipal Elections	2			Imaged; hard copy not retained after imaging. (I/D)
CC	0430-30 State/Federal Elections	2	1	3	GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0430-40 Voter Registration	S	-	S+2	GC § 34090 Until superseded plus 2 years; Orange County Registrar is Office of Record for original records.
CC	0430-45 Campaign Statements Corres/Cals	2	3	5	GC § 34090
CC	0430-50 Campaign Statements Filings	E			GC § 81009 Until expiration of term; image 2 years after expiration; hard copy not retained after imaging. (IID)
CC	0430-55 Nomination Papers	E			Nomination Papers cannot be copied. Public can view documents only. Until expiration of term; image 2 years after expiration; hard copy not retained after imaging. (IID)
CC	0430-60 Initiatives (Petitions)	E+8MO	-	E+8MO	EC §§ 17200, 17400, GC § 7253.5, EC § 14700, GC § 3756.8 8 months after election for which petition qualified or 8 months after Clerk's final examination unless election results are legally challenged; established by State law, City Council action not required.
CC	0430-65 Initiatives, General	2			Imaged; hard copy not retained after imaging. (IID)

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Retention Requirement Legend: AC=Active AD=Adoption AD=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services	Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0430-70 Referendums (Petitions)	E+ 8MO		E+8MO	EC §§ 17200, 17400, GC § 7253.5, EC § 14700, GC § 3756.8
CC	0430-75 Referendums, General	2			Imaged; hard copy not retained after imaging, (I/D)
	Conflict of Interest				
CC	0440-05 Conflict of Interest Administration	2	1	3	GC § 34090
CC	0440-10 FPFC Filing Log	P		P	GC § 34090
CC	0440-20 Economic Interests Filings	CL	CL+2		Until completion of term; image 2 years after completion; hard copy not retained after imaging, (I/D)
CC	0440-23 Ethics, Generally	2	1	3	GC § 34090
CC	0440-25 Ethics Training Certification	CL	CL+2		Until completion of term; image 2 years after completion; hard copy not retained after imaging, (I/D)
CC	0440-27 Sexual Harassment Certification	CL	CL+2		Until completion of term; image 2 years after completion; hard copy not retained after imaging, (I/D)

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained I=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services	Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0440-30 FPPC Regulations	S	-	S	GC § 34090.7
CC	0440-40 Conflict of Interest Code	2			GC § 34090 Permanent for research/historical value; hard copy not retained after imaging. (I/D)
	Code Enforcement Program				
DEPT	0450-05 Code Enforcement Program Administration	2	1	3	GC § 34090
BL	0450-30 Code Violations	CL			Imaged; hard copy not retained after imaging; some data also retained electronically in EnerGov. (I/D)
DEPT	0450-40 Nuisance Abatement	2			Imaged; hard copy not retained after imaging. (I/D)
	Legal Operations				
DEPT	0460-05 Legal Operations Administration	2	1	3	GC § 34090
DEPT	0460-20 Legal Advertising	2	3	5	GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0460-25 Legal Notifications	2			GC § 34090 Imaged; hard copy not retained after imaging. (IID)
CC	0460-30 Legal Opinions (Confidential)	S			GC § 34090 Until superseded; imaged; hard copy not retained after imaging. (IID)
CC	0460-40 Oaths of Office-Employees	T	3	T+3	GC § 34090 Until termination; 3 years after termination.
CC	0460-50 Notary Public	CL	2	CL+2	GC § 34090 Completion; completion of commission plus 2 years.
	Litigation				
CC	0470-05 Litigation Administration	2	1	3	GC § 34090
CC	0470-20 Civil Case Files, City	CL	5	CL+5	GC § 34090 Until closed; 5 years after settled.
CC	0470-25 Civil Case Files, Other	CL	5	CL+5	GC § 34090 Until closed; 5 years after settled.
CC	0470-40 Subpoenas	CL	5	CL+5	GC § 34090 Until closed; 5 years after closure.
	Legislation				
DEPT	0480-05 Legislation Administration	2	1	3	GC § 34090
CC	0480-10 Code Files, City	S			GC § 34090 Until superseded; imaged; hard copy not retained after imaging. (IID)

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0480-20 Ordinances, City Council	P	-	I/P	GC § 34090 Permanent; imaged; originals may not be destroyed. (I/P)
CC	0480-30 Resolutions, City Council	P	-	I/P 	GC § 34090 Permanent; imaged; originals may not be destroyed. (I/P)
CC	0480-40 Brown Act	S	-	S	GC § 34090.7 Until superseded, (1/LESS)
DEPT	0480-50 County	DR	2	DR+2	GC § 34090 Destroy when no longer relevant; must be retained at least 2 years prior to destruction.
DEPT	0480-55 Federal	DR	2	DR+2	GC § 34090 Destroy when no longer relevant; must be retained at least 2 years prior to destruction.
DEPT	0480-60 State	DR	2	DR+2	GC § 34090 Destroy when no longer relevant; must be retained at least 2 years prior to destruction.
	Real Property				
DEPT	0490-05 Real Property Administration	2	1	3	GC § 34090
CC	0490-20 City-owned Property Inventory	CU			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
CC	0490-25 Condemnations	AC	P	I/P	GC § 34090 While active; permanent; imaged; originals may not be destroyed. (I/P)

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Retention Requirement Legend: AC=Active; AD=Adoption; AU=Audit; CL=Closed/Completion; CU=Current Year; DEPT=Any Department having original records for the series; EN=Engineering/Public Works; FI=Finance; IT=Information Technology; PS=Community Services; PS=Police Services	DOB=Date of Birth ; E=Election; I/P=Imaged Permanent; Hard Copy Retained; L=Life; MO=Months; P=Permanent; Hard Copy Retained; T=Termination; DR=Destroy When No Longer Required	Revised 4/1/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CC	0490-30 Deeds	2	P	I/P	GC § 34090 Permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-31 Easements	2	P	I/P	GC § 34090 Permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-32 Quitclaims	2	P	I/P	GC § 34090 Permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-35 Dedications, Offers of (Accepted)	2	P	I/P	GC § 34090 Permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-35 Dedications, Offers of (Not Accepted)	2	1	3	GC § 34090 Permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-50 Property Acquisition	CL	P	I/P	GC § 34090 Until completed; permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-60 Surplus Property Disposal	CL	P	I/P	GC § 34090 Until completed; permanent; imaged; originals may not be destroyed. (I/P)
CC	490-70 Vacations/Abandons/Relinquishes	CL	P	I/P	GC § 34090 Until completed; permanent; imaged; originals may not be destroyed. (I/P)
	Assessment District Formation				
DEPT	0495-05 Assessment District Formation Administration	2	1	3	GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0495-20 Case Files	AC			GC § 34090 While active; imaged, hard copy not retained after imaging. (I/D)

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained S=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services	Revised 10/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	PERSONNEL				
	Personnel Administration				
AS	0500-05 Personnel Administration	2	1	3	GC § 34090
AS	0500-10 Employee Activities and Events	2	1	3	GC § 34090
AS	0500-25 Employee Awards and Commendation	2	1	3	GC § 12946
AS	0500-30 Employee Handbooks	S	2	S+2	Until superseded; plus 2 years.
AS	0500-35 Employee Newsletter	-	P	P	Permanent for historical value. (P)
	Classifications/Qualifications				
AS	0510-05 Classifications/Qualifications Administration	2	1	3	GC § 34090
AS	0510-20 Job Descriptions/Specifications	S	2	S+2	Until superseded; plus 2 years.
AS	0510-30 Classification Surveys	2	1	3	GC § 34090
AS	0510-40 Reclassifications	2	1	3	GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation

	Salaries, Wages, and Benefits				
AS	0520-05 Salaries, Wages, and Benefits Administration	2	1	3	GC § 34090
AG	0520-10 Compensation Plans	2	3	5	GC § 34090
AS	0520-30 Health Benefits	2	3	5	GC § 34090
AS	0520-60 Life Insurance	2	3	5	GC § 34090
AS	0520-75 Other Benefits	2	3	5	GC § 34090
	Labor Relations				
AS	0530-05 Labor Relations Administration	2	1	3	GC § 34090
AS	0530-30 Negotiations (Confidential)	2			Imaged; hard copy not retained after imaging. (I/D) 29 USC §§ 211(c), 203(m), 207(g)
AS	0530-40 Laguna Hills City Employee Assn.	S			Until superseded; imaged; hard copy not retained after imaging. (I/D)
AS	0530-50 Fair Labor Laws and Standards	S	-	S	Until superseded, (1/Less) GC § 34090.7

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	Education and Training				
DEPT	0540-05 Education and Training Administration	2	1	3	GC § 34090
DEPT	0540-10 Conferences and Seminars	2	1	3	GC § 34090
AS	0540-40 Intern Programs	2	1	3	GC § 34090
AS	0540-60 Training/Educational Programs (City)	2	1	3	GC § 34090
	Recruitment and Selection				
AS	0550-05 Recruitment and Selection Administration	2	1	3	GC § 34090
AS	0550-25 Advertising	CL	3	CL+3	Until completed; plus 3 years.
AS	0550-30 Employment Bulletins	2	1	3	GC § 34090
AS	0550-35 Job Interest	2	3	5	GC § 34090
AS	0550-40 Recruitment Records (Unsuccessful)	CU	3	CU+3	Current year; plus 3 years.
AS	0550-50 Tests and Examinations	CU	3	CU+3	Current year; plus 3 years.
	Employment Records (Confidential)				
AS	0560-05 Employment Records Administration	2	1	3	GC § 34090

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 DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained
 DEPT = Any Department having original records for the series; EN = Engineering/Public Works; FI = Finance; IT = Information Technology;
 PS = Police Services; PS = Police Services
 S=Supersede T=Termination
 DR=Destroy When No Longer Required
 Revised 10/28/2014
 January 2020

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
AS	0560-20 Employee Records	T			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
AS	0560-30 DMV Information	P	.	P	GC § 34090 Permanent, active. (P)

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained □=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services		Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	PLANNING AND COMMUNITY DEVELOPMENT				
	Developments/Subdivisions				
DEPT	0600-05 Developments/Subdivisions Administration	2			GC § 34090
DEPT	0600-10 Tentative Tract Maps	CL			GC § 34090
DEPT	0600-20 Tentative Parcel Maps	CL			GC § 34090
DEPT	0600-30 Site Development Permits	CL			GC § 34090
DEPT	0600-40 Street Names/Changes/Addresses	CL			GC § 34090
DEPT	0600-60 Development Outside City Limits	1	4	5	GC § 34090
	Land Use Control				

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0610-05 Land Use Control Administration	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-10 Zoning Code	S			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-15 Zoning Text Amendments (Language Change)	CL			Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
CD	0610-20 Zoning Map (Map Change)	CL			While current; imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-30 Growth Management Program	AC			Imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-40 Design Review Program	CL			Imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-50 Zoning Variances	CL			Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0610-55 Use Permits	CL			Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0610-60 Temporary Use Permits	CL	1	3	GC § 34090 Some data also retained electronically in Energov.
Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained S=Supersede T=Termination Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services					
Revised 40/28/2014 January 2020					

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0610-65 Center Files	AC	-	-	GC § 34090 Always active.
DEPT	0610-70 Special Animal Permits	CL			GC § 34090 Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (IID)
DEPT	0610-80 Fortune Telling Permits	AC			GC § 34090 Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (IID)
DEPT	0610-90 Findings of Public Necessity/Alcohol	CL			GC § 34090 Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (IID)
	Environmental Review				
DEPT	0620-05 Environmental Review Administration	2	1	3	GC § 34090
DEPT	0620-10 Environmental Impact Reports	CL			GC § 34090 Until completed; imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (IID)
DEPT	0620-20 Mitigation Monitoring Program	CL			GC § 34090 Until completed; imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (IID)
CD	0620-60 CEQA Guidelines	S	3	S+3	GC § 34090 Until superseded; 3 years after superseded.
DEPT	0620-70 Sustainability	AC	2	AC+2	GC § 34090
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	General Plan				
DEPT	0630-05 General Plan Administration	2			GC § 34090
DEPT	0630-10 General Plan Elements	S			GC § 34090
DEPT	0630-30 General Plan Amendment Cases	CL			GC § 34090
CD	0630-40 General Plans, Other-Agencies	S	-	S	GC § 34090.7
DEPT	0630-50 Specific Plans	S			GC § 34090
	City Planning				
DEPT	0640-05 City Planning Administration	2	1	3	GC § 34090
CD	0640-10 Goals and Objectives	DR	2	DR+2	GC § 34090
DEPT	0640-15 Development Fees	2			GC § 34090
DEPT	0640-20 Demographic/Statistical Data	3			GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0640-22 Census Data	3			GC § 34090
DEPT	0640-25 Geographic Information Systems (GIS)	S			GC § 34090
					Imaged; hard copy not retained after imaging. (I/D)
					Until superseded; imaged; hard copy not retained after imaging. (I/D) Maps created generated from the GIS information for individual projects are a permanent record. Imaged; hard copy not retained after imaging. (I/D) System retained on Desktops are considered as duplicates and can be deleted when no longer needed.
DEPT	0640-30 Regional Planning	AC	2	AC+2	GC § 34090
	Housing Program				
DEPT	0650-05 Housing Program Administration	2	1	3	GC § 34090
DEPT	0650-10 Specific Housing Programs	CL			GC § 34090
	Redevelopment Program				
DEPT	0660-05 Redevelopment Program Administration	2	1	3	GC § 34090
DEPT	0660-20 Redevelopment Plan	S			GC § 34090
					Until superseded; imaged; hard copy not retained after imaging. (I/D)

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S=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
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January 2020

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0660-30 Redevelopment Projects	CL			GC § 34090 Until completed; imaged; -hard copy not retained after imaging. (I/D)
DEPT	0660-40 Project Area Committee	AC			GC § 34090 While active; imaged; hard copy not retained after imaging. (I/D)
DEPT	0660-50 Redevelopment, Other Cities	2	3	5	GC § 34090.7
	CDBG (Community Development Block Grant Program)				
DEPT	0670-05 CDBG Administration	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0670-20 CDBG Applications	CL	5	CL+5	GC § 34090 Until completed; completed plus 5 years.
DEPT	0670-30 Urban County CDBG Program	CL			GC § 34090 Until completed; imaged; hard copy not retained after imaging. (I/D)
	Signs				
DEPT	0680-05 Signs Administration	2	1	3	GC § 34090
DEPT	0680-10 Sign Programs	S			Imaged after approval; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
PLCD	0680-15 Public Sign Permits	CL			GC § 34090 Until completed; imaged; hard copy not retained after imaging. (I/D)
Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained E=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services					

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Revised
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January
2020

Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
PLCD	0680-20 Temporary Sign Permits	CL	2	CL+2	GC § 34.090
					after imaging. (I/D)
					Active records maintained in binders in Community Development. Some data also retained electronically in Energov.

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DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		40/28/2014
DR=Destroy When No Longer Required T=Termination		January
DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;		2020
PS - Police Services		

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0680-30 City Identification Signs	CL			GC § 34090 Until completed; imaged; hard copy not retained after imaging. (I/D)
	Economic Development				
DEPT	0690-05 Economic Development Administration	2	1	3	GC § 34090
DEPT	0690-10 Master Plan	S			GC § 34090 Until superseded; imaged; hard copy not retained after imaging. (I/D)
DEPT	0690-20 Projects/Programs	2	1	3	GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	PUBLIC FACILITIES AND GROUNDS				
	Public Facilities and Grounds				
DEPT	0700-05 Public Facilities and Grounds Administration	2	1	3	GC § 34090
DEPT	0700-20 Custodial Services	2	1	3	GC § 34090
CS	0700-30 Facility Use Permits/Ins Binders	2	1	3	GC § 34090
					EnerGov Facility and Reservation Data Base is informational only.
DEPT	0700-40 Vandalism/Graffiti	3	2	5	GC § 34090
DEPT	0700-50 Athletic Fields	2	1	3	GC § 34090
DEPT	0700-60 Funding Programs	2	1	3	GC § 34090
	Civic Center				
AS	0710-05 Civic Center Administration	2	1	3	GC § 34090
AS	0710-10 Tenant Lease Agreements	T	5	T+5	GC § 34090, CCP § 337.2
AS	0710-15 Civic Center Budget	AU+2	3	AU+5	GC § 34090
					5 years after completion of audit of records.

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DOB=Date of Birth	E=Election	MO=Months	40/28/2014
Permanent as Imaged, Hard Copy Destroyed	S=Supersede	DR=Destroy When No Longer Required	January
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Police Services			2020

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
AS	0710-20 Operations and Maintenance	2	1	3	GC § 34090
AS	0710-25 Monthly Management Reports	2	1	3	GC § 34090
DEPT	0710-30 Construction/Capital Improvements	CL+3			Completion +3; imaged; hard copy not retained after imaging; may be audited. (I/D)
DEPT	0710-40 Furniture	T	T+2	T+2	GC § 34090
DEPT	0710-50 Renovation	2	1	3	GC § 34090
	Community Center				
DEPT	0720-05 Community Center Administration	2	1	3	GC § 34090
DEPT	0720-20 Operations and Maintenance	2	1	3	GC § 34090
DEPT	0720-30 Construction/Capital Improvement	CL+3			Completion +3; imaged; hard copy not retained after imaging; may be audited. (I/D)
DEPT	0720-40 Furniture	T	T+2	T+2	GC § 34090
	Parks and Open Space				
DEPT	0730-05 Parks and Open Space Administration	2	1	3	GC § 34090
CS	0730-10 Landscape Maintenance	2			Imaged; hard copy not retained after imaging. (I/D)

Retention Requirement Legend: AC=Active AD=Adoption AD=Imaged Permanent, Hard Copy Retained L=Life DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life E=Imaged Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination E=Imaged Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Community Services; PS - Police Services	CL=Closed/Completion MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required CD - Community Development; CM - City Manager;	CU=Current Year Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0730-20 Hardscape	2			GC § 34090 Imaged; hard copy not retained after imaging. (IID)
DEPT	0730-30 Planning and Development (Prior to Park Construction)	2			GC § 34090 Imaged; hard copy not retained after imaging. (IID)
DEPT	0730-40 Regional Parks/Trails (Use Of)	DR	-	DR	Copies, Destroy destroy when no longer relevant. (1/Less)
DEPT	0730-50 State Parks	2	1	3	GC § 34090
DEPT	0730-60 Construction/Capital Improvements	CL+3			Completion +3; imaged; hard copy not retained after imaging; may be audited. (IID)
DEPT	0730-65 Park Regulations	2			While current, imaged; hard copy not retained after imaging. (IID)

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	BUILDING, ENGINEERING AND PUBLIC WORKS				
	Building Safety Functions				
DEPT	0800-05 Building Safety Administration	2	1	3	GC § 34090
CD	0800-15 Building Safety Functions	2			GC § 34090
CD	0800-20 Building Permits				GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
					Until completely imaged immediately; hard copy not retained after imaging; also retained in Community Development Module of EnerGov. (I/D)
DEPT	0800-25 Community Care Licensing (Only those not requiring Planning approval)	DR			GC § 34090.7 This function is only to document records. No longer using this function and category.
	0800-45 Special Inspectors	CL	1	3	GC § 34090 Information also contained in Building Permit.
	0800-60 Inspectors Logs	CL	4	5	GC § 34090 Information also contained in Building Permit.

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DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		40/28/2014
CL=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required		January
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;		2020
PS - Community Services; PS - Police Services		

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	Engineering Permits/Subdivisions				
DEPT	0810-05 Engineering Permits/Subdivisions Administration	2	1	3	GC § 34090
EN	0810-20 Transportation Permits	1	2	3	GC § 34090
EN	0810-25 Encroachment Permits, Temporary	1			Imaged; hard copy not retained after imaging. (I/D)
DEPT	0810-35 Grading Permits	1			Imaged; hard copy of documents not retained after imaging. (I/D) *Hard copy Mylar plans retained by Engineering.
DEPT	0810-40 Engineering Surveys	2	P	I/P	Permanent; imaged; hard copy retained after imaging (I/P).
DEPT	0810-55 Final Tracts (Everything Associated with a Final Tract, including Landscape Plans, Grading Plans, Permits, Plan Checks, Final Tract Map, Public Improvement Plans, Storm Drain Design, EIR/Negative Declaration . . .)	CL			Until complete; imaged; hard copy of documents not retained after imaging. (I/D) *Hard copy Mylar plans retained by Engineering.

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0810-60 Final Parcels (Everything Associated with a Final Parcel, including Landscape Plans, Grading Plans, Permits, Plan Checks, Final Parcel Map, Public Improvement Plans, EIR/Negative Declaration . . .)	CL			GC § 34090 Until complete; imaged; hard copy of documents not retained after imaging. (I/D) *Hard copy Mylar plans retained by Engineering.
DEPT	0810-70 Lot Line Adjustments	CL			GC § 34090 Until complete; imaged; hard copy not retained after imaging. (I/D)
DEPT	0810-75 Lot Mergers	CL			GC § 34090 Until complete; imaged; hard copy not retained after imaging. (I/D)
	Public Improvements				
DEPT	0820-05 Public Improvements Administration	2	1	3	GC § 34090
DEPT	0820-10 Bicycle Pedestrian Equestrian Trails (Design and Construction of)	CL			GC § 34090 Until complete; imaged; hard copy not retained after imaging. (I/D)

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DOB=Date of Birth E=Election IP=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		January 2020	
Q=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required			
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;			
PS - Community Services; PS - Police Services			

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0820-15 Capital Improvement Projects <u>0820-15 Capital Improvement Projects – Federal Projects</u>	CL+3 <u>CL+7</u>	 	 	GC § 34090
DEPT	0820-18 CIP Certified Payroll <u>0820-18 CIP Certified Payroll – Federal</u>	3 <u>CL3</u>	2 <u>CL+74</u>	5 <u>CL+77</u>	GC § 34090
DEPT	0820-20 Bus Benches/Shelters/Stops	2			GC § 34090
DEPT	0820-25 Funding Programs	3			GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0820-30 Master Plans	S			GC § 34090 Until superseded; imaged; hard copy not retained after imaging. (I/D)
DEPT	0820-40 Medians	2			Imaged; hard copy not retained after imaging. (I/D)
DEPT	0820-55 Bridges	2			Imaged; hard copy not retained after imaging. (I/D)
EN	0820-65 Street Mileage Inventories	1			Imaged; hard copy not retained after imaging. (I/D)
	Maintenance				
DEPT	0830-05 Maintenance Administration	2	1	3	GC § 34090
DEPT	0830-10 Storm Drain Maintenance	2			Imaged; hard copy not retained after imaging; some data also retained electronically in Request Partner. (I/D)
DEPT	0830-30 Street and Alley Maintenance	2			Imaged; hard copy not retained after imaging; maintained electronically by Department; uploaded directly into Questys. (I/D)
EN	0830-35 Pavement Management Program	CL			Until complete; imaged; hard copy not retained after imaging. (I/D)

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DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination	CL=Closed/Completion MO=Months P=Permanent, Hard Copy Retained	40/28/2014
Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination	DR=Destroy When No Longer Required	January
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0830-40 Street Lighting Maintenance	2			GC § 34090 Imaged; hard copy not retained after imaging; some data also retained electronically in Request Partner. (I/D)
DEPT	0830-50 Traffic Signal Maintenance	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0830-60 Street Sweeping	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0830-70 Slope Repair	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0830-80 Bridge Maintenance	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
EN	0830-90 Public Works	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
	Transportation				
DEPT	0840-05 Transportation Administration	2	1	3	GC § 34090
DEPT	0840-10 Trains	2	1	3	GC § 34090
DEPT	0840-20 Bus Systems	2	1	3	GC § 34090

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Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination	January 2020
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Police Services; S - Community Services; PS - Police Services	

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0840-30 Transportation Demand Management (Includes Ride Sharing, Alternate Work Hour Programs . . .)	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-40 Transportation Planning (General)	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-45 Super Streets	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-50 Taxi/Shuttle/Jitney Operations	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-60 Airport/Services	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-70 Funding Programs (CMP, DAMP)	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
	Storm Drainage/Flood Control				
DEPT	0850-05 Drainage/Flood Control Administration	2	1	3	GC § 34090
DEPT	0850-15 Drainage/Flood Control Problems	2			Imaged; hard copy not retained after imaging. (I/D)

Retention Requirement Legend: AC=Active AD=Adoption AE=Election I/P=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination □=(I/D) Permanent as Imaged, Hard Copy Destroyed AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Police Services; PS - Police Services	CU=Current Year CL=Closed/Completion MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required CC - City Clerk; CD - Community Development; CM - City Manager;	Revised 4/0/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0850-20 National Flood Insurance Program	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0850-30 Master Plans	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0850-40 County Flood Control Agency Facilities	2	1	3	GC § 34090
DEPT	0850-50 NPDES (National Pollutant Discharge Elimination System Program)	5			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
	Traffic Engineering				
DEPT	0860-05 Traffic Engineering Administration	2	1	3	GC § 34090
DEPT	0860-15 Requests/Actions	1	2	3	GC § 34090
DEPT	0860-20 Speed Surveys	5			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0860-30 Vehicular Volume Counts	3			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0860-35 School Safety Programs	2	1	3	GC § 34090
DEPT	0860-40 Pedestrian/Bicycle Safety (Includes Crosswalks, Bike Routes, Safety Surveys and	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)

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DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained S=Supersede T=Termination

Permanent as Imaged, Hard Copy Destroyed DR=Destroy When No Longer Required

Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Police Services; S - Community Services; PS - Police Services

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January 2020

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	Studies . . .				
DEPT	0860-50 Traffic Control Devices (Includes Stop Signs, Parking Regulations, Curb Markings, Roadway Striping, Traffic Signals, Warning Signs, Regulatory Signs . . .)	2			GC § 34090 Imaged; hard copy not retained after imaging. (IID)
DEPT	0860-70 Reference and Correspondence	2	1	3	GC § 34090
DEPT	0860-75 Traffic Plans/Circulation (Includes Geometric Design, Detour Plans, Circulation Element . . .)	4			GC § 34090 Imaged; hard copy not retained after imaging. (IID)
	Permanent Plans, Aerial Photos, and Maps				
EN	0870-10 Tract Maps	P	-	P	GC § 34090 Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-20 Parcel Maps	P	-	P	GC § 34090 Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-30 Record of Survey	P	-	P	GC § 34090 Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-40 Aerial Photos	S	-	P	GC § 34090 Maintained by Engineering in the Hanging File Location until superseded plus 2 years. Keep for historical value.
EN	0870-50 Grading Plans	P	-	P	GC § 34090 Maintained permanently by Engineering in the
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
EN	0870-60 Storm Drain Plans	P	-	P	GC § 34090 Hanging File Location_ (P) Maintained permanently by Engineering in the Hanging File Location_ (P)
EN	0870-70 Traffic Plans	P	-	P	GC § 34090 Hanging File Location_ (P) Maintained permanently by Engineering in the Hanging File Location_ (P)
EN	0870-80 Improvement Plans	P	-	P	GC § 34090 Hanging File Location_ (P) Maintained permanently by Engineering in the Hanging File Location_ (P)
EN	0870-85 Community Center & Sports Complex Plans	P	-	P	GC § 34090 Hanging File Location_ (P) Maintained permanently by Engineering in the Hanging File Location_ (P)
EN	0870-90 Park Plans	P	-	P	GC § 34090 Hanging File Location_ (P) Maintained permanently by Engineering in the Hanging File Location_ (P)
EN	0870-95 Landscape Plans	P	-	P	GC § 34090 Hanging File Location_ (P) Maintained permanently by Engineering in the Hanging File Location_ (P)

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Office of Record	Record Title		Explanation/Comments			
			Active	Inactive	Total Retention	Citation
	RECREATION, EDUCATION, AND CULTURE					
	General Administration					
DEPT	0900-05 General Administration		2	1	3	GC § 34090
DEPT	0900-20 Correspondence		2	1	3	GC § 34090
DEPT	0900-30 Program Development/Policies		3	2	5	GC § 34090
	Cultural Recreation					
DEPT	0910-05 Cultural Recreation Administration		2	1	3	GC § 34090
DEPT	0910-30 Concerts/Plays/Dance		2	1	3	GC § 34090
DEPT	0910-40 Monuments/Statues/Public Art		2			Imaged; hard copy not retained after imaging. (IID)
DEPT	0910-50 Special Events		2	1	3	GC § 34090
DEPT	910-60 Master Plans		2			Imaged; hard copy not retained after imaging. (IID)
	Historic Preservation					
DEPT	0920-05 Historic Preservation Administration		2	1	3	GC § 34090

Retention Requirement Legend: AC=Active AD=Adoption AD=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination		AU=Audit L=Life		CU=Current Year		Revised	
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination		MO=Months P=Permanent, Hard Copy Retained		CL=Closed/Completion		40/28/2014	
Permanent as Imaged, Hard Copy Destroyed AS=Administrative Services; CC=City Clerk; CD=Community Development; CM=City Manager; DEPT=Any Department having original records for the series; EN=Engineering/Public Works; FI=Finance; IT=Information Technology; S=Community Services; PS=Police Services		DR=Destroy When No Longer Required		MO=Months P=Permanent, Hard Copy Retained		January	
						2020	

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	0920-20 Museums	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0920-30 Historical Sites/Landmarks	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0920-40 Historical Preservation Programs	2			GC § 34090 Imaged; hard copy not retained after imaging. (I/D)
	Education and Educational Recreation				
DEPT	0930-05 Education and Educational Recreation Administration	2	1	3	GC § 34090
DEPT	0930-10 Colleges and Universities	2	1	3	GC § 34090
DEPT	0930-30 Private Schools	2	1	3	GC § 34090
DEPT	0930-40 Public Schools	2	1	3	GC § 34090
DEPT	0930-50 Special Programs	2	1	3	GC § 34090
	Physical Education				
CS	0940-05 Physical Education Administration	2	1	3	GC § 34090
CS	0940-20 Adult Sports Activities	2	1	3	GC § 34090

Retention Requirement Legend: AC=Active AD=Adoption DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Police Services; PS - Police Services	CU=Current Year CL=Closed/Completion CU=Current Year CL=Closed/Completion MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required CD - Community Development; CM - City Manager; FI - Finance; IT - Information Technology;	Revised 40/28/2014 January 2020
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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CS	0940-30 Youth Sports Activities	2	1	3	GC § 34090
	Recreation Activities				
DEPT	0950-05 Recreation Activities Administration	2	1	3	GC § 34090
DEPT	0950-20 Activities/Special Programs	2	1	3	GC § 34090
DEPT	0950-25 Volunteer Programs	2	1	3	GC § 34090
CS	0950-30 Registration Forms	2	3	5	GC § 34090
CS	0950-40 Liability Waiver Forms	P	-	P	GC § 34090, CCP § 335.1 Permanent; folder remains active. (P)
	Library Services				
DEPT	0960-05 Library Services Administration	2	1	3	GC § 34090
DEPT	0960-10 Advisory/Fund Raising Groups	2	1	3	GC § 34090
DEPT	0960-20 Special Events/Programs	2	1	3	GC § 34090
DEPT	0960-30 Laguna Hills	2			Imaged; hard copy not retained after imaging. (I/D)
DEPT	0960-40 Other Jurisdictions	3	2	5	GC § 34090

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
	UTILITIES				
	Cable Television				
CC	1010-05 Cable Television Administration	2	1	3	GC § 34090
CC	1010-10 Cable Regulations	3			Imaged; hard copy not retained after imaging. (I/D)
CC	1010-40 Franchise Administration	2			Imaged; hard copy not retained after imaging. (I/D)
	Telephone				
IT	1020-05 Telephone Administration	2	1	3	GC § 34090
IT	1020-10 Telephone Regulations	3			Imaged; hard copy not retained after imaging. (I/D)
IT	1020-30 Service Provider	2			Imaged; hHard copy not retained after imaging. (I/D)
	Telecommunications				
IT	1025-05 Telecommunications Administration	2	1	3	GC § 34090
IT	1025-10 Telecommunications Regulations	S	2	S+2	Regulations contained in City's Zoning Code.

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DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination	CL=Closed/Completion MO=Months P=Permanent, Hard Copy Retained	40/28/2014
Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination	DR=Destroy When No Longer Required	January
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; S - Community Services; PS - Police Services		2020

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
DEPT	1025-40 Franchise Administration	2			GC § 34090 Imaged; Hard copy not retained after imaging. (I/D)
IT	1025-45 Web Sites	2	1	3	GC § 34090
	Gas and Electric Utilities				
AS	01050-05 Gas and Electric Utilities Administration	2	1	3	GC § 34090
AS	1050-10 Gas and Electric Regulations	3			Imaged; hard copy not retained after imaging. (I/D)
EN	1050-30 Utility Undergrounding	3			Imaged; hard copy not retained after imaging. (I/D)
AS	1050-40 Franchise Administration	2			Imaged; hard copy not retained after imaging. (I/D)
	Solid Waste Management				
CS	1060-05 Solid Waste Management Administration	2	1	3	GC § 34090
CS	1060-10 Solid Waste Regulations	3			Imaged; hard copy not retained after imaging. (I/D)
CS	1060-20 Landfill/Recovery Facilities	5	5	10	GC § 34090

Retention Requirement Legend: AC=Active AD=Adoption AE=Election I/P=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination		AU=Audit L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required		CU=Current Year		Revised	
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained S=Supersede T=Termination		AU=Audit L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required		CU=Current Year		40/28/2014	
Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination		AU=Audit L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required		CU=Current Year		January	
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; S - Community Services; PS - Police Services		AU=Audit L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required		CU=Current Year		2020	

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Office of Record	Record Title	Explanation/Comments			
		Active	Inactive	Total Retention	Citation
CS	1060-30 Grant Applications	CL	5	CL+5	GC § 34090
CS	1060-35 Franchise Administration	3	3	6	GC § 34090
CS	1060-40 County Master Plans	3	2	5	GC § 34090
CS	1060-50 Household Hazardous Waste	3	3	6	GC § 34090
	Water Management				
EN	1080-05 Water Management Administration	2	1	3	GC § 34090
EN	1080-10 Water Regulations	3			Imaged; hard copy not retained after imaging. (I/D)

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Retention Requirement Legend: AC=Active		AD=Adoption	AU=Audit	CL=Closed/Completion	CU=Current Year
DOB=Date of Birth	E=Election	I/P=Imaged Permanent	L=Life	MO=Months	P=Permanent
Permanent as Imaged	Hard Copy Destroyed	S=Supersede	T=Termination	DR=Destroy When No Longer Required	Hard Copy Retained
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager; DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology; PS - Police Services; S - Community Services; PS - Police Services					
Revised 10/28/2014					January 2020

946-51460789.1

RESOLUTION NO. 2020-02-11-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAGUNA HILLS, CALIFORNIA, ADOPTING AN AMENDED
AND RESTATED RECORDS RETENTION SCHEDULE
AND RESCINDING RESOLUTION NO. 2014-10-28-1

The City Council of the City of Laguna Hills, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, Government Code Section 34090 requires the permanent retention of certain public records by cities and allows the destruction of other public records that are no longer required after two years, after the City Attorney has provided written consent and the legislative body has approved destruction of the records by Resolution; and

WHEREAS, Government Code Section 34090 provides that the following records are not authorized for destruction: (1) records affecting title to real property or liens thereon; (2) court records; (3) records required to be kept by statute; (4) records less than two years old; and (5) the Minutes, Ordinances, or Resolutions of the legislative body or of a city board or commission; and

WHEREAS, Government Code Section 34090.7 authorizes the legislative body of a city to prescribe a procedure whereby duplicates of city records less than two years old may be destroyed if they are no longer required; and

WHEREAS, the keeping of certain records is neither legally required after the passage of certain periods of time nor necessary for the effective and efficient operation of the City of Laguna Hills; and

WHEREAS, the City Council adopted a Record Retention/Disposition Schedule in 1995 by Resolution No. 95-12-12-2, followed by subsequent updates and modifications in 1999, 2003, 2006, and 2014 which sets forth retention periods for various categories of City records; and

WHEREAS, the City Clerk, with the assistance of City staff and the City Attorney, has developed an Amended and Restated Records Retention Schedule; and

WHEREAS, the destruction of City records after those records have been retained for the periods stated in the Amended and Restated Records Retention Schedule will promote the efficient and cost effective conduct of the City's business by reducing the number of records that the City retains, eliminating the unnecessary retention of duplicate or obsolete records, reducing the need for filing equipment and storage space, facilitating the retrieval of records, and establishing a tradition of good records management.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The Amended and Restated Records Retention Schedule, which is attached hereto as Exhibit "A" and incorporated herein by reference, is hereby adopted.

SECTION 2. Original City records shall be destroyed only after the records have been retained for the time periods set forth in the Amended and Restated Records Retention Schedule (Exhibit "A"), the Department Director, City Clerk and City Attorney have all provided written consent, and the City Council has approved destruction of the records by Resolution.

SECTION 3. Duplicates of City records that are no longer required may be destroyed by the staff member in possession of the duplicate record in accordance with Exhibit "A".

SECTION 4. This Resolution does not authorize the destruction of:

- A. Records affecting the title to real property or liens thereon
- B. Court records
- C. Records required to be kept by statute
- D. Original records less than two years old
- E. The Minutes, Ordinances, or Resolutions of the City Council or of a City board or commission.

SECTION 5. Resolution No. 2014-10-28-1 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this 11th day of February 2020.

JANINE HEFT, MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

Attachment: Proposed Resolution (2066 : Record Retention/Disposition Schedule Revisions)

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, California, DO
HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution
No. 2020-02-11-X adopted by the City Council of the City of Laguna Hills, California, at
a Regular Meeting thereof held on the 11th day of February 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

MELISSA AU-YEUNG, CITY CLERK

Attachment: Proposed Resolution (2066 : Record Retention/Disposition Schedule Revisions)

CITY OF LAGUNA HILLS

1

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	COPIES or DUPLICATES of documents for which a department is not the office of primary responsibility	DR	-	DR	GC § 34090.7	It is the policy of the City of Laguna Hills that duplicates and copies distributed to various departments for informational purposes may be destroyed by the departments whenever they are no longer required for reference purposes.
DEPT	Audio/Video Recordings of City Council and Planning Agency Meetings	P	-	P	GC § 34090	Minutes are the official record; digital recordings are kept as a permanent record on the City's website.
DEPT	Audio/Video Recordings of Commission Meetings	P	-	P	GC § 34090	Minutes are the official record; digital recordings are kept as a permanent record on the City's website.
DEPT	Notes taken at City Council and Commission Meetings to facilitate preparation of the Minutes	6 MO	-	6 MO	GC § 34090	Minutes are the official record; retain notes for a minimum of 6 months.
CC	Confidential Documents	-			GC § 34090	Imaged when filed; hard copy not retained after imaging. (I/D) Confidential documents can consist of information provided to (or from the City) to the City Attorney and/or his designee. These include legal opinions, confidential memorandum, and confidential reports.
DEPT	Original Agenda Reports, Affidavits of Posting and Publication, and Legal Notices for City Council and Commission Meetings	2			GC § 34090	Hard copy retained in appropriate subject file for required retention period.

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
 DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained
 □=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
 DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;
 CS - Community Services; PS - Police Services

Revised
**January
 2020**

Attachment: Exhibit A - Amended and Restated Records Retention Schedule (2066 : Record

CITY OF LAGUNA HILLS

2

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	Administration Headings (0000-05) in the Functional Filing System have the following retention, unless specifically listed elsewhere in the Retention Schedule	2	1	3	GC § 34090	Pertaining to the Administration of its specific function.
DEPT	Hand written notations, including telephone message books and calendars, retained but not used to produce a final product (Filed in 0110-05)	2	1	3	GC § 34090	Information that is used to produce a final product is not permanent and shouldn't be retained longer than considered useful.
EN	Engineering Original Plans/Maps	P	-	P	GC§ 34090	Mylars are permanently retained in the Plan Holder Location; includes Tract Maps, Parcel Maps, Subdivision Improvements, Capital Improvement Projects. (P)
	ELECTRONIC RECORDS					
DEPT	E-Mail	2 years	-	2 years	GC §34090	All emails are automatically deleted after 2 years
DEPT	Website management	S	-	S	GC § 34090	Until superseded. Website content is considered transient and is not retained in any format.
IT	Program Files and Directories (network)	S		S	GC § 34090	Until superseded.

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Department Legend: AG - Other Agencies; AS – Administrative Services; CC – City Clerk; CD – Community Development; CM – City Manager;
 DEPT – Any Department having original records for the series; EN – Engineering/Public Works; FI – Finance; IT – Information Technology;
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**January
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CITY OF LAGUNA HILLS

3

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
IT	Backup Tapes – City-Hall Back up	AC			GC § 34090	Backed-up nightly, monthly, quarterly, and yearly and kept on a rotating basis in fireproof vault
	Backup Tapes – Imaged Database	AC			GC § 34090	Backed-up nightly, Copy sent off-site Quarterly.
	Backup Tapes – Records Mgmt Database	AC				
	Backup Tapes - Energov	AC				
DEPT	Program files and directories (network)	S		S	GC § 34090	All Departments should review their program files and directories on a regular and routine basis to ensure that the City's network does not act as a repository for City records. After annual records destruction, all Departments should delete any electronic information destroyed in accordance with this Records Retention Schedule.

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
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Department Legend: AG - Other Agencies; AS – Administrative Services; CC – City Clerk; CD – Community Development; CM – City Manager;
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 January
 2020

CITY OF LAGUNA HILLS

4

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	

The Following retention pertains to original records, except where otherwise noted:

	ADMINISTRATION					
	General Administration					
DEPT	0100-05 General Administration	2	1	3	GC § 34090	
DEPT	0100-10 Administrative Meetings	2	1	3	GC § 34090	
CM	0100-30 Goals and Objectives (City Wide/ Includes Action Plan)	S			GC § 34090	Hard copy retained until superseded; permanent for historical value; hard copy not retained after imaging. (I/D)
DEPT	0100-30 Goals and Objectives, Departmental	CU	2	CU+2	GC § 34090	While current, must be retained at least 2 years prior to destruction
DEPT	0100-50 Administrative Surveys/Questionnaires	2	1	3	GC § 34090	Consists of citizen surveys.
DEPT	0100-65 Volunteers	T	2	T+2	GC § 34090	Until terminated, plus 2 years. Consists of contact information for volunteers.
DEPT	0100-70 Policies and Procedures (City Wide)	S			GC § 34090	Until superseded; permanent for historical value; hard copy not retained after imaging. (I/D)
DEPT	0100-70 Policies and Procedures (Departmental)	S	5	S+5	GC § 34090	Until superseded plus 5 years.
CM	0100-80 City Manager's Year-end Report	2	P	P	GC § 34090	Permanent for historical value. (P)

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
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Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
 DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;
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January
2020

Attachment: Exhibit A - Amended and Restated Records Retention Schedule (2066 : Record

CITY OF LAGUNA HILLS

5

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	Reference					
DEPT	0105-05 Reference Administration	2	1	3	GC § 34090	
DEPT	0105-10 Chronological Correspondence	DR	-	DR	GC § 34090.7	Destroy when no longer relevant; these are duplicates, not original records. (1/LESS)
DEPT	0105-20 Reference Publications	DR	-	DR	GC § 34090.7	Destroy when no longer relevant; these are either duplicate City records or other agency publications. (1/LESS)
	Departments					
DEPT	0110-05 Departmental Administration	2	1	3	GC § 34090	
DEPT	0110-40 Departmental Reports	2	1	3	GC § 34090	
DEPT	0110-50 Compliments, General	2	1	3	GC § 34090	
DEPT	0110-55 Complaints and Inquiries, General	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
DEPT	0110-60 Staffing	2	1	3	GC § 34090	
DEPT	0110-65 Staff Meetings	2	1	3	GC § 34090	
DEPT	0110-75 Work/Vacation Schedules	2	1	3	GC § 34090	

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Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
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 CS - Community Services; PS - Police Services

Revised
**January
 2020**

CITY OF LAGUNA HILLS

6

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	0120-00 Boards/Commissions/Committees 0120-05 Boards/Commissions/Committees 0120-10 Planning 0120-20 Parks and Recreation Commission 0120-30 Traffic Commission 0120-40 Committees, General					
DEPT	Agendas	2	1	3	GC § 34090	
CC	Appointment Applications, Unsuccessful	2	1	3	GC § 34090	
CC	Appointment Applications, Current	P	P	I/P	GC § 34090	Imaged; Recommend retain permanently for historical value. (I/P)
DEPT	Correspondence/Memos, General	2	1	3	GC § 34090	
CC	Former Commissioner Documentation	CL+1	P	I/P	GC § 34090	Completion of term plus one year; imaged; recommend retain permanently for historical value. (I/P)
DEPT	Goals and Objectives	2	1	3	GC § 34090	
DEPT	Handbooks	S			GC § 34090	Until superseded; permanent for historical value; imaged; hard copy not retained after imaging. (I/D)

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Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
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**January
 2020**

CITY OF LAGUNA HILLS

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	Minutes	2	P	I/P	GC § 34090	Imaged; originals may not be destroyed. (I/P)
CC	Oaths of Office	CL	P	I/P	GC § 34090	Completion of term; recommend retain permanently for historical value. (I/P)
DEPT	Packets	2	1	3	GC § 34090	
DEPT	Requests to Speak	2	1	3	GC § 34090	
CC	Resolutions	2	P	I/P	GC § 34090	Imaged; originals may not be destroyed. (I/P)
CC	Rosters/Directories	S			GC § 34090	Until superseded; permanent for historical value; hard copy not retained after imaging. (I/D)
DEPT	Staff Reports (Agenda Reports and Documents presented during meetings)	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
	Organizations - Local					
DEPT	0130-05 Organizations-Local Administration	2	1	3	GC § 34090	
DEPT	0130-10 Civic Groups	2	1	3	GC § 34090	

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
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 ☐=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
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Revised
**January
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CITY OF LAGUNA HILLS

8

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	0130-20 Church Groups	2	1	3	GC § 34090	
DEPT	0130-40 Historic Society	2	1	3	GC § 34090	
DEPT	0130-50 Homeowner Associations	2	1	3	GC § 34090	
DEPT	0130-60 Non-Profit Groups	2	1	3	GC § 34090	
DEPT	0130-70 Service Clubs/Groups	2	1	3	GC § 34090	
DEPT	0130-75 Youth Groups	2	1	3	GC § 34090	
	Organizations - At Large					
DEPT	0140-05 Organizations-At Large Administration	2	1	3	GC § 34090	
CM	0140-10 League of California Cities	2	1	3	GC § 34090	
CM	0140-15 Orange County LOCC	2	1	3	GC § 34090	
CM	0140-16 Association of California Cities – Orange County	2	1	3	GC § 34090	
CM	0140-20 National League of Cities	2	1	3	GC § 34090	
DEPT	0140-30 Professional Groups	2	1	3	GC § 34090	
DEPT	0140-45 Airport Groups	2	1	3	GC § 34090	

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
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Attachment: Exhibit A - Amended and Restated Records Retention Schedule (2066 : Record

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	0140-50 California Contract Cities	2	1	3	GC § 34090	
CM	0140-60 Sister Cities	2	1	3	GC § 34090	
DEPT	0140-70 Other	2	1	3	GC § 34090	
	Governmental Agencies					
DEPT	0150-05 Governmental Agencies Administration	2	1	3	GC § 34090	
DEPT	0150-10 Cities, Other	2	1	3	GC § 34090	
DEPT	0150-20 Orange County Agencies	2	1	3	GC § 34090	
DEPT	0150-30 State Agencies	2	1	3	GC § 34090	
DEPT	0150-40 Federal Agencies	2	1	3	GC § 34090	
CM	0150-40 El Toro Marine Corps Air Station (ETRPA)	4	5	9	GC § 34090	
DEPT	0150-50 Metropolitan Water District	2	1	3	GC § 34090	
DEPT	0150-55 Southern California Association of Governments (SCAG)	2	1	3	GC § 34090	
DEPT	0150-65 Saddleback Valley Unified	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	0150-72 Moulton Niguel Water District	2	1	3	GC § 34090	
DEPT	0150-73 El Toro Water District	2	1	3	GC § 34090	
DEPT	0150-75 Lossan Rail Corridor Agency	2	1	3	GC § 34090	
DEPT	0150-80 Sanitation Districts	2	1	3	GC § 34090	
DEPT	0150-95 Transportation Corridor Agency	2	1	3	GC § 34090	
	Public Relations and Information					
DEPT	0160-05 Public Relations and Information Administration	2	1	3	GC § 34090	
DEPT	0160-10 Holiday Decorations	2	1	3	GC § 34090	
DEPT	0160-15 Awards/Donations	2	P	I/P	GC § 34090	Imaged; permanent for historical value. (I/P)
DEPT	0160-20 Biographies	2	P	I/P	GC § 34090	Imaged, permanent for historical value. (I/P)
DEPT	0160-25 Brochures/Publications, City	2	P	I/P	GC § 34090	Imaged; permanent for historical value. (I/P)

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RECORD RETENTION/DISPOSITIVE

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		Active	Inactive	Total Retention	Citation	
DEPT	0160-30 City Emblems (Including City Seal)	2	P	I/P	GC § 34090	Imaged; permanent for historical value. (I/P)
DEPT	0160-35 Flags	2	P	P	GC § 34090	Permanent for historical value. (P)
DEPT	0160-40 News Clippings	2	1	3	GC § 34090	
AS	0160-45 Newsletters	-	P	I/P	GC § 34090	Imaged when filed; permanent for historical value. (I/P)
DEPT	0160-50 Photographs	2	P	P	GC § 34090	Photographs to be retained permanently for historical value. (P)
DEPT	0160-55 Press Releases (Chronological)	2	1	3	GC § 34090	Most press releases are filed and retained by function.
DEPT	0160-60 Public Ceremonies/Events	2	P	I/P	GC § 34090	Imaged, permanent for historical value. (I/P)
DEPT	0160-65 Public Information Reports/Requests	2	1	3	GC § 34090	Some data also retained electronically in EnerGov.
DEPT	0160-70 Social Networking/Twitter/ Facebook	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	0160-75 Speeches	2	P	I/P	GC § 34090	Imaged; permanent for historical value. (I/P)
AS	0160-80 City Address List	P	-	P	GC § 34090	Permanent, active. (P)
CC	0160-90 Customer Service	2	P	P	GC § 34090	Permanent for historical value. (P)
	Records Management					
DEPT	0170-05 Records Management Administration	2	1	3	GC § 34090	
CM	0170-20 Blank Forms (Other)	2	1	3	GC § 34090	
CM	0170-25 Blank Forms, City	2	1	3	GC § 34090	
CC	0170-35 Filing System Procedures	S	2	S+2	GC § 34090	Until superseded; must be retained at least 2 years prior to destruction.
CC	0170-45 Records Center Transfer Lists	2			GC § 34090	Imaged, Hard copy not retained after imaging. (I/D)
CC	0170-50 Records Destruction Lists (Authorization)	DR	-	DR	GC § 34090.7	Destroy when no longer relevant. These are copies; originals are attached as exhibits to the Resolutions authorizing destruction. (1/LESS)
CC	0170-60 Imaging Log	2			GC § 34090	Hard copy not retained after imaging. (I/D)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0170-70 Retention Schedules	S	-	S	GC § 34090.7	Until superseded. These are copies; the originals are attached as exhibits to the Resolutions approving the schedules. (1/LESS)
	Risk Management					
DEPT	0180-05 Risk Management Administration	2	1	3	GC § 34090	
AS	0180-10 Accident/Injury Reports (other than industrial-related injury reports)	CL	7	CL+7	GC § 34090	Reports are signed off by the City Attorney and therefore confidential. Retain until closed plus 7 years, Longer if there is pending litigation.
CC	0180-15 Claims Against City	CL	5	CL+5	GC § 34090	Until closed; 5 years after closed. Consists of original claim filed; information in these files is public record.
CS	0180-12 Recordings of Routine Video Monitoring	1	-	1	GC § 34090	Video Surveillance Recordings are required to be kept 1 year; longer if there is pending litigation
CC	0180-20 Claims on Behalf of City	CL	5	CL+5	GC § 34090	Until closed; 5 years after closed
AS	0180-23 Damage to City Property, General	CL	7	CL+7	GC § 34090	Until closed; 7 years after closed
AS	0180-35 Disability Insurance	CL	P	P	GC § 34090	Permanent; hard copy retained (P)
AS	0180-37 Disability – Case Files (Confidential)	CL	P	P	GC § 34090	Permanent, hard copy retained (P)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					
		Active	Inactive	Total Retention	Citation	Explanation/Comments
AS	0180-40 Insurance-Liability, General Info	CL	5	CL+5	GC § 34090	Until closed; 5 years after closed
AS	0180-50 Joint Powers Insurance Authority	T			GC § 34090	Until terminated; hard copy not retained after imaging. (I/D)
AS	0180-55 Public Official Bonds/Insurance	T			GC § 34090	Until terminated; hard copy not retained after imaging. (I/D)
AS	0180-60 Safety and OSHA, General	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
AS	0180-65 Unemployment Insurance	CL	P	P	GC § 34090	Permanent; hard copy retained (P)
AS	0180-75 Workers' Compensation-Case Files (Confidential)	CL	P	P	GC § 34090	Permanent, hard copy retained (P)
AS	0180-80 Municipal Mutual Insurance	T			GC § 34090	Until terminated, hard copy not retained after imaging (I/D) ; Obsolete, function no longer used
	Staff Services					
DEPT	0190-05 Staff Services Administration	2	1	3	GC § 34090	
DEPT	0190-30 Computer Services	2	1	3	GC § 34090	
DEPT	0190-40 Mail Services	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	0190-50 Printing and Duplicating	2	1	3	GC § 34090	
DEPT	0190-60 Videos Retained Permanently	P	-	P	GC § 34090	Retained permanently for historical value.

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	HEALTH, SAFETY, AND WELFARE					
	Animal Care and Control					
DEPT	0200-05 Animal Care and Control Administration	2	1	3	GC § 34090	
DEPT	0200-10 Shelter Services	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
DEPT	0200-20 Complaints/Investigations	CL	3	CL+3	GC § 34090	Until closed; 3 years after closed.
	Consumer Issues					
DEPT	0210-05 Consumer Issues Administration	2	1	3	GC § 34090	
AS	0210-10 Consumer Price Indexes	2	3	5	GC § 34090	
DEPT	0210-30 Consumer Protection/Advocacy	2	1	3	GC § 34090	
	Emergency Services					
PS	0220-05 Emergency Services Administration	2	1	3	GC § 34090	
PS	0220-10 Communications	2	1	3	GC § 34090	
PS	0220-20 Disaster Plan	2			GC § 34090	Imaged, hard copy not retained after imaging. (ID)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
PS	0220-25 Disaster Assistance Programs	S	2	S+2*	GC § 34090	Until superseded, plus 2 years; *Except Agreements, which are retained permanently.
PS	0220-30 Natural Disasters	CU			GC § 34090	While current; hard copy not retained after imaging. (I/D)
EN	0220-40 Mutual Assistance	S	2	S+2*	GC § 34090	Until superseded; plus 2 years; *Except agreements, which are retained permanently.
PS	0220-45 Training Programs	T	2	T+2	GC § 34090	Until terminated; 2 years after termination.
PS	0220-70 Exercises/Drills	2	1	3	GC § 34090	
	Environmental Protection/Conservation					
DEPT	0230-05 Environmental Protection/Conserv. Administration	2	1	3	GC § 34090	
DEPT	0230-15 Air Quality	CU	7	CU+7	GC § 34090	While current; current plus 7 years.
DEPT	0230-20 Water Quality	2	1	3	GC § 34090	
DEPT	0230-35 Water Conservation	2	1	3	GC § 34090	Retain for three years, unless environmentally sensitive as determined by NPDES permit; then retain permanently (I/D). See 0850-50 NPDES (National Pollutant Discharge Elimination System Program).

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	0230-40 Wildlife Conservation	2	1	3	GC § 34090	
DEPT	0230-45 Coastal Protection	2	1	3	GC § 34090	
DEPT	0230-50 Hazardous Materials/Waste, General	CU	10	CU+10	40 CFR 122.21	While current, current plus 10 years. Contains documentation of handling and disposal.
AG	0230-50 Hazardous Materials/Waste, Plans	S	-	S+2  *	GC § 34090	Until superseded plus 2 years; if City is party to Plan, *imaged and hard copy not retained after imaging. (I/D)
DEPT	0230-60 Litter Control	2	1	3	GC § 34090	
DEPT	0230-65 Open Space Conservation	2	1	3	GC § 34090	
DEPT	0230-70 Noise Control	2	1	3	GC § 34090	
	Fire Protection					
DEPT	0240-05 Fire Protection Administration	2	1	3	GC § 34090	
CM	0240-10 Fire Authority Formation	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
CC	0240-40 Permits	CL			GC § 34090	Completion; hard copy not retained after imaging. (I/D)
CC	0240-50 Weed Abatement/Control	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	0240-60 Facilities	2	1	3	GC § 34090	
	Health Services					
DEPT	0250-05 Health Services Administration	2	1	3	GC § 34090	
DEPT	0250-20 Ambulance/Paramedic Services	2	1	3	GC § 34090	
DEPT	0250-40 Hospitals and Clinics	2	1	3	GC § 34090	
CC	0250-60 Vector Control	2	1	3	GC § 34090	
DEPT	0250-75 Swimming Pool Safety	2	1	3	GC § 34090	
	Police Protection/Services					
DEPT	0260-05 Police Protection/Services Administration	2	1	3	GC § 34090	
DEPT	0260-30 Criminal Justice	2	1	3	GC § 34090	
DEPT	0260-35 Traffic Enforcement	2	1	3	GC § 34090	
DEPT	0260-40 Incident Reports/Statistics	DR	-	DR	GC § 34090.7	Destroy when no longer relevant; these are copies, the originals are kept by the Sheriff's Department. (1/LESS)
DEPT	0260-60 Special Programs	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

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		Active	Inactive	Total Retention	Citation	
	Public Welfare					
DEPT	0270-05 Public Welfare Administration	2	1	3	GC § 34090	
DEPT	0270-10 Multifaceted Area Concern	2	1	3	GC § 34090	
DEPT	0270-25 Special Activities Permits	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
DEPT	0270-30 Alcohol/Substance Use/Abuse	2	1	3	GC § 34090	
DEPT	0270-40 Gambling/Games of Chance	2	1	3	GC § 34090	
DEPT	0270-45 Fortune Telling	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
DEPT	0270-50 Handicapped Citizen's Welfare	S	2	S+3	GC § 34090	Until Superseded plus 3 years.
DEPT	0270-55 Immigration and Naturalization	2	1	3	GC § 34090	
DEPT	0270-60 Obscenity/Pornography	2	1	3	GC § 34090	
DEPT	0270-65 Human and Social Services	2	1	3	GC § 34090	
DEPT	0270-70 Solicitations, Charitable	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	Senior Citizens					
DEPT	0280-05 Senior Citizens Administration	2	1	3	GC § 34090	
DEPT	0280-20 Advisory Groups	2	1	3	GC § 34090	
DEPT	0280-50 Groups/Organizations	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

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		Active	Inactive	Total Retention	Citation	
	FINANCE AND FISCAL					
	Accounting					
FI	0300-05 Accounting Administration	2	1	3	GC § 34090	
FI	0300-10 Chart of Accounts	2	5	7	GC § 34090	
FI	0300-15 Accounts Payable - Vendors	3	4	7	GC § 34090	
FI	0300-16 Accounts Payable – CIP	3	P	P	GC § 34090	Permanent; originals may not be destroyed. (P)
FI	0300-17 Benefits – Vendors	3	4	7	GC § 34090	
FI	0300-20 Recreation Independent Contractors (Copies of Contracts)	CL	2	CL+2	GC § 34909.7; CCP § 337	Closure; 2 years after closure.
FI	0300-30 Warrant/Check Registers	3	4	7	GC § 34090	
FI	0300-40 Financial Reports	3	4	7	GC § 34090	
FI	0300-45 State Controller Report	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
FI	0300-47 County Reports	3	2	5	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

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		Active	Inactive	Total Retention	Citation	
FI	0300-60 General Ledger	3	P	P	GC § 34090, CCP § 337	Permanent; hard copy retained. (P)
FI	0300-65 Append/General Ledger Reports	3	4	7		
FI	0300-70 Journal Entries	3			GC § 34090	Hard copy not retained after imaging. (ID)
	Audits					
FI	0310-05 Audits Administration	2	1	3	GC §34090	
FI	0310-20 Audit Reports, External	2			GC § 34090	Hard copy not retained after imaging. (I/D)
FI	0310-25 Audit Files, Year End	8	P	P	GC § 34090	Permanent; hard copy retained. (P) (Binders)
FI	0310-30 Audit Preparation Files	3	4	7	GC § 34090	
FI	0310-40 Redevelopment Agency Audits/Financial St	2			GC § 34090	Hard copy not retained after imaging. (I/D)
	Banking					
FI	0320-05 Banking Administration	3	4	7	GC § 34090	
FI	0320-10 Banking Services	T	3	T+3	GC § 34090	Until terminated; 3 years after termination.

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
FI	0320-30 Bank Statements & Reconciliations	3	4	7	GC § 34090, 26 CFR 16001-1	
FI	0320-40 Issued Checks	3	4	7	GC § 34090, CCP § 337	
FI	0320-41 Returned Checks	3	4	7	GC § 34090, CCP § 337	
FI	0320-43 Deposit Slips	3	4	7	GC § 34090, CCP § 337	
FI	0320-46 Wire Transfers	3	4	7	GC § 34090, CCP § 337	
FI	0320-49 Armored Transport Receipts	3	4	7	GC § 34090, CCP § 337	
	Budget					
DEPT	0330-05 Budget Administration	3	4	7	GC § 34090	
DEPT	0330-10 Departmental Budget Requests	3	4	7	GC § 34090	
AS	0330-15 Budget Amendments	3	4	7	GC § 34090	
AS	0330-25 Budget Requests, External	3	4	7	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
AS	0330-30 Adopted Budget	2	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)
AS	0330-40 Budget Preparation Files	3	34	7	GC § 34090	
AS	0330-45 Redevelopment Agency Budget	2	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)
FI	0330-60 Gann Appropriations Limit	2	P	P	GC § 34090	Permanent; originals may not be destroyed. (P)
	Bond Issues/Debt Financing					
AS	0340-05 Bond Issues/Debt Financing Administration	2	1	3	GC § 34090	
AS	0340-10 Paying Agent and Fiscal Agent	CL	10	CL+10	GC § 34090, CCP § 337.5	Closed; closed plus 10 years.
AS	0340-20 Mortgage Revenue Bonds	CL	10	CL+10	GC § 34090, CCP § 337.5	Closed; closed plus 10 years.
AS	0340-30 Assessment Districts/Mello Roos	CL	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
AS	0340-40 Certificates of Participation	CL	P	I/P	GC § 34090, CCP § 337.5	Permanent; imaged; originals may not be destroyed. (I/P)
AS	0340-45 Revenue Bonds, Other	CL	P	I/P	GC § 34090, CCP § 337.5	Permanent; optical disk; originals may not be destroyed. (I/P)
	City Treasurer/Investments					
FI	0350-05 City Treasurer/Investments Administration	2	1	3	GC § 34090	
FI	0350-10 Brokers/Dealers	3	4	7	GC § 34090	
FI	0350-20 City Treasurer Reports	3	4	7	GC § 34090	
FI	0350-30 Investment Portfolio (City Funds)	3	4	7	GC § 34090	
FI	0350-55 Investment Month-End Reports	3	P	P	GC § 34090, CCP § 337, GC § 53607	Permanent; originals may not be destroyed. (P)
FI	0350-60 Local Agency Investment Fund (LAIF)	3	4	7	GC § 34090	
FI	0350-65 Orange County Investment Pool	3	4	7	GC § 34090	
	Payroll					

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
FI	0360-05 Payroll Administration	2	1	3	GC § 34090	
FI	0360-20 Reports	3	4	7		
FI	0360-30 Time Sheets	3	4	7	GC § 34090, 29 CFR 516.2, 20 CFR 516.6(1), IRS Reg. § 31.6001-1(e)(2), R&T § 19530, LC § 1174	
FI	0360-50 Tax Records	2	P	P	GC § 34090	Permanent; originals may not be destroyed. (P)
FI	0360-60 Vacation Leave	2	P	P	GC § 34090	Permanent; originals may not be destroyed. (P)
FI	0360-65 Deferred Compensation	2	P	P	GC § 34090	Permanent; originals may not be destroyed. (P)
FI	0360-66 Retirement – PERS	2	P	P	GC § 34090, 26 CFR 31.6001-1, 29 CFR 516.5-516.6, LC § 1174(d)	Permanent; originals may not be destroyed. (P)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
FI	0360-67 Workers' Compensation	T	P	P	LC § 110-139.6	Permanent; originals may not be destroyed. (P)
FI	0360-70 Sick Leave	2	P	P	GC § 34090	Permanent; originals may not be destroyed. (P)
FI	0360-80 Employee Payroll Records	2	P	P	GC § 34090, 29 CFR 516.2	Permanent; originals may not be destroyed. (P)
FI	0360-90 Individual Payroll Records	T+1	P	P	GC § 34090, 29 CFR 516.2	Permanent; originals may not be destroyed. (P)
	Purchasing					
FI	0370-05 Purchasing Administration	2	1	3	GC § 34090	
FI	0370-10 Purchasing Authority	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
FI	0370-15 1099 Forms	3	4	7	GC § 34090, 29 USC § 436	
FI	0370-24 Purchase Orders	3	4	7	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0370-38 Rejected Bids 0370-38 Rejected Bids Federal Projects	3 CL+3	1 CL+4	4 CL+7	GC § 34090	7 years after completion of Federal Project. Any and all records related to a federal project or a federally funded project must be separately identified and retained in accordance with the applicable federal regulations, project requirements, and grant agreement.
FI	0370-45 Surplus Equipment Disposal	L	4	L+4	GC § 34090, CCP § 337	4 years after equipment is no longer in use.
DEPT	0370-60 Vendor Lists/Brochures	2	1	3	GC § 34090	
CC	0370-65 Requests for Proposal, Unsuccessful 0370-65 RFP, Unsuccessful Federal Projects	2 CL+3	1 CL+4	3 CL+7	GC § 34090	7 years after completion of Federal Project. Any and all records related to a federal project or a federally funded project must be separately identified and retained in accordance with the applicable federal regulations, project requirements, and grant agreement.
DEPT	0370-70 Consultant Information	2	1	3	GC § 34090	
	Fixed Assets					
FI	0380-05 Fixed Assets Administration	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
FI	0380-20 Capital Assets	5			GC § 34090	Hard copy not retained after imaging. (I/D)
FI	0380-30 Communication Equipment	2	T+2	T+2	GC § 34090	Destroy 2 years after disposal of equipment.
FI	0380-40 Office/Computer Equipment	2	T+2	T+2	GC § 34090	Destroy 2 years after disposal of equipment.
FI	0380-50 Mechanical Equipment	2	T+2	T+2	GC § 34090	Destroy 2 years after disposal of equipment.
FI	0380-60 Rolling Stock	2	T+2	T+2	GC § 34090	Destroy 2 years after disposal of equipment.
	Revenue and Taxation					
FI	0390-05 Revenue and Taxation Administration	2	1	3	GC § 34090	
FI	0390-15 Accounts Receivable	3	4	7	GC § 34090	7 years after completion of audit of records; administrative decision to retain for longer.
FI	0390-16 Collections	3	4	7		
FI	0390-20 Fee Studies	S			GC § 34090	Until superseded; Imaged, hard copy not retained after imaging. (I/D)
FI	0390-21 Fees, Franchise	3	4	7	GC § 34090	
FI	0390-22 Fees, Other than Franchise	3	4	7	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
FI	0390-24 Fee Waiver Requests	S			GC § 34090	Until superseded; Imaged, hard copy not retained after imaging. (I/D)
DEPT	0390-30 Funding Programs, County	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
DEPT	0390-32 Funding Programs, Federal	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
DEPT	0390-34 Funding Programs, State	2			GC § 34090	Imaged, hard copy not retained after imaging. (I/D)
FI	0390-40 Licenses, Business	3	4	7	GC § 34090	
FI	0390-50 Mandated Costs	3	P	P	GC § 34090	(Permanent; originals may not be destroyed (P))
FI	0390-60 Receipts, Daily Cash	3	4	7	GC § 34090	
FI	0390-65 Receipts, General	3	4	7	GC § 34090	
FI	0390-67 Revenues, General Operating	2	P	P	GC § 34090	Permanent; originals may not be destroyed. (P) BINDERS
FI	0390-68 Revenues, Special Rev Funds	2	P	P	GC § 34090	Permanent; originals may not be destroyed. (P) BINDERS

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
FI	0390-70 Taxes	2	P	P	GC § 34090, 29 USC 436, IRS Reg. § 31.6001-1(e)(2), 26 CFR 31.6001.1-4, R&T § 19530, 29 CFR 516.5-516.6	Permanent; originals may not be destroyed. (P)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	LEGAL AND LEGISLATIVE					
	Agreements and Contracts					
CC	0400-05 Agreements and Contracts Administration	2	1	3	GC § 34090	
CC	0400-10 Agreements/Contracts (Not listed below)	CL	P	I/P	GC § 34090	Completion; permanent; Imaged; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-15 City Insurance Agreements	CL	P	I/P		Completion; permanent; Imaged; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-20 Franchise Agreements	CL	P	I/P	GC § 34090	Completion; permanent; Imaged; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-30 Encroachment Agreements	-	P	I/P	GC § 34090	Permanent; Imaged when filed; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-45 Noncash Securities (Not related to Final Parcel or Final Tract)	CL			GC § 34090	Completion; Imaged; hard copy not retained after imaging. (I/D)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0400-50 Lease Agreements	CL	P	I/P	GC § 34090, CCP §§ 337.2, 343	Completion; permanent; Imaged; all original Agreements should be filed with City Clerk; originals may not be destroyed. (I/P)
CC	0400-70 Recreation Independent Contractors (Original Contracts)	CL			GC § 34090	Until closed; Imaged; hard copy not retained after imaging. (I/D)
	City Council/Planning Agency					
CC	0410-05 City Council Administration	2	1	3	GC § 34090	
CC	0410-10 Agendas	2	1	3	GC § 34090	
CC	0410-13 Requests to Speak	2	1	3	GC § 34090	
CC	0410-14 Agenda Packets	2	1	3	GC § 34090	
CC	0410-20 Appointments/Resignations	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
CC	0410-25 Closed Sessions	2	1	3	GC § 34090	Confidential.
CC	0410-27 Correspondence	2	1	3	GC § 34090	
CC	0410-30 Council Member as City Representative	2	1	3	GC § 34090	
CC	0410-37 Meeting Schedules/Notices	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0410-40 Study Sessions	2	1	3	GC § 34090	
CC	0410-47 Workshops	2	1	3	GC § 34090	
CC	0410-50 Minutes	2	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)
CC	0410-55 Verbatim Transcripts	2	1	3	GC § 34090	
CC	0410-60 Oaths of Office	CL+1	P	I/P	GC § 34090, 29 USC § 1113	Completion of term plus one year; imaged; recommend retain permanently for historical value. (I/P)
CC	0410-65 Proclamations (Includes Commendations, Certificates, Commemorations, and Condolences)	2	1	3	GC § 34090	May wish to retain selected proclamations permanently for historical/research value.
CC	0410-70 Reorganizations/Rosters	CL			GC § 34090	Completion; imaged; hard copy not retained after imaging. (I/D)
CC	0410-80 City Council Policies	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Incorporation					
CC	0420-05 Incorporation Administration	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0420-10 Laguna Hills Incorporation	2	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)
CC	0420-15 Historical/Transition Files	2	P	I/P	GC § 34090	Permanent for historical purposes; imaged. (I/P)
DEPT	0420-20 Annexations, General	2	1	3	GC § 34090	
CC	0420-25 Annexations, Case Files	CL			GC § 34090	Completion; imaged; hard copy not retained after imaging. (I/D)
CC	0420-40 Local Agency Formation Comm (LAFCO)	2	1	3	GC s 34090	
CC	0420-50 Sphere of Influence	AC			GC § 34090	While current; imaged, hard copy not retained after imaging. (I/D)
	Elections					
CC	0430-05 Elections Administration	2	1	3	GC § 34090	
CC	0430-10 Planning Materials/Reference	S	-	S+2	GC § 34090	Until superseded plus 2 years
CC	0430-20 Municipal Elections	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
CC	0430-30 State/Federal Elections	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0430-40 Voter Registration	S	-	S+2	GC § 34090	Until superseded plus 2 years; Orange County Registrar is Office of Record for original records.
CC	0430-45 Campaign Statements Corres/Cals	2	3	5	GC § 34090	
CC	0430-50 Campaign Statements Filings	E			GC § 81009	Until expiration of term; image 2 years after expiration; hard copy not retained after imaging. (I/D)
CC	0430-55 Nomination Papers	E			EC § 17100	Nomination Papers cannot be copied. Public can view documents only. Until expiration of term; image 2 years after expiration; hard copy not retained after imaging. (ID)
CC	0430-60 Initiatives (Petitions)	E+8MO	-	E+8MO	EC §§ 17200, 17400, GC § 7253.5, EC § 14700, GC § 3756.8	8 months after election for which petition qualified or 8 months after Clerk's final examination unless election results are legally challenged; established by State law, City Council action not required.
CC	0430-65 Initiatives, General	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)

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Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0430-70 Referendums (Petitions)	E+8MO	-	E+8MO	EC §§ 17200, 17400, GC § 7253.5, EC § 14700, GC § 3756.8	8 months after election for which petition qualified or 8 months after Clerk's final examination unless election results are legally challenged.
CC	0430-75 Referendums, General	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Conflict of Interest					
CC	0440-05 Conflict of Interest Administration	2	1	3	GC § 34090	
CC	0440-10 FPPC Filing Log	P	-	P	GC § 34090	Permanent; always active. (P)
CC	0440-20 Economic Interests Filings	CL	CL+2		GC § 81009	Until completion of term; image 2 years after completion; hard copy not retained after imaging (I/D)
CC	0440-23 Ethics, Generally	2	1	3	GC § 34090	
CC	0440-25 Ethics Training Certification	CL	CL+2		GC § 53235.2	Until completion of term; image 2 years after completion; hard copy not retained after imaging (I/D)
CC	0440-27 Sexual Harassment Certification	CL	CL+2		GC § 53235.2	Until completion of term; image 2 years after completion; hard copy not retained after imaging (I/D)

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Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0440-30 FPPC Regulations	S	-	S	GC § 34090.7	Until superseded. (1/LESS)
CC	0440-40 Conflict of Interest Code	2			GC § 34090	Permanent for research/historical value; hard copy not retained after imaging. (I/D)
	Code Enforcement Program					
DEPT	0450-05 Code Enforcement Program Administration	2	1	3	GC § 34090	
BL	0450-30 Code Violations	CL			GC § 34090	Imaged; hard copy not retained after imaging; some data also retained electronically in EnerGov. (I/D)
DEPT	0450-40 Nuisance Abatement	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Legal Operations					
DEPT	0460-05 Legal Operations Administration	2	1	3	GC § 34090	
DEPT	0460-20 Legal Advertising	2	3	5	GC § 34090	
CC	0460-25 Legal Notifications	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
CC	0460-30 Legal Opinions (Confidential)	S			GC § 34090	Until superseded; imaged; hard copy not retained after imaging. (I/D)

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Attachment: Exhibit A - Amended and Restated Records Retention Schedule (2066 : Record

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0460-40 Oaths of Office-Employees	T	3	T+3	GC § 34090	Until termination; 3 years after termination.
CC	0460-50 Notary Public	CL	2	CL+2	GC § 34090	Completion; completion of commission plus 2 years.
	Litigation					
CC	0470-05 Litigation Administration	2	1	3	GC § 34090	
CC	0470-20 Civil Case Files, City	CL	5	CL+5	GC § 34090	Until closed; 5 years after settled.
CC	0470-25 Civil Case Files, Other	CL	5	CL+5	GC § 34090	Until closed; 5 years after settled.
CC	0470-40 Subpoenas	CL	5	CL+5	GC § 34090	Until closed; 5 years after closure.
	Legislation					
DEPT	0480-05 Legislation Administration	2	1	3	GC § 34090	
CC	0480-10 Code Files, City	S			GC § 34090	Until superseded; imaged; hard copy not retained after imaging. (I/D)
CC	0480-20 Ordinances, City Council	P	-	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)
CC	0480-30 Resolutions, City Council	P	-	I/P 	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)

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RECORD RETENTION/DISPOSITIVE

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		Active	Inactive	Total Retention	Citation	
CC	0480-40 Brown Act	S	-	S	GC § 34090.7	Until superseded. (1/LESS)
DEPT	0480-50 County	DR	2	DR+2	GC § 34090	Destroy when no longer relevant; must be retained at least 2 years prior to destruction.
DEPT	0480-55 Federal	DR	2	DR+2	GC § 34090	Destroy when no longer relevant; must be retained at least 2 years prior to destruction.
DEPT	0480-60 State	DR	2	DR+2	GC § 34090	Destroy when no longer relevant; must be retained at least 2 years prior to destruction.
	Real Property					
DEPT	0490-05 Real Property Administration	2	1	3	GC § 34090	
CC	0490-20 City-owned Property Inventory	CU			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
CC	0490-25 Condemnations	AC	P	I/P	GC § 34090	While active; permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-30 Deeds	2	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-31 Easements	2	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)

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Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CC	0490-32 Quitclaims	2	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-35 Dedications, Offers of (Accepted)	22	P	I/P	GC § 34090	Permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-35 Dedications, Offers of (Not Accepted)		1	3	GC § 34090	
CC	0490-50 Property Acquisition	CL	P	I/P	GC § 34090	Until completed; permanent; imaged; originals may not be destroyed. (I/P)
CC	0490-60 Surplus Property Disposal	CL	P	I/P	GC § 34090	Until completed; permanent; imaged; originals may not be destroyed. (I/P)
CC	490-70 Vacations/Abandons/Relinquishes	CL	P	I/P	GC § 34090	Until completed; permanent; imaged; originals may not be destroyed. (I/P)
	Assessment District Formation					
DEPT	0495-05 Assessment District Formation Administration	2	1	3	GC § 34090	
DEPT	0495-20 Case Files	AC			GC § 34090	While active; imaged, hard copy not retained after imaging. (I/D)

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Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	PERSONNEL					
	Personnel Administration					
AS	0500-05 Personnel Administration	2	1	3	GC § 34090	
AS	0500-10 Employee Activities and Events	2	1	3	GC § 34090	
AS	0500-25 Employee Awards and Commendation	2	1	3	GC § 12946	
AS	0500-30 Employee Handbooks	S	2	S+2	GC § 34090	Until superseded; plus 2 years.
AS	0500-35 Employee Newsletter	-	P	P	GC § 34090	Permanent for historical value. (P)
	Classifications/Qualifications					
AS	0510-05 Classifications/Qualifications Administration	2	1	3	GC § 34090	
AS	0510-20 Job Descriptions/Specifications	S	2	S+2	GC § 34090	Until superseded; plus 2 years.
AS	0510-30 Classification Surveys	2	1	3	GC § 34090	
AS	0510-40 Reclassifications	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	Salaries, Wages, and Benefits					
AS	0520-05 Salaries, Wages, and Benefits Administration	2	1	3	GC § 34090	
AG	0520-10 Compensation Plans	2	3	5	GC § 34090	
AS	0520-30 Health Benefits	2	3	5	GC § 34090	
AS	0520-60 Life Insurance	2	3	5	GC § 34090	
AS	0520-75 Other Benefits	2	3	5	GC § 34090	
	Labor Relations					
AS	0530-05 Labor Relations Administration	2	1	3	GC § 34090	
AS	0530-30 Negotiations (Confidential)	2			29 USC §§ 211(c), 203(m), 207(g)	Imaged; hard copy not retained after imaging. (I/D)
AS	0530-40 Laguna Hills City Employee Assn.	S			GC § 34090	Until superseded; imaged; hard copy not retained after imaging. (I/D)
AS	0530-50 Fair Labor Laws and Standards	S	-	S	GC § 34090.7	Until superseded. (1/Less)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	Education and Training					
DEPT	0540-05 Education and Training Administration	2	1	3	GC § 34090	
DEPT	0540-10 Conferences and Seminars	2	1	3	GC § 34090	
AS	0540-40 Intern Programs	2	1	3	GC § 34090	
AS	0540-60 Training/Educational Programs (City)	2	1	3	GC § 34090	
	Recruitment and Selection					
AS	0550-05 Recruitment and Selection Administration	2	1	3	GC § 34090	
AS	0550-25 Advertising	CL	3	CL+3	GC § 34090	Until completed; plus 3 years.
AS	0550-30 Employment Bulletins	2	1	3	GC § 34090	
AS	0550-35 Job Interest	2	3	5	GC § 34090	
AS	0550-40 Recruitment Records (Unsuccessful)	CU	3	CU+3	GC § 34090	Current year; plus 3 years.
AS	0550-50 Tests and Examinations	CU	3	CU+3	GC § 34090	Current year; plus 3 years.
	Employment Records (Confidential)					
AS	0560-05 Employment Records Administration	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					
		Active	Inactive	Total Retention	Citation	Explanation/Comments
AS	0560-20 Employee Records	T			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
AS	0560-30 DMV Information	P	-	P	GC § 34090	Permanent, active. (P)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					
		Active	Inactive	Total Retention	Citation	Explanation/Comments
	PLANNING AND COMMUNITY DEVELOPMENT					
	Developments/Subdivisions					
DEPT	0600-05 Developments/Subdivisions Administration	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0600-10 Tentative Tract Maps	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0600-20 Tentative Parcel Maps	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0600-30 Site Development Permits	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0600-40 Street Names/Changes/Addresses	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. (I/D)
DEPT	0600-60 Development Outside City Limits	1	4	5	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					
		Active	Inactive	Total Retention	Citation	Explanation/Comments
	Land Use Control					
DEPT	0610-05 Land Use Control Administration	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-10 Zoning Code	S			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-15 Zoning Text Amendments (Language Change)	CL			GC § 34090	Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
CD	0610-20 Zoning Map (Map Change)	CL			GC § 34090	While current; imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-30 Growth Management Program	AC			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-40 Design Review Program	CL			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0610-50 Zoning Variances	CL			GC § 34090	Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0610-55 Use Permits	CL			GC § 34090	Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)

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DEPT	0610-60 Temporary Use Permits	CL	1	3	GC § 34090	Some data also retained electronically in Energov.
DEPT	0610-65 Center Files	AC	-	-	GC § 34090	Always active.
DEPT	0610-70 Special Animal Permits	CL			GC § 34090	Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0610-80 Fortune Telling Permits	AC			GC § 34090	Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0610-90 Findings of Public Necessity/Alcohol	CL			GC § 34090	Imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
	Environmental Review					
DEPT	0620-05 Environmental Review Administration	2	1	3	GC § 34090	
DEPT	0620-10 Environmental Impact Reports	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)
DEPT	0620-20 Mitigation Monitoring Program	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. Some data also retained electronically in Energov. (I/D)

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RECORD RETENTION/DISPOSITIVE

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CD	0620-60 CEQA Guidelines	S	3	S+3	GC § 34090	Until superseded; 3 years after superseded.
DEPT	0620-70 Sustainability	AC	2	AC+2	GC § 34090	
	General Plan					
DEPT	0630-05 General Plan Administration	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0630-10 General Plan Elements	S			GC § 34090	Until superseded; imaged; hard copy not retained after imaging. (ID)
DEPT	0630-30 General Plan Amendment Cases	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. (I/D)
CD	0630-40 General Plans, Other-Agencies	S	-	S	GC § 34090.7	Until superseded. (1/Less)
DEPT	0630-50 Specific Plans	S			GC § 34090	Until superseded; imaged; hard copy not retained after imaging. (I/D)
	City Planning					
DEPT	0640-05 City Planning Administration	2	1	3	GC § 34090	
CD	0640-10 Goals and Objectives	DR	2	DR+2	GC § 34090	Destroy when no longer relevant; must be retained at least 2 years prior to destruction.

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RECORD RETENTION/DISPOSITIVE

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		Active	Inactive	Total Retention	Citation	
DEPT	0640-15 Development Fees	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0640-20 Demographic/Statistical Data	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0640-22 Census Data	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0640-25 Geographic Information Systems (GIS)	S			GC § 34090	Maps generated from GIS information for individual projects are a permanent record. Imaged; hard copy not retained after imaging (I/D)
DEPT	0640-30 Regional Planning	AC	2	AC+2	GC § 34090	
	Housing Program					
DEPT	0650-05 Housing Program Administration	2	1	3	GC § 34090	
DEPT	0650-10 Specific Housing Programs	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. (I/D)
	Redevelopment Program					
DEPT	0660-05 Redevelopment Program Administration	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					
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DEPT	0660-20 Redevelopment Plan	S			GC § 34090	Until superseded; imaged; hard copy not retained after imaging. (I/D)
DEPT	0660-30 Redevelopment Projects	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. (I/D)
DEPT	0660-40 Project Area Committee	AC			GC § 34090	While active; imaged; hard copy not retained after imaging. (I/D)
DEPT	0660-50 Redevelopment, Other Cities	2	3	5	GC § 34090.7	
	CDBG (Community Development Block Grant Program)					
DEPT	0670-05 CDBG Administration	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0670-20 CDBG Applications	CL	5	CL+5	GC § 34090	Until completed; completed plus 5 years.
DEPT	0670-30 Urban County CDBG Program	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. (I/D)
	Signs					
DEPT	0680-05 Signs Administration	2	1	3	GC § 34090	
DEPT	0680-10 Sign Programs	S			GC § 34090	Imaged after approval; hard copy not retained after imaging. Some data also retained

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
						electronically in Energov. (I/D)
CD	0680-15 Public Sign Permits	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. (I/D)
CD	0680-20 Temporary Sign Permits	CL	2	CL+2	GC § 34090	Active records maintained in binders in Community Development. Some data also retained electronically in Energov.
DEPT	0680-30 City Identification Signs	CL			GC § 34090	Until completed; imaged; hard copy not retained after imaging. (I/D)
	Economic Development					
DEPT	0690-05 Economic Development Administration	2	1	3	GC § 34090	
DEPT	0690-10 Master Plan	S			GC § 34090	Until superseded; imaged; hard copy not retained after imaging. (I/D)
DEPT	0690-20 Projects/Programs	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	PUBLIC FACILITIES AND GROUNDS					
	Public Facilities and Grounds					
DEPT	0700-05 Public Facilities and Grounds Administration	2	1	3	GC § 34090	
DEPT	0700-20 Custodial Services	2	1	3	GC § 34090	
CS	0700-30 Facility Use Permits/Ins Binders	2	1	3	GC § 34090	EnerGov Facility and Reservation Data Base is informational only.
DEPT	0700-40 Vandalism/Graffiti	3	2	5	GC § 34090	
DEPT	0700-50 Athletic Fields	2	1	3	GC § 34090	
DEPT	0700-60 Funding Programs	2	1	3	GC § 34090	
	Civic Center					
AS	0710-05 Civic Center Administration	2	1	3	GC § 34090	
AS	0710-10 Tenant Lease Agreements	T	5	T+5	GC § 34090, CCP § 337.2	Until terminated; 5 years after termination.
AS	0710-15 Civic Center Budget	AU+2	3	AU+5	GC § 34090	5 years after completion of audit of records.
AS	0710-20 Operations and Maintenance	2	1	3	GC § 34090	

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AS	0710-25 Monthly Management Reports	2	1	3	GC § 34090	
DEPT	0710-30 Construction/Capital Improvements	CL+3			GC § 34090	Completion +3; imaged; hard copy not retained after imaging; may be audited. (I/D)
DEPT	0710-40 Furniture	T	T+2	T+2	GC § 34090	
DEPT	0710-50 Renovation	2	1	3	GC § 34090	
	Community Center					
DEPT	0720-05 Community Center Administration	2	1	3	GC § 34090	
DEPT	0720-20 Operations and Maintenance	2	1	3	GC § 34090	
DEPT	0720-30 Construction/Capital Improvement	CL+3			GC § 34090	Completion +3; imaged; hard copy not retained after imaging; may be audited. (I/D)
DEPT	0720-40 Furniture	T	T+2	T+2	GC § 34090	
	Parks and Open Space					
DEPT	0730-05 Parks and Open Space Administration	2	1	3	GC § 34090	
CS	0730-10 Landscape Maintenance	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)

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RECORD RETENTION/DISPOSITIVE

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DEPT	0730-20 Hardscape	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0730-30 Planning and Development (Prior to Park Construction)	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0730-40 Regional Parks/Trails (Use Of)	DR	-	DR	GC § 34090.7	Copies, destroy when no longer relevant. (1/Less)
DEPT	0730-50 State Parks	2	1	3	GC § 34090	
DEPT	0730-60 Construction/Capital Improvements	CL+3			GC § 34090	Completion +3; imaged; hard copy not retained after imaging; may be audited. (I/D)
DEPT	0730-65 Park Regulations	2			GC § 34090	While current, imaged; hard copy not retained after imaging. (I/D)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	BUILDING, ENGINEERING AND PUBLIC WORKS					
	Building Safety Functions					
DEPT	0800-05 Building Safety Administration	2	1	3	GC § 34090	
CD	0800-15 Building Safety Functions	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
CD	0800-20 Building Permits				GC § 34090	Imaged immediately ; hard copy not retained after imaging; also retained in Community Development Module of EnerGov. (I/D)
DEPT	0800-25 Community Care Licensing (Only those not requiring Planning approval)	DR	-	-	GC § 34090.7	This function is only to document records. No longer using this function and category.
CD	0800-45 Special Inspectors	CL	1	3	GC § 34090	Information also contained in Building Permit.
CD	0800-60 Inspectors Logs	CL	4	5	GC § 34090	Information also contained in Building Permit.
	Engineering Permits/Subdivisions					
DEPT	0810-05 Engineering Permits/Subdivisions Administration	2	1	3	GC § 34090	
EN	0810-20 Transportation Permits	1	2	3	GC § 34090	

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EN	0810-25 Encroachment Permits, Temporary	1			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0810-35 Grading Permits	1			GC § 34090	Imaged; hard copy of documents not retained after imaging. (I/D) *Hard copy Mylar plans retained by Engineering.
DEPT	0810-40 Engineering Surveys	2	P	I/P	GC § 34090	Permanent; imaged; hard copy retained after imaging (I/P).
DEPT	0810-55 Final Tracts (Everything Associated with a Final Tract, including Landscape Plans, Grading Plans, Permits, Plan Checks, Final Tract Map, Public Improvement Plans, Storm Drain Design, EIR/Negative Declaration . . .)	CL			GC § 34090	Until complete; imaged; hard copy of documents not retained after imaging. (I/D) *Hard copy Mylar plans retained by Engineering.
DEPT	0810-60 Final Parcels (Everything Associated with a Final Parcel, including Landscape Plans, Grading Plans, Permits, Plan Checks, Final Parcel Map, Public Improvement Plans, EIR/Negative Declaration . . .)	CL			GC § 34090	Until complete; imaged; hard copy of documents not retained after imaging. (I/D) *Hard copy Mylar plans retained by Engineering.
DEPT	0810-70 Lot Line Adjustments	CL			GC § 34090	Until complete; imaged; hard copy not retained after imaging. (I/D)
DEPT	0810-75 Lot Mergers	CL			GC § 34090	Until complete; imaged; hard copy not retained after imaging. (I/D)

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	Public Improvements					
DEPT	0820-05 Public Improvements Administration	2	1	3	GC § 34090	
DEPT	0820-10 Bicycle Pedestrian Equestrian Trails (Design and Construction of)	CL			GC § 34090	Until complete; imaged; hard copy not retained after imaging. (I/D)
DEPT	0820-15 Capital Improvement Projects	CL+3			GC § 34090	Completion +3; imaged; hard copy of documents not retained after imaging; may be audited. (I/D) *Hard copy Mylar plans retained by Engineering.
	0820-15 Capital Improvement Projects – Federal Projects	CL+7				Any and all records related to a federal project or a federally funded project must be separately identified and retained in accordance with the applicable federal regulations, project requirements, and grant agreement.
DEPT	0820-18 CIP Certified Payroll	3	2	5	GC § 34090	
	0820-18 CIP Certified Payroll – Federal	CL	CL+7	CL+7		Any and all records related to a federal project or a federally funded project must be separately identified and retained in accordance with the applicable federal regulations, project requirements, and grant agreement.
DEPT	0820-20 Bus Benches/Shelters/Stops	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)

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RECORD RETENTION/DISPOSITIVE

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DEPT	0820-25 Funding Programs	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0820-30 Master Plans	S			GC § 34090	Until superseded; imaged; hard copy not retained after imaging. (I/D)
DEPT	0820-40 Medians	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0820-55 Bridges	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
EN	0820-65 Street Mileage Inventories	1			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Maintenance					
DEPT	0830-05 Maintenance Administration	2	1	3	GC § 34090	
DEPT	0830-10 Storm Drain Maintenance	2			GC § 34090	Imaged; hard copy not retained after imaging; some data also retained electronically in Reques Partner. (I/D)
DEPT	0830-30 Street and Alley Maintenance	2			GC § 34090	Imaged; hard copy not retained after imaging; maintained electronically by Department; uploaded directly into Questys. (I/D)
EN	0830-35 Pavement Management Program	CL			GC § 34090	Until complete; imaged; hard copy not retained after imaging. (I/D)

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RECORD RETENTION/DISPOSITIVE

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DEPT	0830-40 Street Lighting Maintenance	2			GC § 34090	Imaged; hard copy not retained after imaging; some data also retained electronically in Reques Partner. (I/D)
DEPT	0830-50 Traffic Signal Maintenance	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0830-60 Street Sweeping	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0830-70 Slope Repair	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0830-80 Bridge Maintenance	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
EN	0830-90 Public Works	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Transportation					
DEPT	0840-05 Transportation Administration	2	1	3	GC § 34090	
DEPT	0840-10 Trains	2	1	3	GC § 34090	
DEPT	0840-20 Bus Systems	2	1	3	GC § 34090	

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
DEPT	0840-30 Transportation Demand Management (Includes Ride Sharing, Alternate Work Hour Programs . . .)	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-40 Transportation Planning (General)	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-45 Super Streets	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-50 Taxi/Shuttle/Jitney Operations	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-60 Airport/Services	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0840-70 Funding Programs (CMP, DAMP)	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Storm Drainage/Flood Control					
DEPT	0850-05 Drainage/Flood Control Administration	2	1	3	GC § 34090	
DEPT	0850-15 Drainage/Flood Control Problems	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)

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RECORD RETENTION/DISPOSITIVE

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DEPT	0850-20 National Flood Insurance Program	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0850-30 Master Plans	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0850-40 County Flood Control Agency Facilities	2	1	3	GC § 34090	
DEPT	0850-50 NPDES (National Pollutant Discharge Elimination System Program)	5			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Traffic Engineering					
DEPT	0860-05 Traffic Engineering Administration	2	1	3	GC § 34090	
DEPT	0860-15 Requests/Actions	1	2	3	GC § 34090	
DEPT	0860-20 Speed Surveys	5			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0860-30 Vehicular Volume Counts	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0860-35 School Safety Programs	2	1	3	GC § 34090	
DEPT	0860-40 Pedestrian/Bicycle Safety (Includes Crosswalks, Bike Routes, Safety Surveys and	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)

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		Active	Inactive	Total Retention	Citation	
	Studies . . .)					
DEPT	0860-50 Traffic Control Devices (Includes Stop Signs, Parking Regulations, Curb Markings, Roadway Striping, Traffic Signals, Warning Signs, Regulatory Signs . . .)	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0860-70 Reference and Correspondence	2	1	3	GC § 34090	
DEPT	0860-75 Traffic Plans/Circulation (Includes Geometric Design, Detour Plans, Circulation Element . . .)	4			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Permanent Plans, Aerial Photos, and Maps					
EN	0870-10 Tract Maps	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-20 Parcel Maps	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-30 Record of Survey	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-40 Aerial Photos	S	-	P	GC § 34090	Maintained by Engineering in the Hanging File Location until superseded plus 2 years. Keep for historical value.
EN	0870-50 Grading Plans	P	-	P	GC § 34090	Maintained permanently by Engineering in the

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						Hanging File Location. (P)
EN	0870-60 Storm Drain Plans	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-70 Traffic Plans	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-80 Improvement Plans	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-85 Community Center & Sports Complex Plans	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-90 Park Plans	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)
EN	0870-95 Landscape Plans	P	-	P	GC § 34090	Maintained permanently by Engineering in the Hanging File Location. (P)

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	RECREATION, EDUCATION, AND CULTURE					
	General Administration					
DEPT	0900-05 General Administration	2	1	3	GC § 34090	
DEPT	0900-20 Correspondence	2	1	3	GC § 34090	
DEPT	0900-30 Program Development/Policies	3	2	5	GC § 34090	
	Cultural Recreation					
DEPT	0910-05 Cultural Recreation Administration	2	1	3	GC § 34090	
DEPT	0910-30 Concerts/Plays/Dance	2	1	3	GC § 34090	
DEPT	0910-40 Monuments/Statues/Public Art	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0910-50 Special Events	2	1	3	GC § 34090	
DEPT	910-60 Master Plans	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Historic Preservation					
DEPT	0920-05 Historic Preservation Administration	2	1	3	GC § 34090	

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 □=(I/D) Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required
Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
 DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;
 CS - Community Services; PS - Police Services

Revised
January
2020

Attachment: Exhibit A - Amended and Restated Records Retention Schedule (2066 : Record

CITY OF LAGUNA HILLS

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					
		Active	Inactive	Total Retention	Citation	Explanation/Comments
DEPT	0920-20 Museums	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0920-30 Historical Sites/Landmarks	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0920-40 Historical Preservation Programs	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Education and Educational Recreation					
DEPT	0930-05 Education and Educational Recreation Administration	2	1	3	GC § 34090	
DEPT	0930-10 Colleges and Universities	2	1	3	GC § 34090	
DEPT	0930-30 Private Schools	2	1	3	GC § 34090	
DEPT	0930-40 Public Schools	2	1	3	GC § 34090	
DEPT	0930-50 Special Programs	2	1	3	GC § 34090	
	Physical Education					
CS	0940-05 Physical Education Administration	2	1	3	GC § 34090	
CS	0940-20 Adult Sports Activities	2	1	3	GC § 34090	

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
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Revised
January
2020

CITY OF LAGUNA HILLS

68

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
CS	0940-30 Youth Sports Activities	2	1	3	GC § 34090	
	Recreation Activities					
DEPT	0950-05 Recreation Activities Administration	2	1	3	GC § 34090	
DEPT	0950-20 Activities/Special Programs	2	1	3	GC § 34090	
DEPT	0950-25 Volunteer Programs	2	1	3	GC § 34090	
CS	0950-30 Registration Forms	2	3	5	GC § 34090	
CS	0950-40 Liability Waiver Forms	P	-	P	GC § 34090, CCP § 335.1	Permanent; folder remains active. (P)
	Library Services					
DEPT	0960-05 Library Services Administration	2	1	3	GC § 34090	
DEPT	0960-10 Advisory/Fund Raising Groups	2	1	3	GC § 34090	
DEPT	0960-20 Special Events/Programs	2	1	3	GC § 34090	
DEPT	0960-30 Laguna Hills	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
DEPT	0960-40 Other Jurisdictions	3	2	5	GC § 34090	

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 CS - Community Services; PS - Police Services

Revised
**January
 2020**

CITY OF LAGUNA HILLS

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		Active	Inactive	Total Retention	Citation	
	UTILITIES					
	Cable Television					
CC	1010-05 Cable Television Administration	2	1	3	GC § 34090	
CC	1010-10 Cable Regulations	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
CC	1010-40 Franchise Administration	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Telephone					
IT	1020-05 Telephone Administration	2	1	3	GC § 34090	
IT	1020-10 Telephone Regulations	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
IT	1020-30 Service Provider	2			GC § 34090	Imaged; hHard copy not retained after imaging. (I/D)
	Telecommunications					
IT	1025-05 Telecommunications Administration	2	1	3	GC § 34090	
IT	1025-10 Telecommunications Regulations	S	2	S+2	GC § 34090	Regulations contained in City's Zoning Code.

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
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 DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;
 CS - Community Services; PS - Police Services

Revised
**January
 2020**

CITY OF LAGUNA HILLS

70

RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					
		Active	Inactive	Total Retention	Citation	Explanation/Comments
DEPT	1025-40 Franchise Administration	2			GC § 34090	Imaged; Hard copy not retained after imaging. (I/D)
IT	1025-45 Web Sites	2	1	3	GC § 34090	
	Gas and Electric Utilities					
AS	01050-05 Gas and Electric Utilities Administration	2	1	3	GC § 34090	
AS	1050-10 Gas and Electric Regulations	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
EN	1050-30 Utility Undergrounding	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
AS	1050-40 Franchise Administration	2			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
	Solid Waste Management					
CS	1060-05 Solid Waste Management Administration	2	1	3	GC § 34090	
CS	1060-10 Solid Waste Regulations	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)
CS	1060-20 Landfill/Recovery Facilities	5	5	10	GC § 34090	

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 CS - Community Services; PS - Police Services

Revised
 January
 2020

Attachment: Exhibit A - Amended and Restated Records Retention Schedule (2066 : Record

CITY OF LAGUNA HILLS

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					
		Active	Inactive	Total Retention	Citation	Explanation/Comments
CS	1060-30 Grant Applications	CL	5	CL+5	GC § 34090	Until completed; completion plus 5 years.
CS	1060-35 Franchise Administration	3	3	6	GC § 34090	
CS	1060-40 County Master Plans	3	2	5	GC § 34090	
CS	1060-50 Household Hazardous Waste	3	3	6	GC § 34090	
	Water Management					
EN	1080-05 Water Management Administration	2	1	3	GC § 34090	
EN	1080-10 Water Regulations	3			GC § 34090	Imaged; hard copy not retained after imaging. (I/D)

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 DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained
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 CS – Community Services; PS – Police Services

Revised
**January
 2020**



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020

TO: Mayor and Council Members

FROM: Dan Meehan
Community Services Superintendent

ISSUE: 2020 Laguna Hills Memorial Day Half Marathon, 10K, and 5K Event, and Aliso Viejo Community Association (AVCA) License to Enter and Indemnity Agreement to Access AVCA's Private Street During the Race Event

RECOMMENDATION: That the City Council: 1) Receive and file the pre-event planning report; 2) Approve the AVCA License to Enter and Indemnity Agreement; and 3) Authorize the City Manager to execute the Agreement.

SUMMARY:

The 22nd annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, honoring the USMC Dark Horse Battalion is scheduled for Monday, May 25, 2020. Event registration opened in mid-October 2019 and there are approximately three hundred (300) runners registered for the event at this time. The 3/5 Marine Support Committee has selected Aiyanna Coleman, an Army veteran, current Navy reservist and wife of prior Grand Marshal Jorge Ortiz to serve as the Grand Marshall for the 2020 event. Attached to the staff report is a License to Enter and Indemnify Agreement from AVCA for the City Council's approval. The City once again intends to donate \$3 from each paid 5K, 10K, and half marathon race registration to the 3/5 Marine Support Committee at the conclusion of the event.

BACKGROUND:

The 22nd annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion is scheduled for Monday, May 25, 2020. All races will

2020 Laguna Hills Memorial Day Half Marathon

February 11, 2020

Page 2

start at 7 a.m., which allows the streets impacted by the event to re-open as early as possible. Staff intends to once again work with the Toll roads to waive the fees in exchange for booth space at the Community Expo. The tolls have been waived between the hours of 7 a.m. and 9 a.m. during past years events to minimize the inconvenience for Aliso Viejo residents due to the road closures at Alicia Parkway and Moulton Parkway.

As the City Council may recall, a pledge formula was established by City Council direction, whereby, the City intends to donate \$3 from each paid 5K, 10K, and half marathon registration to the 3/5 Marine Support Committee at the conclusion of the event. The pledge formula for providing continued financial support to the 3/5 Support Committee was established by the City Council at its November 22, 2011, meeting after reviewing several funding options. The donation to the 3/5 Support Committee is formalized with a Community Assistance Funding Resolution each year as a post event action by the City Council. Based on the City Council approved pledge formula, \$9,051 was provided to the 3/5 Marine Support Committee in 2019 by City Council Resolution for Community Assistance Funding. As noted above, members of Team Dark Horse have selected Aiyanna Coleman, an Army veteran, current Navy reservist and wife of prior Grand Marshal Jorge Ortiz to serve as the Grand Marshall for the 2020 event. The 2020 finisher medal honors Women Veterans.

All course maps are attached to this staff report. As a portion of the half marathon is run on AVCA property, a License to Enter and Indemnity Agreement between the City of Laguna Hills and AVCA is required. The Agreement is attached to this staff report. Staff's recommendation is that the City Council approve the Agreement and authorize the City Manager to execute the Agreement.

Staff will provide the City Council with a synopsis of the event including the results of the charity outreach activity when the post event report is brought to the City Council in August 2020.

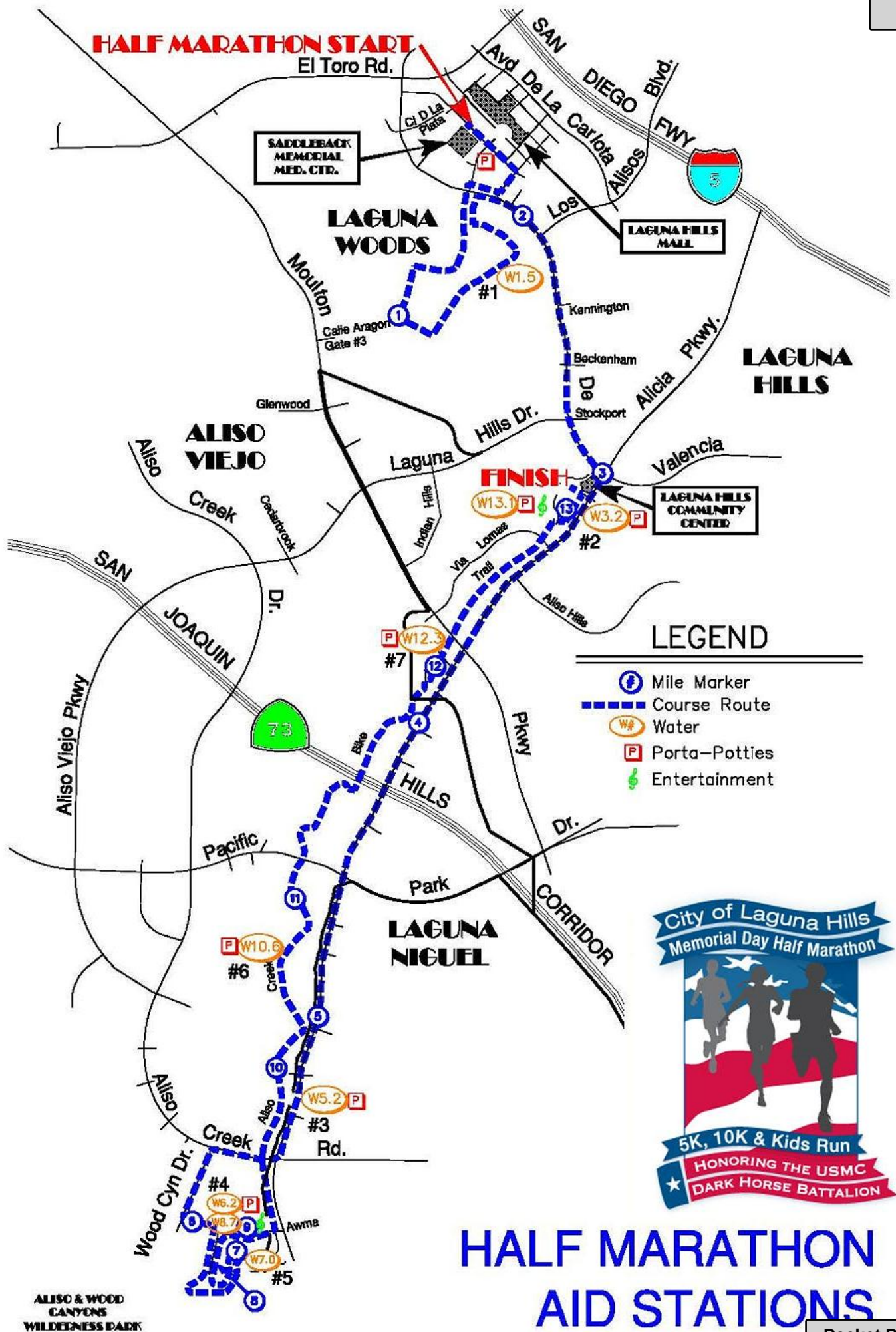
FISCAL IMPACT:

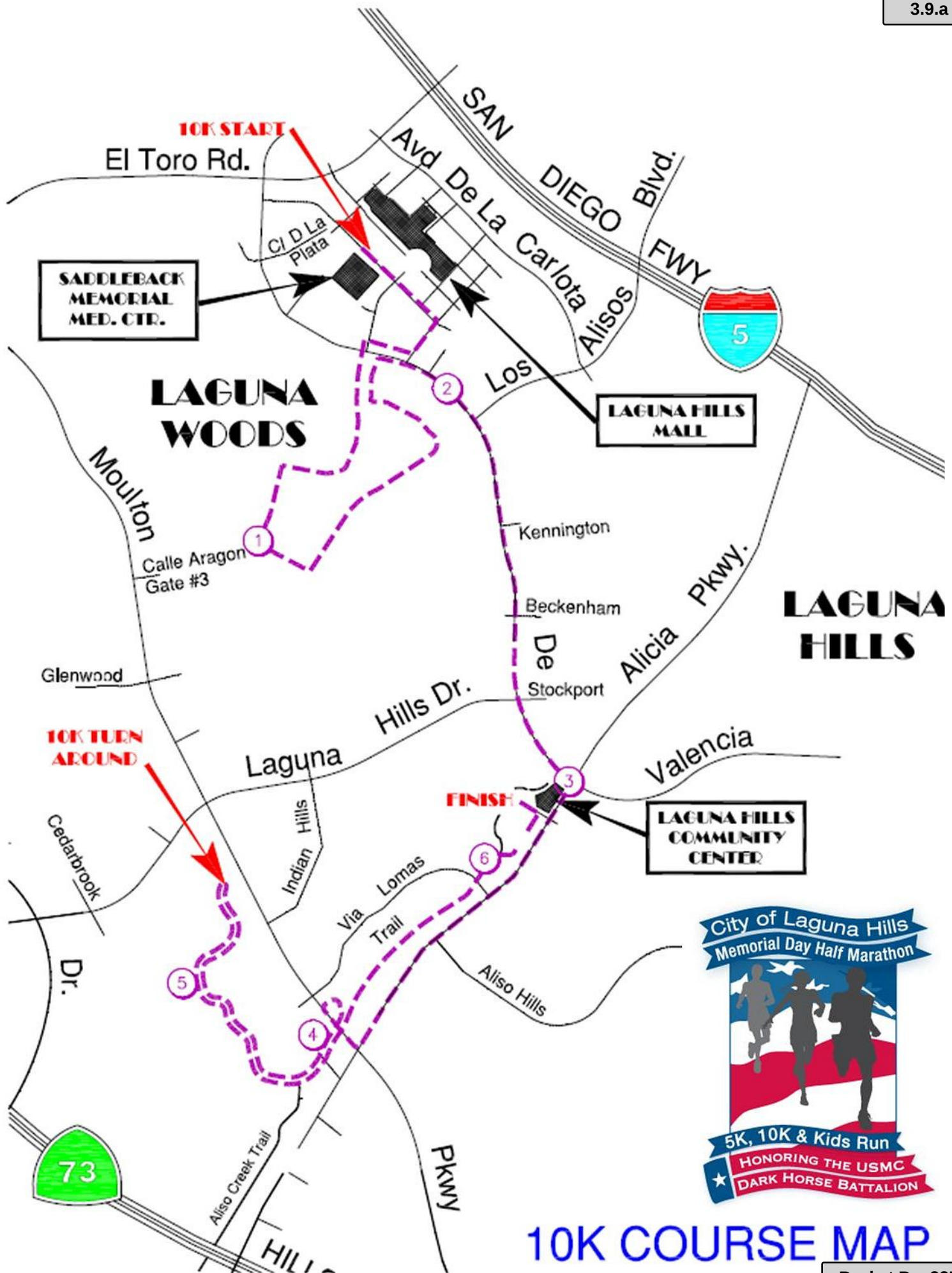
The 2020 budget for expenses for Memorial Day race is \$194,000. This does not include staff time expenses. The revenue for the 2020 race is \$209,550 in this year's budget, which includes revenue from event sponsors.

Event revenue for the 2019 event was \$177,685 and expenditures (including staff costs), totaled \$210,784. The expenditure total for 2019 also included the \$9,051 provided to the 3/5 Marine Support Committee.

ATTACHMENTS:

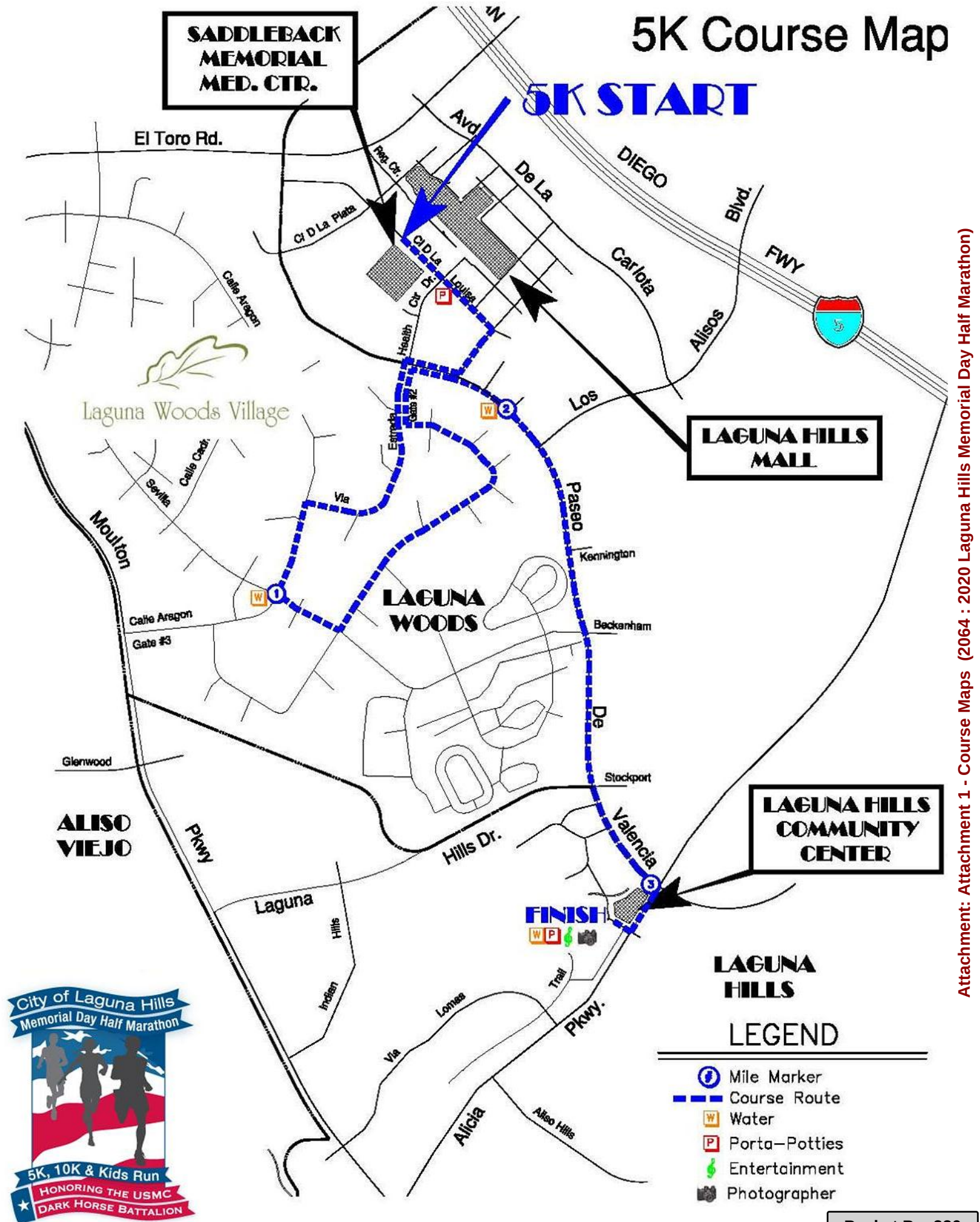
- Attachment 1 - Course Maps
- AVCA Agreement





5K Course Map

5K START





LICENSE TO ENTER AND INDEMNITY AGREEMENT

Aliso Viejo Community Association, a California Non-profit Public Benefit Corporation (hereinafter called "Association") hereby grants and conveys to the City of Laguna Hills (hereinafter called "Licensee"), a non-exclusive revocable license and right to enter upon that real property described in Exhibit "A," attached hereto and incorporated herein by this reference (the "Site"), for the sole and exclusive purpose of access to the Association's privately owned road located off of Knollwood/Aliso Canyon Road and the foot path/bike trail connecting from Knollwood to Aliso Creek Road for the purpose of conducting the Laguna Hills Half Marathon, 5K, 10K, Kids ½ Mile Run and Diaper Dash. As consideration of this grant of License, Licensee agrees as follows:

1. Licensee shall not place items on nor utilize any of Association's property other than the road at the Site authorized by this Agreement.
2. Approval is also given to Licensee for the placement of two (2) portable restroom facilities to be located at AWMA Road and Knollwood, and a fluid station consisting of three (3) tables with water and cups to be located on the Association's private property of Knollwood pending receipt of Certificates of Insurance being received from all vendors utilized for the placement/use of these items, and race day equipment that includes cones, barricades and signs.
3. Licensee shall reimburse Association for any damage to the Site caused by licensee's entry and activities upon the Site or for plant material/irrigation damaged as a result of Licensee's use of Association's property. A \$1,000.00 refundable deposit has been waived based on no prior damage being incurred to the Association's property as a result of this activity.
4. Licensee shall cause to be purchased and, at all times prior to the completion of the Licensee's Event, maintain in effect, insurance acceptable to Association. Such policies shall provide coverage against claims which may arise out of or result from Licensee's performance of the Licensee's Event or which may arise in connection with the activities of the Licensee, any contractor or sub-contractor of Licensee, participant, spectator, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable. Licensee shall, upon Association's request, furnish Association with certificates of all insurance required before commencing the

Licensee's Event hereunder. If required by the Association, each policy shall provide that it may not be cancelled or reduced in coverage until thirty (30) days after written notice shall have been given to Association of cancellation or reduction in coverage. All insurance required by the Association shall name the Association and its management agent as an additional insured. **Each such policy required by Association shall be primary and non-contributory as to any/all Association policies of insurance.**

5. Licensee shall indemnify and hold free and harmless, Association and its officers, directors, agents and employees from any and all obligations, liability, liens, claims, demands, loss, damage, cost or causes of action whatsoever, (hereinafter referred to as "Liability") to, or brought by any and all persons including employees, contractors, sub-contractors, participants, spectators, or to property, in any way, due to or arising out of exercise of the rights granted herein, however, the Liability may be caused regardless of responsibility for negligence, or the act or omission to act by Licensee, its agents, servants, employees, invitees, regardless of whether the Liability is caused by the conduct or negligence of Association including but not limited to the following:
 - a. Any loss, cost, damage or expense sustained by Association including attorney's fees on account of or through the use or misuse of the License herein created or any part thereof by Licensee or by any other person thereon at the invitation, express or implied, of Licensee or by permission of Licensee.
 - b. Any loss, cost, damage, expense, including attorney fees, liability of damages as a result of bodily injury, including death or property damage sustained at any time by an person or persons arising out of or in consequence of the creating of this License, whether such bodily injury or such property damage is due or claimed to be due to the negligence of Licensee or any other person.

Notwithstanding the foregoing, the Agreement shall not apply to, nor purport to indemnify Association and Affiliates, their officers, directors or employees, against any liability arising from the sole negligence or willful misconduct of Association and Affiliates, for damages for death or bodily injury to persons, injury to property, or any other loss, damage or expense arising under such injury to persons or property.

6. In furtherance of and not as a limitation on the provisions noted above, Licensee shall comply with all applicable provisions, rules and regulations of the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65) (the "Act") notwithstanding any provision in the Act which would otherwise exempt Licensee on the basis it may have more than ten (10) employees. Licensee agrees that Licensee, its employees, agents,

servants, sub-contractors, participants, spectators and invitees shall not discharge hazardous or toxic chemicals on the Site, shall not engage in cleanup or repair activities on the Site which will result in the discharge of such chemicals, and shall, upon completion of the Licensee's Event, remove all supplies, materials and waste remaining on the Site including those which, if exposed, could result in the discharge of such chemicals.

7. Any notice to be given under this License shall be deemed given upon personal delivery thereof of two (2) days after deposit in the United States Mail, first class postage prepaid and addressed as follows:

If to Association:

Aliso Viejo Community Association
95 Argonaut, Ste 190
Aliso Viejo, CA 92656
Attention: Marilyn Smith

If to Licensee:

City of Laguna Hills
24035 El Toro Road
Laguna Hills, CA 92653
Attention: City Manager

8. Licensee further agrees that should Association transfer its interest in the property subject to this License, the terms and conditions of this Agreement shall inure to any of Association's successors or assigns. This License is personal to the Licensee, its subsidiaries or affiliates and may not be otherwise transferred or assigned by Licensee without Association's written consent.
9. This License shall begin no earlier than May 23, 2020 at 7:00 a.m. for the placement of the portable restrooms, May 25, 2020 at 5:00 a.m. to 2:00 p.m. for the set-up/race and clean-up and shall terminate on May 26, 2020 at 5:00 p.m. to allow for the pick-up of the portable restrooms.
10. Licensee shall agree to contact Association and hold a pre-event meeting with Association and contractor(s) to define the limit of use of Association's property, if requested.

11. Licensee agrees to reimburse the Association, upon completion of the event, for plant material, utility or facility in or adjacent to the limits of the Event that are damaged as part of the Event covered under this License.
12. Licensee shall, upon completion of the Event, restore the Site to its now existing condition and as agreed to by the Association.
13. Licensee assures Association that no mechanics liens or other types of liens shall be placed upon Association's property as a result of Event to be performed under this License.
14. Licensee agrees to secure all necessary permits from the applicable Cities, County or State.

IN WITNESS WHEREOF the parties hereto have executed this agreement
on this _____ day of _____, 2020.

It is so agreed:

City of Laguna Hills

(Licensee)

By _____

Its _____

By _____

Its _____

Aliso Viejo Community Association

A California non-profit public benefit corporation

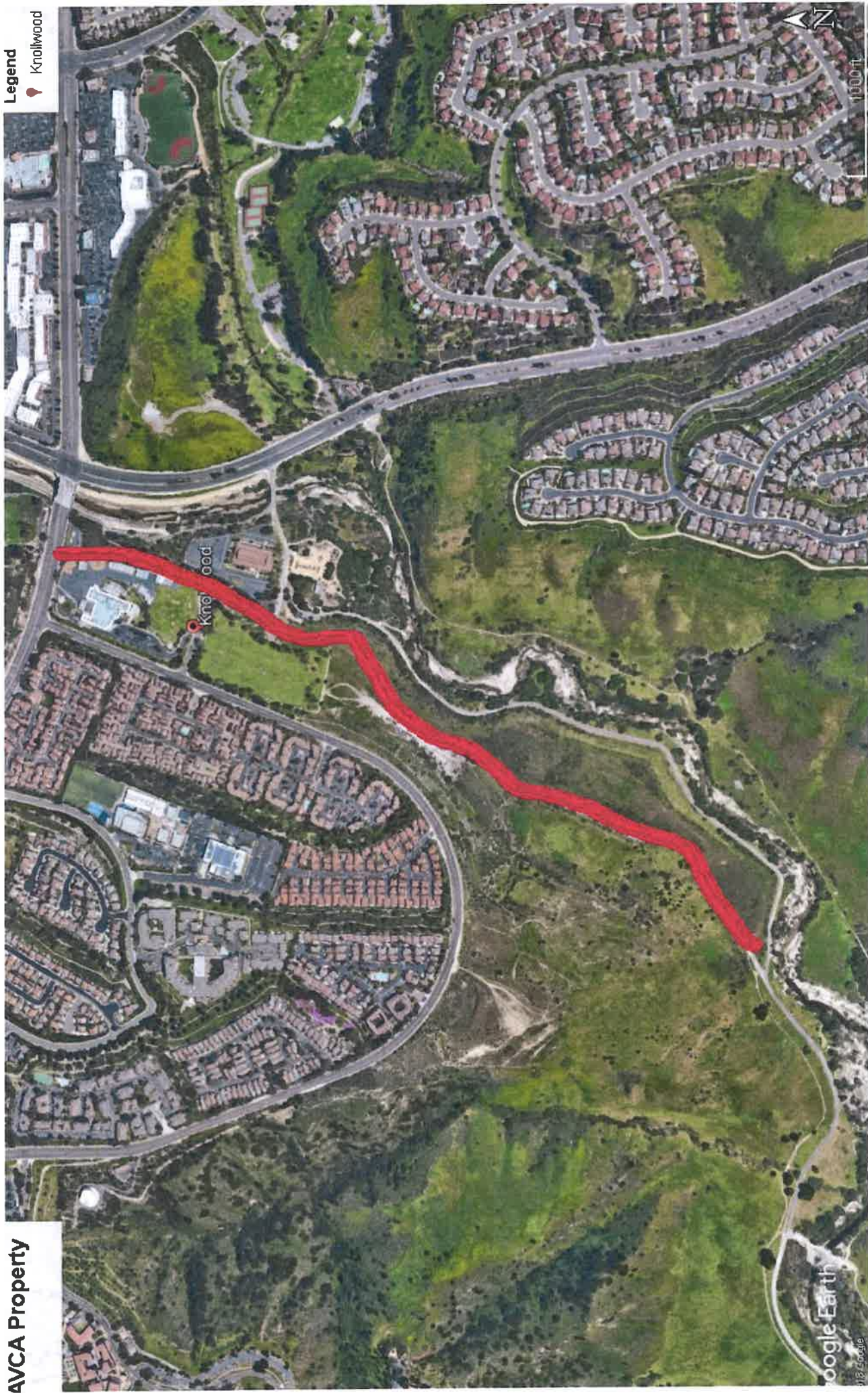
(Association)

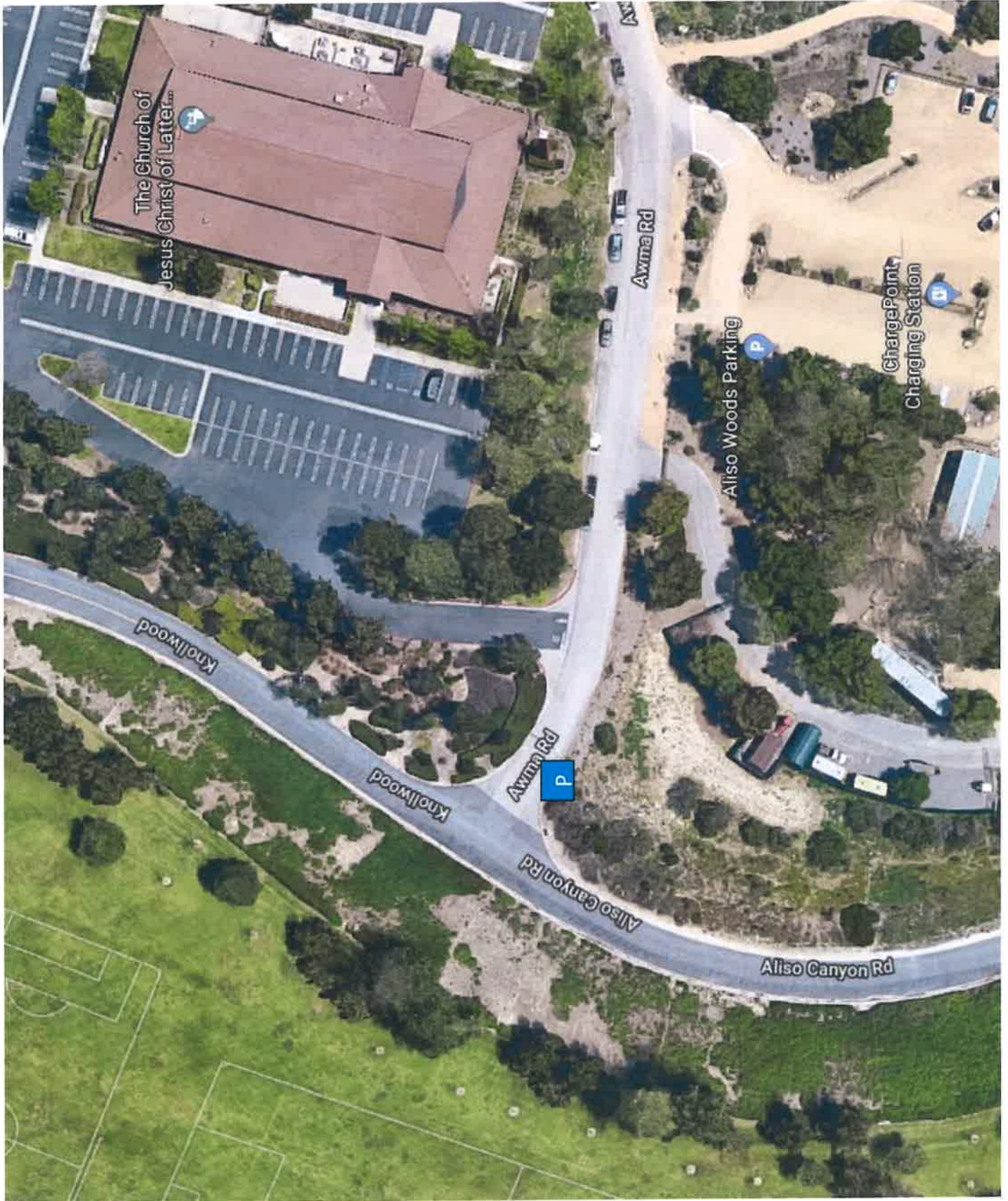
By _____

Its _____

By _____

Its _____





Attachment: AVCA Agreement (2064 : 2020 Laguna Hills Memorial Day Half Marathon)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Chair and Agency Members
FROM: Jennifer Lee
Assistant City Clerk
ISSUE: Approval of Minutes for January 28, 2020, Regular Meeting

RECOMMENDATION: That the Planning Agency approve the Minutes for the January 28, 2020, Regular Meeting.

ATTACHMENTS:

- 200128 PA Minutes

4. PLANNING AGENCY

Mayor Heft recessed the City Council Meeting, and acting in capacity as Chair, called the Regular Meeting of the Planning Agency of the City of Laguna Hills, California, to order at 7:27 p.m.

4.1. ROLL CALL OF PLANNING AGENCY MEMBERS

Attendee Name	Title	Status	Arrived
Janine Heft	Chair	Present	
Erica Pezold	Vice Chair	Present	
Dore J. Gilbert, M.D.	Agency Member	Present	
Don Sedgwick	Agency Member	Present	
Dave Wheeler	Agency Member	Present	

4.2. PUBLIC COMMENTS

There were no Planning Agency Public Comments.

4.3. APPROVAL OF MINUTES**4.3.1 Approval of Minutes for January 14, 2020, Regular Meeting**

Recommendation: That the Planning Agency approve the Minutes for the January 14, 2020, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Agency Member
SECONDER:	Don Sedgwick, Agency Member
AYES:	Janine Heft, Chair; Erica Pezold, Vice Chair; Dore J. Gilbert, M.D., Agency Member; Don Sedgwick, Agency Member; Dave Wheeler, Agency Member

4.4. ADMINISTRATIVE REPORTS

There were no Planning Agency Administrative Reports.

4.5. PLANNING AGENCY PUBLIC HEARINGS

There were no Planning Agency Public Hearings.

PLANNING AGENCY ADJOURNMENT

Chair Heft adjourned the Planning Agency Meeting, and acting in capacity as Chair/Mayor, called the Joint Planning Agency/City Council Meeting to order at 7:28p.m.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: President and Directors
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Election of Public Improvement Corporation Officers

RECOMMENDATION: That the Board of Directors adopt a Resolution entitled: "A Resolution of the Laguna Hills Public Improvement Corporation, Laguna Hills, California, Electing Officers for 2020."

SUMMARY:

The Laguna Hills Public Improvement Corporation (PIC) is required to hold an annual meeting. The City Council sits as the Board of Directors. At this meeting, the Board will elect officers for 2020, and approve the minutes of the previous meeting of February 12, 2019. Vice President White will call the meeting to order. After the roll call he will entertain a motion to adopt the Resolution electing the Officers for 2020. President Heft will then take the gavel and chair the remainder of the PIC meeting.

BACKGROUND:

In September 1998, the City Council, acting as the Board of Directors for the Laguna Hills PIC, took several actions including the adoption of bylaws, election of officers, and adoption of a Resolution appointing the time and place of meetings. The PIC is a non-profit, public benefit corporation whose primary purpose is to assist the City in issuing Certificates of Participation. In 2010, the PIC was involved in the City's refinancing project and the subsequent lease payments (debt service) related thereto.

Pursuant to the bylaws, the Annual Meeting is to be held in February each year, and the Board of Directors is to elect officers at the Annual Meeting. A Resolution has been

Election of Public Improvement Corporation Officers

February 11, 2020

Page 2

prepared that will elect the Mayor as President, the City Manager as Vice President, the Finance Director as Treasurer, and the Deputy City Manager/City Clerk as Secretary.

ATTACHMENTS:

- PIC Resolution

RESOLUTION NO. 2020-1

A RESOLUTION OF THE LAGUNA HILLS PUBLIC
IMPROVEMENT CORPORATION, LAGUNA HILLS,
CALIFORNIA, ELECTING OFFICERS FOR 2020

RESOLVED, by the Board of Directors of the Laguna Hills Public Improvement Corporation, that the following persons are elected to the offices set forth opposite their names below, as officers of the Corporation, to serve until the election and qualification of their successors, as provided in Article IV, Section 2 of the Bylaws of the Corporation.

Name	Office
Janine Heft	President
Donald J. White	Vice President
Janice Reyes	Treasurer
Melissa Au-Yeung	Secretary

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Melissa Au-Yeung, Secretary of the Laguna Hills Public Improvement Corporation, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of a Resolution duly passed and adopted by the Board of Directors of the Laguna Hills Public Improvement Corporation, at a meeting thereof held on the 11th day of February 2020, by the following vote of the Directors thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

MELISSA AU-YEUNG, SECRETARY

Attachment: PIC Resolution (2036 : Election of Public Improvement Corporation Officers)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: President and Directors
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Approval of Minutes for February 12, 2019, Annual Meeting

RECOMMENDATION: That the Board of Directors approve the minutes of the February 12, 2019, Annual Meeting.

ATTACHMENTS:

- 190212 PIC Minutes

**CITY OF LAGUNA HILLS
PUBLIC IMPROVEMENT CORPORATION**

**ANNUAL MEETING
MINUTES
Tuesday, February 12, 2019**

CALL TO ORDER

The Regular Meeting of the Public Improvement Corporation of the City of Laguna Hills, California, was called to order by Director Gilbert at 7:36 p.m. in the Laguna Hills City Council Chamber, 24035 El Toro Road, Laguna Hills, California.

BOARD ROLL CALL

Attendee Name	Title	Status	Arrived
Dore J. Gilbert, M.D.	Director	Present	
Janine Heft	Director	Present	
Erica Pezold	Director	Present	
Don Sedgwick	Director	Present	
Dave Wheeler	Director	Present	

PUBLIC COMMENTS

There were no Public Comments.

ELECTION OF PUBLIC IMPROVEMENT CORPORATION OFFICERS

Recommendation: That the Board of Directors adopt Resolution No. 2019-1 entitled: "A Resolution of the Laguna Hills Public Improvement Corporation, Laguna Hills, California, Electing Officers for 2019."

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Sedgwick, Director
SECONDER:	Janine Heft, Director
AYES:	Dore J. Gilbert, M.D., Director; Janine Heft, Director; Erica Pezold, Director; Don Sedgwick, Director; Dave Wheeler, Director

APPROVAL OF MINUTES FOR FEBRUARY 13, 2018, ANNUAL MEETING

Recommendation: That the Board of Directors approve the Minutes of the February 13, 2018, Annual Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Janine Heft, Director
SECONDER:	Don Sedgwick, Director
AYES:	Dore J. Gilbert, M.D., President; Janine Heft, Director; Erica Pezold, Director; Don Sedgwick, Director; Dave Wheeler, Director

PUBLIC IMPROVEMENT CORPORATION ADJOURNMENT

There being no further business before the Public Improvement Corporation at this session, President Gilbert declared the meeting adjourned at 7:37 p.m.

Melissa Au-Yeung, Secretary

Approved at meeting of February 11, 2020.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Donald J. White
City Manager
ISSUE: Proposed Redevelopment Project "The Village at Laguna Hills"
Frequently Asked Questions (24155 Laguna Hills Mall, Laguna Hills, CA 92653)

RECOMMENDATION: That the City Council review and comment on the updated draft Frequently Asked Questions for the proposed project known as The Village at Laguna Hills.

SUMMARY:

Six years ago, this May, Merlone-Geier Partners (MGP) purchased the Mall from Simon Properties. They immediately began work on a conceptual plan that Simon Properties had previously developed, but soon realized that the former Sears store was a major obstacle to completing the plan. They saw an opportunity to acquire the Sears leasehold interest and free up about 18 acres on the south end of the 68-acre site. This acquisition resulted in the creation of a completely new set of plans for the site. In early 2015, MGP began working with the City on an expedited development entitlement process for an extensive redevelopment of the site from an enclosed mall to a vibrant mixed-use project. In March of 2016, the City Council approved the project, and that summer, MGP broke ground and was scheduled to complete construction by the end of 2018. That project included approximately 926,000 sq. of retail/entertainment and 988 luxury apartments. At some point in late 2017, it became apparent that MGP was having second thoughts about the City approved plan. In 2018, MGP acquired the two remaining major leasehold interests encumbering the site; Macy's and JC Penney.

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On July 10, 2018, MGP issued a press release regarding the status of Five Lagunas essentially stating that, with the closures of Macy's and JC Penney, they were going back to the drawing boards.

This past spring, MGP began sharing their new plans with the City and various stakeholder groups. This past April they held a community forum to share their new plan with the wider public. It should be noted that they never formally submitted their new plan to the City for review and evaluation. That said, on its face, it appeared that the new plan did not fit within the existing zoning for the site.

At the May 14, 2019, City Council meeting, a large number of people attended to express concerns about the new plan MGP shared at their April community forum. A newly formed resident group, Five Lagunas Advisory Committee, or FLAG, introduced themselves to the City Council and expressed a strong interest in being involved with the project.

In late June, MGP informed the City Manager that in response to the feedback they had received, they were working on a new plan that would clearly fit within the existing zoning for the site.

On July 3, City staff and the leadership team of FLAG met to discuss their concerns, the entitlement process, zoning, CEQA, housing laws, etc. At that meeting it was agreed that FLAG should meet with MGP. On July 15, MGP met with FLAG along with the City Manager to discuss relevant issues and questions. FLAG attended the October 8, City Council meeting and informed the City Council about what they have accomplished over the past few months and what role they intend to play moving forward.

On November 4, MGP submitted a new plan to the City and made a public presentation to the City Council at the November 12, City Council meeting. As part of the submittal, MGP has renamed the project "The Village at Laguna Hills."

At the November 26, City Council meeting, staff presented a draft set of FAQs to the City Council for review and comment. Staff had been working on this document for a few months. It should be noted that the questions were provided by FLAG based on questions they were hearing from the larger community. The City Council voted to table the item to a future agenda.

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Attached to this report is an updated clean version and redline version of the draft FAQs that were presented at the November 26, meeting. Staff is recommending that the City Council review and comment on this final draft before it is posted on the City's web site.

ATTACHMENTS:

- Frequently Asked Questions Redlined Updates
- Frequently Asked Questions Updated Draft

PROPOSED “VILLAGE AT LAGUNA HILLS” FREQUENTLY ASKED QUESTIONS

Introduction and Background

On November 4, 2019, Merlone-Geier Partners (MGP), owners of the former Laguna Hills Mall site, submitted a new development proposal to the City. This new project is intended to replace the Five Lagunas project that was approved in March 2016 which included approximately 926,000 square feet of commercial space (consisting of retail, restaurants, health club, cinema uses, and approximately 46,000 square feet for medical offices) and 988 dwelling units. The new proposal is now called “The Village at Laguna Hills.” By way of background, MGP purchased the Laguna Hills Mall from Simon Properties in May of 2013. In March of 2016, the City Council approved a redevelopment project known as Five Lagunas. By late 2017, MGP decided that the market would not support the approved Five Lagunas project and, consequently, went back to the drawing board. In the meantime, they acquired the leases of Macy’s and J-C- Penny’s to make way for a broader redevelopment of the site. In April of 2019, MGP floated a development proposal to the Community that greatly intensified the development with more housing and office space, and less retail. This proposal was generally opposed by the Community and was never formally submitted as a development application to the City. Once again, MGP went back to the drawing board and submitted the proposal they are now calling “The Village at Laguna Hills.”

Below are a set of Frequently Asked Questions (FAQs) that the Laguna Hills’ community has asked. ~~have been developed in a collaborative effort between the City and.~~ The community organization known as the Future of Laguna Hills Advisory Group, or FLAG for short, compiled these questions and formally submitted them to the City Council to provide the community greater transparency about the planning procedures and process. These FAQs are fluid in nature and will be updated and added to as the need arises. To be included on the City’s public notification list for this project please submit your contact information by email to Jay Wu at jwu@lagunahillsca.gov.

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1. **Explain the current zoning, conditional use permits, and land use for the 68-acre property [the former Laguna Hills Mall/Five Lagunas] and adjacent developments.² What can/can’t the City Council control?**

The former Laguna Hills Mall is located within an area known as the Urban Village which encompasses approximately 240 acres and includes the Civic Center area, Saddleback Hospital (MemorialCare) and adjoining office buildings, Oakbrook Village, and the Villa Valencia senior assisted living facility. The boundaries of the Urban Village are generally Paseo de Valencia, Avenida de la Carlota, Los Alisos Boulevard, and the I-5 freeway. Zoning for the Urban Village is determined by the Urban Village Specific Plan (UVSP) <https://www.lagunahillsca.gov/DocumentCenter/View/291/Urban-Village-Specific-Plan->

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UVSP which has been in place since 2002, ~~and subsequently amended in 2011 to reflect anticipated development based on the City’s 2009 comprehensive General Plan update. A minor update was completed in 2017 to modify the street standards for Avenida de la Carlota in anticipation of the OCTA/CalTrans’ I-5 Widening Project currently underway between SR-73 and El Toro Road. and was last updated in 2011, after the City completed a comprehensive update to its General Plan in 2009.~~ All properties in the Urban Village are subject to the development standards of the UVSP, which City staff and/or City Council enforce when considering proposed development projects or new businesses/uses. A key development control within the area is the UVSP “Trip Budget,” which regulates development based on traffic during morning and evening “peak” travel periods. (UVSP pp. 35-36.) The Trip Budget limits apply to all properties in the UVSP. (Also see FAQ No. 4.)

Imbedded within the UVSP, some uses are permitted “by right” such as retail stores, while others require a conditional use permit (CUP). For example, a CUP may be required to ensure potential traffic issues are addressed. The UVSP allows a variety of uses including office, retail, housing, hotel, and civic uses. New development is also subject to a Site Development Permit to ensure the city’s development standards are met. The City Council and/or City staff enforce the regulations of the UVSP by reviewing uses and development to ensure they are allowed in the UVSP. Uses that are not allowed in the UVSP cannot obtain a building permit or zoning approval. Examples of unpermitted uses in the UVSP include landfills, industrial uses, and manufacturing plants.

Sources:

UVSP: <https://www.lagunahillscsca.gov/DocumentCenter/View/291Urban-VillageSpecific-Plan-UVSP>.

2. What is the status of the plan MGP showed the community at their April 2019 Community Forum? How does it compare to the approved 2016 plan?

~~After the community forum, MGP heeded community concerns regarding the amount of high density housing and overall project intensity, and submitted a development application to the City on November 4th showing significantly reduced levels of development.~~ For comparative purposes, the table below depicts the uses and building areas of the Laguna Hills Mall, Five Lagunas, and The Village at Laguna Hills including the plan presented at MGP’s April 2019 Community Open House. Where indicated, building areas reflect gross floor area.

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Uses	2013 LH Mall	2016 Plan (Five Lagunas)	April 2019 Plan	November 4th 2019 Plan (Village at Laguna Hills)
Retail	965,512 s.f.	926,429 s.f.	248,000 s.f.	225,000 s.f. -300,000 s.f.
Office	-	45,890 s.f.	525,300 s.f.	390,000 s.f. -520,000 s.f.
Dwelling Units	-	988	2,100	1,200-1,500
Hotel	-	-	125 Rooms	125 Rooms

Uses	2013 LH Mall	2016 Plan (Five Lagunas)	April 2019 Plan	November 4 th 2019 Plan (Village at Laguna Hills)
Retail/Restaurants	965,512 s.f.	926,429 s.f.	248,000 s.f.	225,000 s.f. – 300,000 s.f.
Office	-	45,890 s.f.	525,300 s.f.	390,000 s.f. – 520,000 s.f.
Dwelling Units	-	988	2,100	1,200-1,500
Hotel	-	-	125 Rooms	125 Rooms
Community Space	0	+10,000 s.f.	Unknown	+ 115,000 s.f.

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Ranges are indicated since the final square footage actually developed could change with market conditions. The plan submitted on November 4th is on the City's website at: <https://www.lagunahills.ca/176/Planning-Projects-New-Developments>.

The new plan has been named "The Village at Laguna Hills" and will replace the 2016 Five Lagunas plan, if approved.

3. How much housing does the City's Zoning Code allow on the property?

The Village at Laguna Hills is situated in an area of the City which is zoned "Village Commercial" (VC). The VC zone is implemented by the UVSP. Adopted in 2002 and amended in 2011, the UVSP permits between 30 and 50 dwelling units per acre. MGP's new plan proposes a range of 1,200 to 1,500 units on 30 acres. This equates to 40 to 50 dwelling units per acre in the area designated for residential/mixed use. ~~and 18 to 22 units per acre spread over the entire site.~~

While housing is one element of the UVSP, the UVSP also contains objectives that require the development of other uses as well. Any project proposed by MGP would be evaluated against the policies of the UVSP to ensure the community's original planning goals for the area are met.

The primary goals of the Urban Village Specific Plan are:

- To encourage and facilitate new uses in the area;
- To create new pathways and open space areas and add landscaping to existing sidewalks to foster a pedestrian-friendly environment;
- To create an identity for the area through the use of entry features, area wayfinding signs, consistent landscaping, and street furniture;
- To facilitate private investments in the development of desirable and planned activity nodes;
- To take full commercial and market advantage of the Urban Village's central location in the Saddleback Valley;
- To increase the employment opportunities and tax revenues, and ensure the long-term viability of the Urban Village; and
- To provide the framework for a public/private partnership to implement the goals of the specific plan.

The goals described above are further supported by objective development standards including a land use plan, design guidelines, and an infrastructure plan. ~~Certain goals benefit the on-going development of the UVSP specifically, such as fostering a pedestrian environment, while other goals would have community-wide benefits (increasing tax revenues).~~

4. Does the City consider traffic in evaluating development proposals in the UVSP?

Overall, new development within the UVSP is regulated by a mechanism known as a "Trip Budget," which is based on the amount of traffic new development could generate. (See FAQ No. 1.) ~~However, it's unclear at this time how State legislation identified in FAQ No. 21 would affect the UVSP Trip Budget for a housing or mixed-use project.~~ The City is still evaluating the reach and impact of new State legislation on City development regulations.

~~Typically,~~ the Trip Budget relies on traffic information published by the Institute of Traffic Engineers (ITE) to predict the amount of traffic a project will create. ~~Currently,~~ ITE trip rates are ~~currently~~ calculated based on ITE's 10th edition of Trip Generation. The City specifically looks at "peak-hour" trips, which is traffic generated during the morning and evening "rush-hour" periods in evaluating traffic for purposes of the UVSP Trip Budget. These rush-hour periods are commonly referred to as "AM Peak" and "PM Peak" hour, respectively. Currently the UVSP has 335 trips in the AM peak hour and 1,680 trips in the PM peak hour available to accommodate traffic from new development. These trips are available on a first-come/first-serve basis. It should be noted that the remaining traffic figures above reflect the trips remaining after deducting trips from the Five Lagunas

project approved in 2016. With each new development project, the City reduces the peak hour trips available within the UVSP based on a traffic study.

Also, the UVSP only recognizes "net new trips," meaning property owners are given a credit for vehicle trips associated with existing buildings that are demolished and replaced with new buildings and/or uses. For example, if a 1,000 square-foot retail building was demolished, roughly seven (7) multi-family housing units could be rebuilt in its place with no net increase in vehicle trips. In this example, a 1,000 square foot retail building generates 3.81 vehicle trips, where seven (7) multi-family units generate 3.5 vehicle trips, or 0.5 trips per unit. For office uses, an 8,000 square foot office building could be built in place of a 1,000 square foot retail building since an office building only generates 0.47 trips for every 1,000 square feet. The vehicle trips described above reflect trip generation rates during the PM Peak hour since the PM Peak hour generates the highest traffic levels, although traffic for the AM and PM Peak hours will both be analyzed for the new project.

The table below depicts the relationship between uses and ITE vehicle trips for each of the uses described above.

Use	Trip Rate*	Development Size
Multi-Family	0.5	Per Unit
Office	0.47	Per 1,000 Square Feet
Retail	3.81	Per 1,000 Square Feet

*PM Peak Hour

ITE occasionally updates its trip generation rates, and the City always uses the most current edition available.

Sources:

ITE: <https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>.

5. In 2016, the City approved over 926,000 square feet of retail and office building area and 988 dwelling units. If MGP is an established developer, why has Five Lagunas taken so long to get started? The condition of the property looks as if MGP has gone bankrupt.

The City approved the Five Lagunas development in March 2016, ~~which. The approved project~~ consisted of 988 apartment units, and about 926,000 square feet of retail space including a luxury movie theater and new restaurants. ~~Since then,~~ MGP ~~decided~~ ~~terminated~~ that the approved Five Lagunas project was not viable. ~~Therefore,~~ MGP ~~submitted a new plan to the City on November 4, 2019,~~ ~~has been exploring new alternatives for the site,~~ which includes less retail space, more office and housing, and a hotel. ~~and submitted a new plan to the City on November 4th.~~

6. What does the City Council see as a viable solution for the development of the site? When considering a new development, does and can the City Council factor in the greater good of the community?

See FAQ No. 1. In addition, development of the site is required to follow the City's development codes and policies contained in the community's General Plan and the UVSP. The vision for the UVSP area is to have a variety of uses working together to create an urban village consisting of civic, retail, recreational, housing, hotel, medical offices, and general offices. The former mall property accounts for nearly 30 percent of the land area within the UVSP under a single property ownership, and is the critical site within the UVSP in determining whether or not the goals of the city's General Plan and UVSP will be realized. The City Council ~~will~~ has a duty to evaluate any proposal brought forward by MGP to determine whether or not it fits within the broader objectives of the General Plan and UVSP requirements, and will always consider the good of the community.

However, it must be noted, ~~that~~ the State legislature has become increasingly aggressive in redefining local control of zoning and other measures affecting housing, and could affect the City's ability to regulate development of the site.

Sources:

Laguna Hills General Plan: <https://www.lagunahillscsca.gov/DocumentCenter/View/133/Laguna-Hills-General-Plan>

7. How do the new and future proposed/approved Oakbrook apartments factor into any decision making?

As described in FAQ No. 4, new development in the UVSP is governed by the UVSP Trip Budget. When redevelopment of the Oakbrook shopping center was approved in 2012, the City accounted for the anticipated complete buildout of Oakbrook Village by deducting the number of peak hour trips the new project created from the available peak hour trips in the UVSP. The peak hour trips for Oakbrook Village were revisited in 2018 when the new retail building for Trader Joe's was approved. The entitled buildout of Oakbrook Village includes 132,000 square feet for retail and 489 units. The City maintains a record of all peak hour trips from development projects approved within the UVSP.

8. What are current vacancy rates for existing apartment complexes?

According to a variety of sources, both public and private, apartment vacancy rates in Orange County are 4%-5%. According to the U.S. Census, the vacancy rate for Laguna Hills in 2017 was 7.7 percent. The City has 1,685 apartment units (excluding group quarters

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such as assisted living facilities – 396 units) which is 15 percent of the City's total housing stock (11,197 units). As a means of comparison, the vacancy factor for owner occupied units is estimated to be less than one percent. Owner occupied units include 3,200 condominiums and 6,312 single-family homes (9,512 units total), not including accessory dwelling units located on single-family properties. It should be noted that U.S. Census information may show different housing unit totals since it likely excludes the 289 units at Oakbrook Village built after the 2010 Census. In addition, Census "districts" that apply to the City do not follow City boundaries.

Sources:

City of Laguna Hills Geographic Information System

2013-2021 City of Laguna Hills Housing Element: <https://www.lagunahillsca/DocumentCenter/View/131/Housing-Element>

U.S. Census Bureau. "Laguna Hills" <https://factfinder.census.gov>. Accessed 24 October 2019.

O.C. Register: <https://www.ocreger.com/2019/04/15/feel-bad-for-southern-californias-renters-as-vacancy-tightens-and-rates-climb/>

9. Why doesn't the City insist MGP provide more retail space and less office and housing space?

The City approved 926,429 sq. ft. of retail in the March 2016 Five Lagunas entitlement. MGP states that the market will not support that much retail. The City has and will continue to support more retail consistent with the property's zoning.

~~See FAQ No. 3. It should be noted the City would like to have more retail on the site; however, the outlook for traditional brick and mortar retail is not very positive. While good retail locations will continue to do well, underperforming retail sites will continue to lose tenants and face redevelopment pressures as consumer support for traditional brick and mortar locations erode. Nationwide, over 7,000 retail stores closed in 2017, followed by 5,000 stores in 2018. Over 12,000 stores are projected to close by the end of 2019. The most significant trend impacting traditional retail stores is the continued rise of e-commerce retail sales. As on-line retail sales continue to increase, it is estimated that 75,000 more stores will need to be shuttered by 2026.~~

Sources:

~~Orange County Business Council <https://www.ocbc.org/research/ocbc-retail-study/>~~

~~USA Today July 3, 2019 <https://www.usatoday.com/story/money/2019/07/03/2019-store-closings-list-these-retailers-shuttering-locations/1597997001/>~~

~~Coresight Research: <https://coresight.com/research/weekly-us-and-uk-store-openings-and-closures-tracker-2019-week-36/>~~

10. What creates the most value for the city and community: High-density multifamily housing, retail, or commercial office?

Each type of project has its own unique benefits and related costs. For example, commercial office does not generate sales tax in and of itself, but it does create jobs within the community. While office workers will shop at local businesses and eat at local restaurants, the sales tax benefit derived from office worker purchases is not typically significant. Retail development generates on-going retail sales tax revenue. ~~but is extremely susceptible to market conditions.~~ Multi-family housing generates one-time revenues in park fees (See FAQ No. 17), and residents are an indirect source of sales tax revenue as everyday household purchases are made. A comprehensive net fiscal impact analysis will be prepared for the project by an independent third-party consultant hired by the City and made available for public review.

But project value is not the only driver of land use decisions. Other considerations can include meeting State obligations for housing, improvement to the local economy through the addition of jobs, and improving the appearance of a major community gateway.

11. What kind of retail space can residents expect to see since the outlook for traditional storefronts is so negative?

MGP is contemplating additional restaurants, a multi-screen luxury movie theater, and fitness tenant. Existing pad restaurants such as King's Fish House and In-N-Out will remain, in addition to Nordstrom Rack. The City currently expects between 225,000 - 300,000 square feet of retail to be part of development at the property. The Laguna Hills Mall previously contained around 965,000 square feet of retail space (GFA), of which 536,000 square feet was contained in the former Sears, J-C- Penney, and Macy's department store buildings.

12. How much revenue has the City lost from the mall closing?

The Laguna Hills Mall was very successful in the 1990's, especially after a remodel in the mid part of that decade. The fact is, there was little competition in the region and the Mission Viejo Mall was struggling. As competition grew (the new Shops at Mission Viejo, Irvine Spectrum, Aliso Viejo Towne Center, the Arbors in Lake Forest) sales began slumping in the 2000's. In the last fiscal year before the Great Recession (06/07), after adjusting for inflation, the Laguna Hills Mall generated \$1.93M in sales tax revenue to the City. When MGP purchased the property in May of 2013, that figure had already dropped to about \$1.45M. In fiscal year 2017-18, wWith the closure of many stores and the

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demolition of the south mall area, that figure dropped to \$780,000 ~~in fiscal year 2017-18.~~

13. How has the City responded to this loss of revenue?

In June of 2018, the City Council approved a budget amendment for the 2018-19 fiscal year that reduced the City's operating budget by about \$1,000,000 or 4%. These cuts included some employee lay-offs and other staffing realignment and reorganization. In June of 2019, the City Council adopted the 2019-21 Biennial Budget and 8-Year Financial Plan. The current budget and 8-Year Plan do not rely in any way ~~rely~~ on additional one-time or on-going revenues from the former mall site. To make up for lost retail sales tax revenue, the City has requested that MGP consider space for a hotel use since hotels generate revenue from Transit Occupancy Tax (TOT).

14. How will property taxes benefit the city and how much will the city actually receive?

Property taxes are the City's main revenue source at just over 50% of all General Fund revenues. While the basic overall property tax rate in the City is 1% of assessed value, the percentage of what the City receives of that overall rate varies throughout the City. For the former mall site, the City receives 9% of the 1%. For example, if the mall is currently assessed at \$100M, the total property taxes paid by MGP would be \$1M. Of that amount, the City would get 9%, or \$90,000. If after redevelopment, the site was assessed at \$500M, the City would get \$450,000 annually. The City will also benefit from on-going revenues from the redevelopment of the project such as sales taxes and transient occupancy taxes. MGP will also pay one-time revenues to the City in the form of traffic impact fees, park development fees, development application fees, and building permit fees. The amount of on-going revenue to the City from MGP's project is unknown at this time; however, the City will be commissioning the preparation of a fiscal impact study to evaluate costs and revenues to the city as a result of the potential development of the project. The study will evaluate the costs of providing all municipal services. The study will be made available for public review.

15. How does more development on the site, especially more residential development, impact community infrastructure such as police services, fire and paramedic services, traffic, water, schools, etc.?

Any impacts on city services, infrastructure, and the environment from the redevelopment of the property are required to be analyzed under the State environmental law known as the California Environmental Quality Act (CEQA). State law specifically requires an analysis of project water supply availability, which will be served by the El Toro Water District. Each public agency that provides service to the project will be asked to comment on potential impacts the project would have on the services it provides. If project impacts are determined to be "significant," it is possible for the

project to be modified, or for "mitigation measures" to be applied in order to reduce one or more significant impacts. For example, a problem of localized flooding could be solved through the construction of more storm drain systems. The cost of infrastructure needed to serve the project will be the responsibility of MGP.

Since none of the special studies needed to determine if the proposed project will have any significant impacts on city infrastructure or on the environment have been provided to the City, questions about impacts cannot be answered at this time but will be made available for public review and comment once completed. The City anticipates that these studies will be available in the second quarter of 2020. The studies will be reviewed by City staff and special consultants the City retains to provide technical expertise on specific environmental subject matters such as traffic. It should be noted that the City must also notify the Saddleback Valley Unified School District of the new project.

Additional information regarding CEQA is available from the State at: <http://resources.ca.gov/ceqa/more/faq.html>.

16. What were the projected traffic levels for the originally approved Five Lagunas Project? What is the difference between retail development and apartment development with respect to traffic?

The standard approach to evaluating traffic impacts is based on a concept known as "Level of Service" or "LOS." This metric evaluates congestion on streets and intersections based on the capacity of a street to carry traffic. LOS is also a standard contained in the City's General Plan. The City's LOS standards are described based on a lettering system - LOS A through LOS F, with LOS A being the best. At LOS A drivers enjoy free flowing traffic conditions with individual drivers virtually unaffected by other vehicles on the street. LOS D is the heaviest congestion level allowed by the General Plan. At LOS D, high-density traffic flow restricts speed and the ability to maneuver although traffic flows remain constant. There is an exception to the General Plan standard for one City intersection located at El Toro Road and Avenida de la Carlota which is part of a county-wide traffic plan known as a Congestion Management Plan (CMP). CMP intersections may maintain a LOS E. It should be noted that Orange County refers to its CMP as the "Master Plan of Arterial Highways."

The State also requires cities to consider "vehicle miles traveled" or "VMT." This is related to greenhouse gas emissions (GHG) and is a component of State policies that require cities to address climate change when considering new development. The State's environmental goal is to reduce VMT thereby reducing vehicle-related air emissions that contribute to climate change. Using public transit and carpooling reduce VMT and could also reduce traffic congestion.

For the approved 2016 Five Lagunas Project, a full traffic study was conducted which analyzed 61 intersections in and around the city for traffic impacts. When compared against traffic from mall operations, the Five Lagunas project was expected to result in an increase of only 6,434 additional vehicle trips per day. The increase was offset by the demolition of commercial building areas like Sears and the south half of the mall which housed retail uses. The addition of 988 multi-family units did not create significant traffic impacts since one (1) multi-family unit only generates about six (6) vehicle trips per day versus shopping centers, which generate about 43 vehicle trips per 1,000 square feet. The demolition of 1,000 square feet of retail could be replaced by seven (7) multi-family units and not result in a net increase in traffic. Traffic from the original operation of the mall was estimated at nearly 25,000 trips per day, even though actual traffic was lower. Based on the 2016 PM Peak Hour traffic counts, traffic levels were half of what would be expected for a retail center the size of the former mall. Documented peak hour traffic levels reflected daily traffic of about 13,000 vehicles per day when the mall was still open.

Expected traffic from various land uses is based on surveys from the Institute of Traffic Engineers (ITE) which is a nationally recognized data source for traffic information (see FAQ 3). The traffic study for Five Lagunas determined that the project complied with the City's General Plan traffic standards with some modifications to planned on-site traffic improvements. VMT was not studied in 2016 since there was no requirement to do so at the time. A new traffic study will be prepared for MGP's new proposed project.

Sources:

Linscott, Law & Greenspan Traffic Impact Analysis for the Addendum to the City of Laguna Hills General Plan Program Environmental Impact Report for the Five Lagunas Project, Table 7, November 13, 2015.

17. **How will high-density apartments/multi-family housing benefit the City/current City residents? Did the 2009 General Plan call for ~~2300~~ apartments with options to add more in future phases? Are the approved 988 units mandated or can they be negotiated or replaced entirely?**

The currently approved Five Lagunas project from 2016, which included 988 multifamily units (and any additional housing if approved in the proposed plan), will help facilitate the redevelopment of the property ~~by replacing obsolete retail space for which there is shrinking demand~~. The approved housing is consistent with City planning policies and the City will evaluate if additional housing units would be consistent. Generally, by proposing a balance of uses that fill a need in the market, the community benefits by having new vibrant buildings and spaces, productive retail stores, and office spaces that provide jobs in the local economy. ~~Newer multifamily housing provides older existing residents who are looking to downsize the opportunity to remain in Laguna Hills while providing a housing choice for younger residents who can't yet afford to purchase a home in Laguna Hills.~~

~~Hills.~~ The proposed housing will also help the City meet its housing obligations to the State. In addition, MGP must pay \$15,636 per unit in "Quimby Fees." Quimby Fees are fees authorized by State law which the City collects and can only use to build new park and recreation facilities, or rehabilitate existing facilities, when new multi-family residential development occurs. If approved, the project would result in the payment of between \$18 million and \$23 million in Quimby Fees, depending on the number of units built in the project.

Housing was always anticipated to be included in the Urban Village area, which was analyzed in the City 2009 General Plan update. While the General Plan estimated that an additional 200 units would be built, it also determined that as properties transitioned from one use to another or property owners rebuilt in certain areas (such as the Urban Village), land uses and intensities would gradually shift to align with the intent of the General Plan's Land Use Element. For the UVSP area, this means creating an urban village consisting of civic, retail, recreational, housing, hotel, medical offices, and general offices (Laguna Hills General Plan, pp. 29-30). Further, the UVSP anticipated that land uses could be interchangeable and that property could be developed to its maximum intensity provided that the UVSP Trip Budget was not exceeded and trip generation impacts created were within acceptable levels identified by the General Plan (UVSP, pp. 35 & 36).

Sources:

Laguna Hills General Plan & Urban Village Specific Plan

Laguna Hills Municipal Code Chapter 8-06 – <https://www.codepublishing.com/CA/LagunaHills/#!/LagunaHills08/LagunaHills0806.html#8-06>

18. What if residents do not want to see more housing developed beyond the 988 units approved in 2016 in a future project?

Because of the current housing crisis, State law currently favors developers in order to boost housing construction across the State. New State laws and modifications to existing laws that became effective in 2018 and 2019 make it increasingly difficult for cities to deny housing projects. MGP's new plan proposes a range of 1,200-1,500 units. As a result, it's likely the City will need to consider having ~~a significant number of~~ additional housing units on the property. A summary of the new State laws, also known as "California's 2017 Housing Package," are summarized by the California Department of Housing and Community Development (HCD) at <http://www.hcd.ca.gov/policy-research/lhp.shtml>. ~~In For~~ 2019, the Governor and State legislature passed additional laws that will significantly impair a city's ability to limit housing proposed for any site despite the objections of cities. ~~when they become effective in January 2020.~~ For example, the State enacted legislation known as SB 330 to prohibit cities from changing zoning regulations that would reduce housing density. ~~_-~~

Governor Newsom has set as a goal the need to have 3.5 million additional housing units built within the State by 2025. On August 22, 2019, the cities and counties in Southern California were informed by the State to plan for over 1.3 million new housing units for a planning period covering October 2021 through October 2029 as part of a process known as the "Regional Housing Needs Assessment," or RHNA ~~(Source: State of California—August 22, 2019: http://hcd.ca.gov/community-development/housing-element/docs/6thCycleRHNA_SCAGDetermination.pdf)~~. The RHNA process is governed by a regional planning agency known as the Southern California Association of Governments (SCAG). The outcome of the RHNA process and the number of housing units each city in the SCAG region must plan for is approved by the State. The state's letter requiring SCAG to plan for 1.3 million new housing units can be accessed on SCAG's website at: http://scag.ca.gov/Documents/6thCycleRHNA_SCAGDetermination_08222019.pdf.

Every city and county in the State is required by law to participate in the RHNA process which results in the adoption of a housing plan known as a Housing Element, which is part of every General Plan. The City has been advised by SCAG that it should plan for ~~an estimated~~ 1,970 new units to meet its share of RHNA, which includes a requirement for the provision of "affordable housing." The City is able to rely on the approved 2016 Five Lagunas plan and the 988 units contained therein to meet a portion of the anticipated RHNA. However, the approved 2016 plan does not include any units the City must include in its Housing Element to meet its "affordable housing" obligations. The City is ~~expecting to be~~ responsible for planning for 1,265 units accommodating around 1,180 units of affordable housing in its next Housing Element (See FAQ 20 for a description of "affordable housing" as defined by State law). Providing for housing opportunities in the Urban Village enables the City to preserve its well-established land use pattern in other areas of the community.

For additional information on RHNA: <http://www.scag.ca.gov/programs/Pages/Housing.aspx>

For additional information on Housing Elements: <http://hcd.ca.gov/community-development/housing-element/index.shtml>

19. Why doesn't the City simply ignore State housing element law?

If a city refuses to meet its statutory planning requirements for housing, the California Department of Housing and Community Development (HCD) can deny or revoke certification of the city's housing element, potentially preventing the city from approving development of any kind in the city. Cities that do not have compliant housing elements can also be sued by the California Office of the Attorney General. Cities that continue to refuse to comply after being sued by the Attorney General could be subject to fines beginning at \$10,000 per month and escalating to up to \$600,000 per month as provided for in Assembly Bill 101 (<https://leginfo.ca.gov/faces/billTextClient>

[.xhtml?bill_id=201920200AB101](#)). The Court could ultimately even appoint a receiver empowered to make land use decisions on behalf of the city. Cities that fail to comply with State housing laws in considering housing projects are also subject to lawsuits from any person eligible to apply for residency in the development, as well as from any housing organizations (Government Code 65589.5 – <https://leginfo.ca.gov/faces/codesdisplaySection.xhtml?lawCode=GOV§ionNum=65589.5>).

Sources:

Office of Governor Gavin Newsom - <https://www.gov.ca.gov/2019/01/25/housing-accountability/>.

California Department of Housing and Community Development – Accountability and Enforcement - (<http://www.hcd.ca.gov/community-development/accountability-enforcement.shtml>).

20. What is the City's obligation to help address the Statewide/federal affordable housing shortage, including low-income and homeless shelters?

The City, like every community in the State, is required by State law to establish zones and development standards that can result in the development of housing for specific income levels defined by the State. These levels include Very Low Income/Low Income/Moderate Income/and Above-Moderate Income categories. These income levels are defined by the State and are based on the Area Median Income (AMI) of the county. These income levels are reviewed annually by the State. Housing for persons of Very Low Income, Low Income, and Moderate Income is commonly referred to as "affordable housing." The income levels associated with each type of housing is depicted below. (Source - <https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/Income-Limits-2019.pdf>).

		Number of Persons in Household							
		1	2	3	4	5	6	7	8
Orange County	Extremely Low	24,950	28,500	32,050	35,600	38,450	41,300	44,150	47,000
	Very Low Income	41,550	47,500	53,450	59,350	64,100	68,850	73,600	78,350
Area Median Income: \$97,900	Low Income	66,500	76,000	85,500	94,950	102,550	110,150	117,750	125,350
	Medium Income	68,550	78,300	88,100	97,900	105,750	113,550	121,400	129,250
	Moderate Income	82,250	94,000	105,750	117,500	126,900	136,300	145,700	155,100

In addition, the City is required to designate one or more zones where an emergency homeless shelter can be established "by right" without a public hearing. The State also requires the City to allow facilities that serve homeless families and individuals in all multifamily zones without a public hearing. These requirements are currently contained in State law in Government Code Sections 65583 – 65589.3.

21. What exactly is the Housing Crisis Act (SB 330) and how does it impact the new project submitted by MGP?

On October 9, 2019, the Governor approved Senate Bill (SB) 330, https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB330 which enacts the Housing Crisis Act of 2019 (HCA). The HCA suspends the City's ability to impose new restrictions on the development of new housing until January 1, 2025. Since housing is an allowable use within the Urban Village, beginning January 1, 2020, the HCA will prohibit the City from amending its General Plan or zoning standards or policies in a manner that would lessen the permitted density or intensity of housing in the Urban Village, or from adopting or implementing a housing moratorium or growth control measure limiting the construction of new housing in the Urban Village. The HCA does not prevent the City from amending the zoning in the Urban Village to facilitate the development of new housing. The proposed new project submitted by MGP would increase the amount of new housing as permitted in the Urban Village.

22. What are the key steps involved in the entitlement process?

The key activities for this project include the following steps:

- Plan Submittal and Review (3-6 months)
- [Net Fiscal Impact Report](#)
- Environmental Review (6-12 months)
- Development Agreement Preparation (on-going)
- Public Hearing Preparation (2-4 weeks)

Each activity is described in more detail below.

Plan Submittal and Review

Once a development application is submitted to the City, the Planning Division and Public Services Division review the development application and plans to identify missing or incomplete information the City must have to evaluate the project against City requirements. Outside agencies such as the Orange County Fire Authority and public utility providers also review project plans. The development application will include the following City zoning applications, which could be revised further once the City has a better understanding of the project:

- Site Development Permit (Development Over 20,000 Square Feet/ Master Sign Program/ Public Art)
- Conditional Use Permit (Health Club/Hotel/Joint Parking Use Permit)
- Development Agreement (Establishes property development standards and conditions – generally)

- Precise Plan (Mixed Use Development)
- Vesting Tentative Tract Map (Subdivision for five or more Parcels)

During the Plan Submittal and Review phase, the City develops a written checklist of information MGP must provide to allow the City to continue processing the development application. This process is commonly referred to as a "completeness check." The development application is "deemed complete" once all missing information and development materials are submitted to City staff. During this phase, the City may request that MGP consider additional changes to project design features and/or the site plan. Once the City deems the application complete, it allows the City to begin the project's Environmental Review.

Environmental Review

This phase entails the preparation of all of the environmental studies and analyses required to identify and disclose all of the project's environmental impacts. The completion of this activity is required in order to comply with State environmental regulations known as the California Environmental Quality Act (CEQA). Studies associated with Environmental Review for The Village at Laguna Hills will include, at a minimum, the following:

- Air Quality Impact Analysis
- Traffic Impact Analysis
- Noise Impact Analysis
- Geotechnical Study
- Water Supply Assessment
- Hydrology Study

Analysis of infrastructure and service impacts are also studied as part of the CEQA process (See FAQ No. 15).

Other potential impacts that may not necessarily require the preparation of a separate special study are also conducted by environmental professionals and included as part of the project's environmental analysis. When the studies and analyses are completed, and the type and severity of all of the project's environmental impacts are known, the City determines what type of CEQA document should be prepared based on the preparation of an "environmental checklist."

CEQA allows different approaches to be used to complete a project's environmental evaluation depending on the severity of a project's impact on the environment. For large projects, an Environmental Impact Report (EIR) can be needed if no prior environmental review was ever completed for the development of a site. However, the City has

completed two extensive prior environmental analyses encompassing MGP's property – one for the City's General Plan EIR in 2009, and another in 2016 when the Five Lagunas project was approved (Addendum No. 3 to the 2009 General Plan EIR). While the City has yet to understand the extent of environmental impacts The Village at Laguna Hills may have on the environment, the project may be able to partially rely on information from prior environmental analyses completed in 2009 and 2016, and provide updated environmental studies and analyses of impacts based on the proposed project.

The City will not be able to make a determination on which CEQA approach is appropriate to use until it has a better understanding of the proposed project's environmental impacts.

Development Agreement

State law authorizes cities and property owners to enter into an agreement governing the development of property known as a "Development Agreement" (DA). MGP has requested a DA since it anticipates that the development of The Village at Laguna Hills will take place over an extended period of time. By law a DA cannot exceed a 15-year timeframe. DAs provide certainty to the public and the property owner concerning the timing and phasing of development, type and scale of development, public benefits, and development certainty. Negotiating a DA is time consuming, and the negotiations typically are not concluded until a project is ready to be presented to the public and City Council for consideration at a project's public hearing. The DA must be approved by the City Council at a public hearing.

State regulations concerning Development Agreements are located at: https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=1.&title=7.&part=&chapter=4.&article=2.5.

The City's requirements for DAs are found in Chapter 9-84 of the Municipal Code: <https://www.codepublishing.com/CA/LagunaHills/#!/LagunaHills09/LagunaHills0984.html#9-84>.

Public Hearing

This is the last step in the City's development process where the City Council decides whether or not to approve MGP's development application. The City Council also considers the project's Environmental Review. Since the City does not maintain a Planning Commission, the City Council acts as the Planning Commission, only one public hearing is required to approve or deny zoning applications filed with the City. City staff prepares its report on the project, and presents all material previously completed related to the development application including plans, the project CEQA document, studies, development agreement, and all public correspondence received concerning the

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proposed development. Other materials typically included at public hearings where new development is being considered include Conditions of Approval, if being recommended for approval by staff, and the findings required to approve or deny a project. Findings are part of the City's legal record describing the basis on which the City Council is approving or denying a project. The findings used by the City are found in the City's Municipal Code at Section 9-92.080 at the link below.

<https://www.codepublishing.com/CA/LagunaHills/#!/LagunaHills09/LagunaHills0992.html#9-92.080>

Prior to the public hearing the City notifies by mail the surrounding property owners and any interested parties who have asked to be notified of a project's public hearing. A notice of a project's public hearing is also published in the Saddleback Valley Newspaper. Notices are mailed and published 10 days prior to the public hearing. To be included on the City's public notification list for this project please submit your contact information by email to Jay Wu at jwu@lagunahillsca.gov.

23. How long will it take for the project to reach the public hearing?

At this time the City cannot say how long it will take to entitle the project, let alone say whether or not the project will ultimately be approved. Depending on the outcome of what is called an Initial Study under the California Environmental Quality Act, the entitlement process will likely range from a minimum of nine months to a maximum of eighteen months. ~~The Initial Study may be completed sometime in March/April 2020.~~

PROPOSED “VILLAGE AT LAGUNA HILLS” FREQUENTLY ASKED QUESTIONS

Introduction and Background

On November 4, 2019, Merlone-Geier Partners (MGP), owners of the former Laguna Hills Mall site, submitted a new development proposal to the City. This new project is intended to replace the Five Lagunas project that was approved in March 2016 which included approximately 926,000 square feet of commercial space (consisting of retail, restaurants, health club, cinema uses, and approximately 46,000 square feet for medical offices) and 988 dwelling units. The new proposal is now called “The Village at Laguna Hills.” By way of background, MGP purchased the Laguna Hills Mall from Simon Properties in May of 2013. In March of 2016, the City Council approved a redevelopment project known as Five Lagunas. By late 2017, MGP decided that the market would not support the approved Five Lagunas project and, consequently, went back to the drawing board. In the meantime, they acquired the leases of Macy’s and JC Penny’s to make way for a broader redevelopment of the site. In April of 2019, MGP floated a development proposal to the Community that greatly intensified the development with more housing and office space, and less retail. This proposal was generally opposed by the Community and was never formally submitted as a development application to the City. Once again, MGP went back to the drawing board and submitted the proposal they are now calling “The Village at Laguna Hills.”

Below are a set of Frequently Asked Questions (FAQs) that the Laguna Hills’ community has asked. The community organization known as the Future of Laguna Hills Advisory Group, or FLAG for short, compiled these questions and formally submitted them to the City Council to provide the community greater transparency about the planning procedures and process. These FAQs are fluid in nature and will be updated and added to as the need arises. To be included on the City’s public notification list for this project please submit your contact information by email to Jay Wu at jwu@lagunahillsca.gov.

- 1. Explain the current zoning, conditional use permits, and land use for the 68-acre property [the former Laguna Hills Mall/Five Lagunas] and adjacent developments. What can/can’t the City Council control?**

The former Laguna Hills Mall is located within an area known as the Urban Village which encompasses approximately 240 acres and includes the Civic Center area, Saddleback Hospital (MemorialCare) and adjoining office buildings, Oakbrook Village, and the Villa Valencia senior assisted living facility. The boundaries of the Urban Village are generally Paseo de Valencia, Avenida de la Carlota, Los Alisos Boulevard, and the I-5 freeway. Zoning for the Urban Village is determined by the Urban Village Specific Plan (UVSP) <https://www.lagunahillsca.gov/DocumentCenter/View/291/Urban-Village-Specific-Plan-UVSP> which has been in place since 2002, and subsequently amended in 2011 to reflect anticipated development based on the City’s 2009 comprehensive General Plan update.

A minor update was completed in 2017 to modify the street standards for Avenida de la Carlota in anticipation of the OCTA/CalTrans' I-5 Widening Project currently underway between SR-73 and El Toro Road. All properties in the Urban Village are subject to the development standards of the UVSP, which City staff and/or City Council enforce when considering proposed development projects or new businesses/uses. A key development control within the area is the UVSP "Trip Budget," which regulates development based on traffic during morning and evening "peak" travel periods. (UVSP pp. 35-36.) The Trip Budget limits apply to all properties in the UVSP (Also see FAQ No. 4.).

Imbedded within the UVSP, some uses are permitted "by right" such as retail stores, while others require a conditional use permit (CUP). For example, a CUP may be required to ensure potential traffic issues are addressed. The UVSP allows a variety of uses including office, retail, housing, hotel, and civic uses. New development is also subject to a Site Development Permit to ensure the city's development standards are met. The City Council and/or City staff enforce the regulations of the UVSP by reviewing uses and development to ensure they are allowed in the UVSP. Uses that are not allowed in the UVSP cannot obtain a building permit or zoning approval. Examples of unpermitted uses in the UVSP include landfills, industrial uses, and manufacturing plants.

Sources:

UVSP: <https://www.lagunahillscsca.gov/DocumentCenter/View/291Urban-VillageSpecific-Plan-UVSP>.

2. What is the status of the plan MGP showed the community at their April 2019 Community Forum? How does it compare to the approved 2016 plan?

For comparative purposes, the table below depicts the uses and building areas of the Laguna Hills Mall, Five Lagunas, and The Village at Laguna Hills including the plan presented at MGP's April 2019 Community Open House. Where indicated, building areas reflect gross floor area.

<u>Uses</u>	2013 LH Mall	2016 Plan (Five Lagunas)	April 2019 Plan	November 4 th 2019 Plan (Village at Laguna Hills)
Retail/Restaurants	965,512 s.f.	926,429 s.f.	248,000 s.f.	225,000 s.f. – 300,000 s.f.
Office	-	45,890 s.f.	525,300 s.f.	390,000 s.f. – 520,000 s.f.
Dwelling Units	-	988	2,100	1,200-1,500
Hotel	-	-	125 Rooms	125 Rooms
Community Space	0	+10,000 s.f.	Unknown	+ 115,000 s.f.

Ranges are indicated since the final square footage actually developed could change with market conditions. The plan submitted on November 4th is on the City's website at: <https://www.lagunahills.ca/176/Planning-Projects-New-Developments>.

The new plan has been named "The Village at Laguna Hills" and will replace the 2016 Five Lagunas plan, if approved.

3. How much housing does the City's Zoning Code allow on the property?

The Village at Laguna Hills is situated in an area of the City which is zoned "Village Commercial" (VC). The VC zone is implemented by the UVSP. Adopted in 2002 and amended in 2011, the UVSP permits between 30 and 50 dwelling units per acre. MGP's new plan proposes a range of 1,200 to 1,500 units on 30 acres. This equates to 40 to 50 dwelling units per acre in the area designated for residential/mixed use.

While housing is one element of the UVSP, the UVSP also contains objectives that require the development of other uses as well. Any project proposed by MGP would be evaluated against the policies of the UVSP to ensure the community's original planning goals for the area are met.

The primary goals of the Urban Village Specific Plan are:

- To encourage and facilitate new uses in the area;
- To create new pathways and open space areas and add landscaping to existing sidewalks to foster a pedestrian-friendly environment;
- To create an identity for the area through the use of entry features, area wayfinding signs, consistent landscaping, and street furniture;
- To facilitate private investments in the development of desirable and planned activity nodes;
- To take full commercial and market advantage of the Urban Village's central location in the Saddleback Valley;
- To increase the employment opportunities and tax revenues, and ensure the long-term viability of the Urban Village; and
- To provide the framework for a public/private partnership to implement the goals of the specific plan.

The goals described above are further supported by objective development standards including a land use plan, design guidelines, and an infrastructure plan.

4. Does the City consider traffic in evaluating development proposals in the UVSP?

Overall, new development within the UVSP is regulated by a mechanism known as a "Trip Budget," which is based on the amount of traffic new development could generate. (See FAQ No. 1.) The City is still evaluating the reach and impact of new State legislation on City development regulations.

The Trip Budget relies on traffic information published by the Institute of Traffic Engineers (ITE) to predict the amount of traffic a project will create. Currently, ITE trip rates are calculated based on ITE's 10th edition of Trip Generation. The City specifically looks at "peak-hour" trips, which is traffic generated during the morning and evening "rush-hour" periods in evaluating traffic for purposes of the UVSP Trip Budget. These rush-hour periods are commonly referred to as "AM Peak" and "PM Peak" hour, respectively. Currently the UVSP has 335 trips in the AM peak hour and 1,680 trips in the PM peak hour available to accommodate traffic from new development. These trips are available on a first-come/first-serve basis. It should be noted that the remaining traffic figures above reflect the trips remaining after deducting trips from the Five Lagunas project approved in 2016. With each new development project, the City reduces the peak hour trips available within the UVSP based on a traffic study.

Also, the UVSP only recognizes "net new trips," meaning property owners are given a credit for vehicle trips associated with existing buildings that are demolished and replaced with new buildings and/or uses. For example, if a 1,000 square-foot retail building was demolished, roughly seven (7) multi-family housing units could be rebuilt in its place with no net increase in vehicle trips. In this example, a 1,000 square foot retail building generates 3.81 vehicle trips, where seven (7) multi-family units generate 3.5 vehicle trips, or 0.5 trips per unit. For office uses, an 8,000 square foot office building could be built in place of a 1,000 square foot retail building since an office building only generates 0.47 trips for every 1,000 square feet. The vehicle trips described above reflect trip generation rates during the PM Peak hour since the PM Peak hour generates the highest traffic levels, although traffic for the AM and PM Peak hours will both be analyzed for the new project.

The table below depicts the relationship between uses and ITE vehicle trips for each of the uses described above.

Use	Trip Rate*	Development Size
Multi-Family	0.5	Per Unit
Office	0.47	Per 1,000 Square Feet
Retail	3.81	Per 1,000 Square Feet

*PM Peak Hour

ITE occasionally updates its trip generation rates, and the City always uses the most current edition available.

Sources:

ITE: <https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>.

- 5. In 2016, the City approved over 926,000 square feet of retail and office building area and 988 dwelling units. If MGP is an established developer, why has Five Lagunas taken so long to get started? The condition of the property looks as if MGP has gone bankrupt.**

The City approved the Five Lagunas development in March 2016, which consisted of 988 apartment units, and about 926,000 square feet of retail space including a luxury movie theater and new restaurants. Since then, MGP decided that the approved Five Lagunas project was not viable. Therefore, MGP submitted a new plan to the City on November 4, 2019, which includes less retail space, more office and housing, and a hotel.

- 6. What does the City Council see as a viable solution for the development of the site? When considering a new development, does and can the City Council factor in the greater good of the community?**

See FAQ No. 1. In addition, development of the site is required to follow the City's development codes and policies contained in the community's General Plan and the UVSP. The vision for the UVSP area is to have a variety of uses working together to create an urban village consisting of civic, retail, recreational, housing, hotel, medical offices, and general offices. The former mall property accounts for nearly 30 percent of the land area within the UVSP under a single property ownership, and is the critical site within the UVSP in determining whether or not the goals of the city's General Plan and UVSP will be realized. The City Council has a duty to evaluate any proposal brought forward by MGP to determine whether or not it fits within the broader objectives of the General Plan and UVSP requirements, and will always consider the good of the community.

However, it must be noted, the State legislature has become increasingly aggressive in redefining local control of zoning and other measures affecting housing, and could affect the City's ability to regulate development of the site.

Sources:

Laguna Hills General Plan: <https://www.lagunahillsca.gov/DocumentCenter/View/133/Laguna-Hills-General-Plan>

7. How do the new and future proposed/approved Oakbrook apartments factor into any decision making?

As described in FAQ No. 4, new development in the UVSP is governed by the UVSP Trip Budget. When redevelopment of the Oakbrook shopping center was approved in 2012, the City accounted for the anticipated complete buildout of Oakbrook Village by deducting the number of peak hour trips the new project created from the available peak hour trips in the UVSP. The peak hour trips for Oakbrook Village were revisited in 2018 when the new retail building for Trader Joe's was approved. The entitled buildout of Oakbrook Village includes 132,000 square feet for retail and 489 units. The City maintains a record of all peak hour trips from development projects approved within the UVSP.

8. What are current vacancy rates for existing apartment complexes?

According to a variety of sources, both public and private, apartment vacancy rates in Orange County are 4%-5%. According to the U.S. Census, the vacancy rate for Laguna Hills in 2017 was 7.7 percent. The City has 1,685 apartment units (excluding group quarters such as assisted living facilities – 396 units) which is 15 percent of the City's total housing stock (11,197 units). As a means of comparison, the vacancy factor for owner occupied units is estimated to be less than one percent. Owner occupied units include 3,200 condominiums and 6,312 single-family homes (9,512 units total), not including accessory dwelling units located on single-family properties. It should be noted that U.S. Census information may show different housing unit totals since it likely excludes the 289 units at Oakbrook Village built after the 2010 Census. In addition, Census "districts" that apply to the City do not follow City boundaries.

Sources:

City of Laguna Hills Geographic Information System

2013-2021 City of Laguna Hills Housing Element: <https://www.lagunahillsca/DocumentCenter/View/131/Housing-Element>

U.S. Census Bureau. "Laguna Hills" <https://factfinder.census.gov>. Accessed 24 October 2019.

O.C. Register: <https://www.ocreger.com/2019/04/15/feel-bad-for-southern-californias-renters-as-vacancy-tightens-and-rates-climb/>

9. Why doesn't the City insist MGP provide more retail space and less office and housing space?

The City approved 926,429 sq. ft. of retail in the March 2016 Five Lagunas entitlement. MGP states that the market will not support that much retail. The City has and will continue to support more retail consistent with the property's zoning.

10. What creates the most value for the city and community: High-density multifamily housing, retail, or commercial office?

Each type of project has its own unique benefits and related costs. For example, commercial office does not generate sales tax in and of itself, but it does create jobs within the community. While office workers will shop at local businesses and eat at local restaurants, the sales tax benefit derived from office worker purchases is not typically significant. Retail development generates on-going retail sales tax revenue. Multi-family housing generates one-time revenues in park fees (See FAQ No. 17), and residents are an indirect source of sales tax revenue as everyday household purchases are made. A comprehensive net fiscal impact analysis will be prepared for the project by an independent third-party consultant hired by the City and made available for public review.

But project value is not the only driver of land use decisions. Other considerations can include meeting State obligations for housing, improvement to the local economy through the addition of jobs, and improving the appearance of a major community gateway.

11. What kind of retail space can residents expect to see since the outlook for traditional storefronts is so negative?

MGP is contemplating additional restaurants, a multi-screen luxury movie theater, and fitness tenant. Existing pad restaurants such as King's Fish House and In-N-Out will remain, in addition to Nordstrom Rack. The City currently expects between 225,000 - 300,000 square feet of retail to be part of development at the property. The Laguna Hills Mall previously contained around 965,000 square feet of retail space (GFA), of which 536,000 square feet was contained in the former Sears, JC Penney, and Macy's department store buildings.

12. How much revenue has the City lost from the mall closing?

The Laguna Hills Mall was very successful in the 1990's, especially after a remodel in the mid part of that decade. The fact is, there was little competition in the region and the Mission Viejo Mall was struggling. As competition grew (the new Shops at Mission Viejo, Irvine Spectrum, Aliso Viejo Towne Center, the Arbors in Lake Forest) sales began slumping in the 2000's. In the last fiscal year before the Great Recession (06/07), after adjusting for inflation, the Laguna Hills Mall generated \$1.93M in sales tax revenue to the City. When MGP purchased the property in May of 2013, that figure had already dropped to about \$1.45M. In fiscal year 2017-18, with the closure of many stores and the demolition of the south mall area, that figure dropped to \$780,000.

13. How has the City responded to this loss of revenue?

In June of 2018, the City Council approved a budget amendment for the 2018-19 fiscal year that reduced the City's operating budget by about \$1,000,000 or 4%. These cuts included some employee lay-offs and other staffing realignment and reorganization. In June of 2019, the City Council adopted the 2019-21 Biennial Budget and 8-Year Financial Plan. The current budget and 8-Year Plan do not rely in any way on additional one-time or on-going revenues from the former mall site. To make up for lost retail sales tax revenue, the City has requested that MGP consider space for a hotel use since hotels generate revenue from Transit Occupancy Tax (TOT).

14. How will property taxes benefit the city and how much will the city actually receive?

Property taxes are the City's main revenue source at just over 50% of all General Fund revenues. While the basic overall property tax rate in the City is 1% of assessed value, the percentage of what the City receives of that overall rate varies throughout the City. For the former mall site, the City receives 9% of the 1%. For example, if the mall is currently assessed at \$100M, the total property taxes paid by MGP would be \$1M. Of that amount, the City would get 9%, or \$90,000. If after redevelopment, the site was assessed at \$500M, the City would get \$450,000 annually. The City will also benefit from on-going revenues from the redevelopment of the project such as sales taxes and transient occupancy taxes. MGP will also pay one-time revenues to the City in the form of traffic impact fees, park development fees, development application fees, and building permit fees. The amount of on-going revenue to the City from MGP's project is unknown at this time; however, the City will be commissioning the preparation of a fiscal impact study to evaluate costs and revenues to the city as a result of the potential development of the project. The study will evaluate the costs of providing all municipal services. The study will be made available for public review.

15. How does more development on the site, especially more residential development, impact community infrastructure such as police services, fire and paramedic services, traffic, water, schools, etc.?

Any impacts on city services, infrastructure, and the environment from the redevelopment of the property are required to be analyzed under the State environmental law known as the California Environmental Quality Act (CEQA). State law specifically requires an analysis of project water supply availability, which will be served by the El Toro Water District. Each public agency that provides service to the project will be asked to comment on potential impacts the project would have on the services it provides. If project impacts are determined to be "significant," it is possible for the project to be modified, or for "mitigation measures" to be applied in order to reduce one or more significant impacts. For example, a problem of localized flooding could be solved

through the construction of more storm drain systems. The cost of infrastructure needed to serve the project will be the responsibility of MGP.

Since none of the special studies needed to determine if the proposed project will have any significant impacts on city infrastructure or on the environment have been provided to the City, questions about impacts cannot be answered at this time but will be made available for public review and comment once completed. The City anticipates that these studies will be available in the second quarter of 2020. The studies will be reviewed by City staff and special consultants the City retains to provide technical expertise on specific environmental subject matters such as traffic. It should be noted that the City must also notify the Saddleback Valley Unified School District of the new project.

Additional information regarding CEQA is available from the State at: <http://resources.ca.gov/ceqa/more/faq.html>.

16. What were the projected traffic levels for the originally approved Five Lagunas Project? What is the difference between retail development and apartment development with respect to traffic?

The standard approach to evaluating traffic impacts is based on a concept known as "Level of Service" or "LOS." This metric evaluates congestion on streets and intersections based on the capacity of a street to carry traffic. LOS is also a standard contained in the City's General Plan. The City's LOS standards are described based on a lettering system - LOS A through LOS F, with LOS A being the best. At LOS A drivers enjoy free flowing traffic conditions with individual drivers virtually unaffected by other vehicles on the street. LOS D is the heaviest congestion level allowed by the General Plan. At LOS D, high-density traffic flow restricts speed and the ability to maneuver although traffic flows remain constant. There is an exception to the General Plan standard for one City intersection located at El Toro Road and Avenida de la Carlota which is part of a county-wide traffic plan known as a Congestion Management Plan (CMP). CMP intersections may maintain a LOS E. It should be noted that Orange County refers to its CMP as the "Master Plan of Arterial Highways."

The State also requires cities to consider "vehicle miles traveled" or "VMT." This is related to greenhouse gas emissions (GHG) and is a component of State policies that require cities to address climate change when considering new development. The State's environmental goal is to reduce VMT thereby reducing vehicle-related air emissions that contribute to climate change. Using public transit and carpooling reduce VMT and could also reduce traffic congestion.

For the approved 2016 Five Lagunas Project, a full traffic study was conducted which analyzed 61 intersections in and around the city for traffic impacts. When compared against traffic from mall operations, the Five Lagunas project was expected to result in an

increase of only 6,434 additional vehicle trips per day. The increase was offset by the demolition of commercial building areas like Sears and the south half of the mall which housed retail uses. The addition of 988 multi-family units did not create significant traffic impacts since one (1) multi-family unit only generates about six (6) vehicle trips per day versus shopping centers, which generate about 43 vehicle trips per 1,000 square feet. The demolition of 1,000 square feet of retail could be replaced by seven (7) multi-family units and not result in a net increase in traffic. Traffic from the original operation of the mall was estimated at nearly 25,000 trips per day, even though actual traffic was lower. Based on the 2016 PM Peak Hour traffic counts, traffic levels were half of what would be expected for a retail center the size of the former mall. Documented peak hour traffic levels reflected daily traffic of about 13,000 vehicles per day when the mall was still open.

Expected traffic from various land uses is based on surveys from the Institute of Traffic Engineers (ITE) which is a nationally recognized data source for traffic information (see FAQ 3). The traffic study for Five Lagunas determined that the project complied with the City's General Plan traffic standards with some modifications to planned on-site traffic improvements. VMT was not studied in 2016 since there was no requirement to do so at the time. A new traffic study will be prepared for MGP's new proposed project.

Sources:

Linscott, Law & Greenspan Traffic Impact Analysis for the Addendum to the City of Laguna Hills General Plan Program Environmental Impact Report for the Five Lagunas Project, Table 7, November 13, 2015.

- 17. How will high-density apartments/multi-family housing benefit the City/current City residents? Did the 2009 General Plan call for 200 apartments with options to add more in future phases? Are the approved 988 units mandated or can they be negotiated or replaced entirely?**

The currently approved Five Lagunas project from 2016, which included 988 multifamily units (and any additional housing if approved in the proposed plan), will help facilitate the redevelopment of the property. The approved housing is consistent with City planning policies and the City will evaluate if additional housing units would be consistent. Generally, by proposing a balance of uses that fill a need in the market, the community benefits by having new vibrant buildings and spaces, productive retail stores, and office spaces that provide jobs in the local economy. The proposed housing will also help the City meet its housing obligations to the State. In addition, MGP must pay \$15,636 per unit in "Quimby Fees." Quimby Fees are fees authorized by State law which the City collects and can only use to build new park and recreation facilities, or rehabilitate existing facilities, when new multi-family residential development occurs. If approved, the project would result in the payment of between \$18 million and \$23 million in Quimby Fees, depending on the number of units built in the project.

Housing was always anticipated to be included in the Urban Village area, which was analyzed in the City 2009 General Plan update. While the General Plan estimated that an additional 200 units would be built, it also determined that as properties transitioned from one use to another or property owners rebuilt in certain areas (such as the Urban Village), land uses and intensities would gradually shift to align with the intent of the General Plan's Land Use Element. For the UVSP area, this means creating an urban village consisting of civic, retail, recreational, housing, hotel, medical offices, and general offices (Laguna Hills General Plan, pp. 29-30). Further, the UVSP anticipated that land uses could be interchangeable and that property could be developed to its maximum intensity provided that the UVSP Trip Budget was not exceeded and trip generation impacts created were within acceptable levels identified by the General Plan (UVSP, pp. 35 & 36).

Sources:

Laguna Hills General Plan & Urban Village Specific Plan

Laguna Hills Municipal Code Chapter 8-06 – <https://www.codepublishing.com/CA/LagunaHills/#!/LagunaHills08/LagunaHills0806.html#8-06>

18. What if residents do not want to see more housing developed beyond the 988 units approved in 2016 in a future project?

Because of the current housing crisis, State law currently favors developers in order to boost housing construction across the State. New State laws and modifications to existing laws that became effective in 2018 and 2019 make it increasingly difficult for cities to deny housing projects. MGP's new plan proposes a range of 1,200-1,500 units. As a result, it's likely the City will need to consider having additional housing units on the property. A summary of the new State laws, also known as "California's 2017 Housing Package," are summarized by the California Department of Housing and Community Development (HCD) at <http://www.hcd.ca.gov/policy-research/lhp.shtml>. In 2019, the Governor and State legislature passed additional laws that will significantly impair a city's ability to limit housing proposed for any site despite the objections of cities. For example, the State enacted legislation known as SB 330 to prohibit cities from changing zoning regulations that would reduce housing density.

Governor Newsom has set as a goal the need to have 3.5 million additional housing units built within the State by 2025. On August 22, 2019, the cities and counties in Southern California were informed by the State to plan for over 1.3 million new housing units for a planning period covering October 2021 through October 2029 as part of a process known as the "Regional Housing Needs Assessment," or RHNA. The RHNA process is governed by a regional planning agency known as the Southern California Association of Governments (SCAG). The outcome of the RHNA process and the number of housing units each city in the SCAG region must plan for is approved by the State. The state's letter requiring SCAG to plan for 1.3 million new housing units can be accessed on SCAG's

website at: http://scag.ca.gov/Documents/6thCycleRHNA_SCAGDetermination08222019.pdf.

Every city and county in the State is required by law to participate in the RHNA process which results in the adoption of a housing plan known as a Housing Element, which is part of every General Plan. The City has been advised by SCAG that it should plan for 1,970 new units to meet its share of RHNA, which includes a requirement for the provision of "affordable housing." The City is able to rely on the approved 2016 Five Lagunas plan and the 988 units contained therein to meet a portion of the anticipated RHNA. However, the approved 2016 plan does not include any units the City must include in its Housing Element to meet its "affordable housing" obligations. The City is responsible for planning for 1,265 units of affordable housing in its next Housing Element (See FAQ 20 for a description of "affordable housing" as defined by State law). Providing for housing opportunities in the Urban Village enables the City to preserve its well-established land use pattern in other areas of the community.

For additional information on RHNA: <http://www.scag.ca.gov/programs/Pages/Housing.aspx>

For additional information on Housing Elements: <http://hcd.ca.gov/community-development/housing-element/index.shtml>

19. Why doesn't the City simply ignore State housing element law?

If a city refuses to meet its statutory planning requirements for housing, the California Department of Housing and Community Development (HCD) can deny or revoke certification of the city's housing element, potentially preventing the city from approving development of any kind in the city. Cities that do not have compliant housing elements can also be sued by the California Office of the Attorney General. Cities that continue to refuse to comply after being sued by the Attorney General could be subject to fines beginning at \$10,000 per month and escalating to up to \$600,000 per month as provided for in Assembly Bill 101 (https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB101). The Court could ultimately even appoint a receiver empowered to make land use decisions on behalf of the city. Cities that fail to comply with State housing laws in considering housing projects are also subject to lawsuits from any person eligible to apply for residency in the development, as well as from any housing organizations (Government Code 65589.5 – <https://leginfo.legislature.ca.gov/faces/codesdisplaySection.xhtml?lawCode=GOV§ionNum=65589.5>).

Sources:

Office of Governor Gavin Newsom - <https://www.gov.ca.gov/2019/01/25/housing-accountability/>.

California Department of Housing and Community Development – Accountability and Enforcement - (<http://www.hcd.ca.gov/community-development/accountability-enforcement.shtml>).

20. What is the City's obligation to help address the Statewide/federal affordable housing shortage, including low-income and homeless shelters?

The City, like every community in the State, is required by State law to establish zones and development standards that can result in the development of housing for specific income levels defined by the State. These levels include Very Low Income/Low Income/Moderate Income/and Above-Moderate Income categories. These income levels are defined by the State and are based on the Area Median Income (AMI) of the county. These income levels are reviewed annually by the State. Housing for persons of Very Low Income, Low Income, and Moderate Income is commonly referred to as "affordable housing." The income levels associated with each type of housing is depicted below. (Source - <https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/Income-Limits-2019.pdf>).

		Number of Persons in Household							
		1	2	3	4	5	6	7	8
Orange County Area Median Income: \$97,900	Extremely Low	24,950	28,500	32,050	35,600	38,450	41,300	44,150	47,000
	Very Low Income	41,550	47,500	53,450	59,350	64,100	68,850	73,600	78,350
	Low Income	66,500	76,000	85,500	94,950	102,550	110,150	117,750	125,350
	Mediam Income	68,550	78,300	88,100	97,900	105,750	113,550	121,400	129,250
	Moderate Income	82,250	94,000	105,750	117,500	126,900	136,300	145,700	155,100

In addition, the City is required to designate one or more zones where an emergency homeless shelter can be established "by right" without a public hearing. The State also requires the City to allow facilities that serve homeless families and individuals in all multifamily zones without a public hearing. These requirements are currently contained in State law in Government Code Sections 65583 – 65589.3.

21. What exactly is the Housing Crisis Act (SB 330) and how does it impact the new project submitted by MGP?

On October 9, 2019, the Governor approved Senate Bill (SB) 330, https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB330 which enacts the Housing Crisis Act of 2019 (HCA). The HCA suspends the City's ability to impose new restrictions on the development of new housing until January 1, 2025. Since housing is an allowable use within the Urban Village, beginning January 1, 2020, the HCA will prohibit the City from amending its General Plan or zoning standards or policies in a manner that would lessen the permitted density or intensity of housing in the Urban Village, or from adopting or implementing a housing moratorium or growth control measure limiting the construction of new housing in the Urban Village. The HCA does not

prevent the City from amending the zoning in the Urban Village to facilitate the development of new housing. The proposed new project submitted by MGP would increase the amount of new housing as permitted in the Urban Village.

22. What are the key steps involved in the entitlement process?

The key activities for this project include the following steps:

- Plan Submittal and Review (3-6 months)
- Net Fiscal Impact Report
- Environmental Review (6-12 months)
- Development Agreement Preparation (on-going)
- Public Hearing Preparation (2-4 weeks)

Each activity is described in more detail below.

Plan Submittal and Review

Once a development application is submitted to the City, the Planning Division and Public Services Division review the development application and plans to identify missing or incomplete information the City must have to evaluate the project against City requirements. Outside agencies such as the Orange County Fire Authority and public utility providers also review project plans. The development application will include the following City zoning applications, which could be revised further once the City has a better understanding of the project:

- Site Development Permit (Development Over 20,000 Square Feet/ Master Sign Program/ Public Art)
- Conditional Use Permit (Health Club/Hotel/Joint Parking Use Permit)
- Development Agreement (Establishes property development standards and conditions – generally)
- Precise Plan (Mixed Use Development)
- Vesting Tentative Tract Map (Subdivision for five or more Parcels)

During the Plan Submittal and Review phase, the City develops a written checklist of information MGP must provide to allow the City to continue processing the development application. This process is commonly referred to as a "completeness check." The development application is deemed complete once all missing information and development materials are submitted to City staff. During this phase, the City may request that MGP consider additional changes to project design features and/or the site plan. Once the City deems the application complete, it allows the City to begin the project's Environmental Review.

Environmental Review

This phase entails the preparation of all of the environmental studies and analyses required to identify and disclose all of the project's environmental impacts. The completion of this activity is required in order to comply with State environmental regulations known as the California Environmental Quality Act (CEQA). Studies associated with Environmental Review for The Village at Laguna Hills will include, at a minimum, the following:

- Air Quality Impact Analysis
- Traffic Impact Analysis
- Noise Impact Analysis
- Geotechnical Study
- Water Supply Assessment
- Hydrology Study

Analysis of infrastructure and service impacts are also studied as part of the CEQA process (See FAQ No. 15).

Other potential impacts that may not necessarily require the preparation of a separate special study are also conducted by environmental professionals and included as part of the project's environmental analysis. When the studies and analyses are completed, and the type and severity of all of the project's environmental impacts are known, the City determines what type of CEQA document should be prepared based on the preparation of an "environmental checklist."

CEQA allows different approaches to be used to complete a project's environmental evaluation depending on the severity of a project's impact on the environment. For large projects, an Environmental Impact Report (EIR) can be needed if no prior environmental review was ever completed for the development of a site. However, the City has completed two extensive prior environmental analyses encompassing MGP's property – one for the City's General Plan EIR in 2009, and another in 2016 when the Five Lagunas project was approved (Addendum No. 3 to the 2009 General Plan EIR). While the City has yet to understand the extent of environmental impacts The Village at Laguna Hills may have on the environment, the project may be able to partially rely on information from prior environmental analyses completed in 2009 and 2016, and provide updated environmental studies and analyses of impacts based on the proposed project.

The City will not be able to make a determination on which CEQA approach is appropriate to use until it has a better understanding of the proposed project's environmental impacts.

Development Agreement

State law authorizes cities and property owners to enter into an agreement governing the development of property known as a "Development Agreement" (DA). MGP has requested a DA since it anticipates that the development of The Village at Laguna Hills will take place over an extended period of time. By law a DA cannot exceed a 15-year timeframe. DAs provide certainty to the public and the property owner concerning the timing and phasing of development, type and scale of development, public benefits, and development certainty. Negotiating a DA is time consuming, and the negotiations typically are not concluded until a project is ready to be presented to the public and City Council for consideration at a project's public hearing. The DA must be approved by the City Council at a public hearing.

State regulations concerning Development Agreements are located at: https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=1.&title=7.&part=&chapter=4.&article=2.5.

The City's requirements for DAs are found in Chapter 9-84 of the Municipal Code: <https://www.codepublishing.com/CA/LagunaHills/#!/LagunaHills09/LagunaHills0984.html#9-84>.

Public Hearing

This is the last step in the City's development process where the City Council decides whether or not to approve MGP's development application. The City Council also considers the project's Environmental Review. Since the City does not maintain a Planning Commission, the City Council acts as the Planning Commission, only one public hearing is required to approve or deny zoning applications filed with the City. City staff prepares its report on the project, and presents all material previously completed related to the development application including plans, the project CEQA document, studies, development agreement, and all public correspondence received concerning the proposed development. Other materials typically included at public hearings where new development is being considered include Conditions of Approval, if being recommended for approval by staff, and the findings required to approve or deny a project. Findings are part of the City's legal record describing the basis on which the City Council is approving or denying a project. The findings used by the City are found in the City's Municipal Code at Section 9-92.080 at the link below.

<https://www.codepublishing.com/CA/LagunaHills/#!/LagunaHills09/LagunaHills0992.html#9-92.080>

Prior to the public hearing the City notifies by mail the surrounding property owners and any interested parties who have asked to be notified of a project's public hearing. A

notice of a project's public hearing is also published in the Saddleback Valley Newspaper. Notices are mailed and published 10 days prior to the public hearing. To be included on the City's public notification list for this project please submit your contact information by email to Jay Wu at jwu@lagunahillsca.gov.

23. How long will it take for the project to reach the public hearing?

At this time the City cannot say how long it will take to entitle the project, let alone say whether or not the project will ultimately be approved. Depending on the outcome of what is called an Initial Study under the California Environmental Quality Act, the entitlement process will likely range from a minimum of nine months to a maximum of eighteen months.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020

TO: Mayor and Council Members

FROM: Kenneth H. Rosenfield P.E.
Assistant City Manager/Director of Public Services

ISSUE: Authorization for Sole Source Purchase of HVAC Units and Appurtenances for the Planned Community Center HVAC System and Roof Replacement Project, CIP No. 513B, and Presentation of the Gymnasium Air Conditioning Feasibility Study

RECOMMENDATION: That the City Council: 1) Waive formal competitive bidding procedures and find and determine that a sole source purchase of HVAC units and appurtenances is in the City's best interest in accordance with Sections 3-08.110(A) [Sole Source], (B) [Proprietary], and (F) [Specific Brand] of the Purchasing Code and approve the sole source purchase of HVAC units and appurtenances from Carrier, Inc., through their authorized distributor, Sigler, Inc., for the Community Center Building HVAC and Roof Replacement Project, CIP No. 513B; 2) Approve and authorize the City Manager to enter into a Purchase Order and to sign the January 28, 2020, HVAC equipment proposal/quote submitted by Sigler, Inc.; and 3) Receive and file the Gymnasium Air Conditioning Feasibility Study.

SUMMARY:

The replacement of HVAC units and appurtenances and the flat roof on the Community Center Building is scheduled for May 2020. The existing HVAC equipment is Carrier brand and IDS Group recommends the City directly purchase the replacement HVAC equipment in order to match the existing roof connections, duct work and fire safety linkages already in place on the building. Replacing the equipment like for like will be cost and time effective. In order for the City to sole source purchase this equipment, the City Council must make findings as described herein. The City has received a quote from the Carrier regional distributor, Sigler, Inc., for this purchase. It is recommended the City

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Council make the requisite findings and authorize the City Manager to approve the quote.

The IDS Group has completed its feasibility study of adding air conditioning to the gymnasium. They have determined the work to be feasible. Depending upon the design selected, the cost of adding air conditioning to the gymnasium will range from \$400,000 to \$600,000. This work is not included in the Capital Improvement Program Budget. It is recommended the City Council receive and file this information.

BACKGROUND:

The Community Center Building located within the Community Center and Sports Complex at 25555 Alicia Parkway, Laguna Hills, was constructed beginning in 1999 and was opened for use in 2001. This approximate 43,000 square foot two-story building includes a banquet hall (the Heritage Room), classrooms, staff offices and a gymnasium. The building is provided with heating, ventilation and air conditioning (HVAC) for all spaces, except air conditioning is not provided in the gymnasium. As a routine part of the City's maintenance and renewal of its infrastructure, it is now time to replace the almost 20-year-old HVAC units and the flat roof on which they sit.

HVAC Units and Appurtenances Purchase

There are 14 HVAC units and associated appurtenant equipment on the roof of the Community Center Building. Twelve of the 14 HVAC units sit atop the Heritage Room flat roof. The remaining two HVAC units sit atop the easterly restroom space. The Heritage Room is utilized on a fulltime basis with many of the use reservations being placed one year in advance. It is not feasible to allow that room to be occupied during construction to replace the roof and the HVAC units as the construction noise, lack of air ventilation and safety of the public prohibit the room's occupancy at that time. Consequently, one year in advance, staff blocked out reservations for the Heritage Room for the month of May 2020, the scheduled time for this project. Due to the short four-week window for construction, the eight-week lead time to manufacture the HVAC units and the necessity to match the HVAC equipment like in kind, as further described below, it is necessary to sole source purchase the built to order HVAC units and appurtenances and have it on hand when the contractor begins work.

The Community Center Building was built with Carrier brand HVAC units and appurtenances and the geometry of the air ducting in the building, the HVAC attachment points on the roof and the linkages to the fire safety system only match

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Carrier equipment. For cost and construction efficiency, the City's design consultant for this project, IDS Group, has recommended the City proceed with a sole source purchase of the replacement Carrier equipment. The Laguna Hills Municipal Code (LHMC), Chapter 3-08 Purchasing Code, identifies, in Section 3-08.090, the procedure for the procurement of goods and supplies, equipment, materials and nonprofessional services greater than \$50,000 as being through a formal bid process. However, Section 3-08.110 provides "exceptions to purchasing requirements." Section 3-08.110 states that the formal competitive bidding and procurement policies and procedures in the Purchasing Code may be dispensed with and are not applicable regardless of cost when the City Council, or Purchasing Officer, finds and determines that the following situations apply.

(1.) LHMC Section 3-08.110(A) [Sole Source Procurement]. Subpart A of Section 3-08.110, reads in part, [a purchasing exemption may be applied] "when goods and supplies, equipment, materials or contract services are of a unique, sole source nature because of their quality, durability, availability, or fitness for a particular use and are available only from one source." (emphasis added)

(2.) LHMC Section 3-08.110(B) [Proprietary Procurement]. Subpart B of Section 3-08.110, reads in relevant part, as follows: [a purchasing exemption may be applied] "when the goods and supplies, equipment, materials, or nonprofessional services are proprietary."

(3.) LHMC Section 3-08.110(F) [Specific Make, Model, or Brand Required]. Subpart F of Section 3-08.110, reads in relevant part, as follows: [a purchasing exemption may be applied] "when a specific make, model, or brand is necessary to match existing city equipment or to facilitate the continuity of effective maintenance and support." (emphasis added)

For this proposed Project, a replacement of the existing HVAC units and appurtenances are necessary on a like for like basis to match existing HVAC connection points and ducting, to avoid additional construction time that would be needed to modify building ventilation and fire safety systems to match a different HVAC manufacturer and to be cost effective.

The IDS Group, on the City's behalf, provided Carrier with the specifications for the HVAC equipment needed for this project to both match existing conditions and to meet current applicable Building Codes. Carrier does not directly sell their equipment, they utilize only authorized, designated Carrier distributors. On behalf of Carrier, the local firm Sigler, Inc., the regional distributor for Carrier, provided the attached January 28,

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2020, proposal/quotation for the required equipment. A discount has been provided to the City should the order be placed by February 28th with a resulting net total cost of \$172,275.00 for the purchase of all HVAC units and appurtenances. The HVAC units will take up to eight weeks to manufacture and when built will be stored and then delivered to the project site by Sigler at no additional cost. Sigler will also provide system use and maintenance training to Staff at no additional cost. In order to have the HVAC equipment at the Community Center by May 1, 2020, it is now necessary to approve the proposed sole source purchase of the HVAC units and appurtenances by Carrier, per the attached Sigler, Inc., proposal/quote.

Gymnasium Air Conditioning Feasibility

The IDS Group has completed their review of the feasibility of adding air conditioning to the gymnasium. IDS Group reviewed the structural, electrical, and plumbing opportunities and constraints of the gymnasium building and considered the siting and costs of adding air conditioning to the building. The IDS Group concluded it is feasible to add air conditioning capability to the gymnasium by either HVAC package units or by decentralized heaters and coolers (fan coil units). In either case, in addition to the HVAC units/equipment, exposed ductwork would have to be added to the internal spaces of the gymnasium, electrical upgrades to the electrical panel would be required and some additional structural supports would have to be added to the building.

IDS Group determined that air conditioning the gymnasium in a traditional manner would require the addition of two 40-ton HVAC package units that have a combined weight greater than that which can be placed on the existing gymnasium roof structure. Since, it was concluded that the gymnasium roof was not capable of carrying that load, the placement of the package units upon the roof of the adjacent/attached single story equipment room was considered. While this approach would still require structural reinforcement of the single-story equipment room, it would be less costly and less invasive to perform this work than the work of reinforcing the gymnasium roof. The cost of the addition of two 40-ton HVAC package units with appropriate reinforcing of the single-story equipment room, modification of the electrical system and addition of duct work is projected to cost between \$500,000 and \$600,000.

The City of La Mirada received bids on January 23, 2020, to add air conditioning to their gymnasium, a facility which has a similar design as exists at the Laguna Hills Community Center gymnasium, by adding HVAC package units. While the work at La Mirada is not exactly the same as that which would be done here, the bids give an indication of the

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cost of this work. The bids in the City of La Mirada range from \$485,000 to \$842,000 (the Engineer's Estimate was \$688,000). The bids are still in review and it has not as yet been determined if the low bid is responsive and responsible.

The IDS Group also considered the value of utilizing a decentralized system for adding air conditioning to the gymnasium. This approach places the condenser units on the roof of the adjacent equipment room and places fan coil units on the roof of the gymnasium. The value of a decentralized system stems from the fact that since the fan coil units are only a part of the system, their weight addition to the roof is only around 1,000 pounds, a weight addition which the gymnasium roof can support. This approach requires all of the same ducting and electrical work as that described above for the HVAC package units but does reduce (not eliminate) the structural work. This approach will also add heating and cooling lines to be placed in a chase way on the exterior of the building. Under a decentralized system to add air conditioning to the gymnasium, the estimated cost is reduced to between \$400,000 and \$500,000 for the project.

CEQA FINDINGS:

Staff has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and determined that this project is categorically exempt from CEQA pursuant to Section 15301 of Title 14, Chapter 3 of the California Code of Regulations (Class 1 – Existing Facilities). This exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The proposed project will replace existing rooftop HVAC mechanical equipment and roof materials at the Community Center Building with new rooftop equipment and roofing that is nearly identical to existing improvements, with no expansion of the existing use. Therefore, the project is exempt from the requirements of CEQA.

Community Center HVAC System and Roof Replacement Equipment

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FISCAL IMPACT:

The replacement of the Community Center Building HVAC equipment and flat roof is included within the current fiscal year Capital Improvement Program Budget, CIP No. 513, in the amount of \$350,000. The direct pre-purchase of the HVAC equipment in the total quote amount of \$172,275.00 is within the budget.

The Capital Improvement Program does not include any funding to add air conditioning to the gymnasium.

ATTACHMENTS:

- 01-28-2020-Laguna Hills CC Sigler Equipment Proposal-R1 X



Sigler

COMMERCIAL HVAC DIVISION

Representing Industry Leading
Manufacturers of Commercial
HVAC Products & Solutions

Job Name: Laguna Hills Community Center-R1
Attention: Ken Rosenfield
Job Location: Los Angeles, CA

Date: 01/28/2020
Quote Number: 19-KM-62
Engineer: IDS Group

We are pleased to quote the following equipment for the above referenced project in accordance with attached terms and conditions.

Mark For	Qty.	Model Number	Description
AC-1	(1)	48HCDD11A2D6-0A0G0	Nominal 10T Gas/Electric Pkg RTU, 460-3-60 • Low Heat • Two stage cooling models • Medium Static Option - Belt Drive • E-coat Al/Cu - E-coat Al/Cu • Base Electromechanical Controls • 2-Speed Indoor Fan (VFD) Controller • 33ConnectStat43 • Modulating power exhaust & economizer combo • Knockdown structurally calculated 11 inch roof curb • CO2 sensor • Smoke detector • Extension flue kit
AC-2	(1)	48HCDD14A2D6-0A0G0	Nominal 12.5T Gas/Electric Pkg RTU, 460-3-60 • Low Heat • Two stage cooling models • Medium Static Option - Belt Drive • E-coat Al/Cu - E-coat Al/Cu • Base Electromechanical Controls • 2-Speed Indoor Fan (VFD) Controller • 33ConnectStat43 • Modulating power exhaust & economizer combo • Adapter Curb • CO2 sensor • Smoke detector • Extension flue kit
AC-3 & AC-11	(2)	48HCDD07A2D6-0A0G0	Nominal 6T Gas/Electric Pkg RTU, 460-3-60 • Low Heat • Two stage cooling models • Medium Static Option - Belt Drive • E-coat Al/Cu - E-coat Al/Cu • Base Electromechanical Controls • 2-Speed Indoor Fan (VFD) Controller • 33ConnectStat43 • Modulating power exhaust & economizer combo • Knockdown structurally calculated 11 inch roof curb

Template Version: 5.0

This quote is subject to attached terms and conditions

LG Revised: 12/31/2015

Laguna Hills Community Center

Mark For	Qty.	Model Number	Description
AC-4,5, 6, 8 & 9	(5)	48HCDD08A2D6-0A0G0	• CO2 sensor • Smoke detector • Extension flue kit Nominal 7.5T Gas/Electric Pkg RTU, 460-3-60 • Low Heat • Two stage cooling models • Medium Static Option - Belt Drive • E-coat Al/Cu - E-coat Al/Cu • Base Electromechanical Controls • 2-Speed Indoor Fan (VFD) Controller • 33ConnectStat43 • Modulating power exhaust & economizer combo • Knockdown structurally calculated 11 inch roof curb • CO2 sensor • Smoke detector • Extension flue kit
AC-7 & AC-13	(2)	48FCLA06A2D6-0A0A0	Nominal 5T Gas/Electric Pkg RTU, 460-3-60 • Low Nox, Low Heat • Standard One Stage Cooling Models • Direct Drive - EcoBlue - Medium Static • E-coat Al/Cu - E-coat Al/Cu • Base Electromechanical Controls • 33ConnectStat43 • Modulating power exhaust & economizer combo • Knockdown structurally calculated 11 inch roof curb • CO2 sensor • Smoke detector • Extension flue kit
AC-10, 12 & 14	(3)	48FCLA05A2D6-0A0A0	Nominal 4T Gas/Electric Pkg RTU, 460-3-60 • Low Nox, Low Heat • Standard One Stage Cooling Models • Direct Drive - EcoBlue - Medium Static • E-coat Al/Cu - E-coat Al/Cu • Base Electromechanical Control • 33ConnectStat43 • Modulating power exhaust & economizer combo • Knockdown structurally calculated 11 inch roof curb • CO2 sensor • Smoke detector • Extension flue kit INCLUDES Offloading and storage of equipment until project requires

Total Net Sell (Excludes Sales Tax) Price FOB, FFA Factory RTU's ONLY:	\$122,890.00
Total Net Sell (Excludes Sales Tax) Price FOB, FFA Factory Accessories:	\$63,885.00
Discount if ordered by 2/28/2020:	\$14,500.00
NET with Discount	\$172,275.00

General Bid Notes For All Bids

Bid Excludes:

- Rigging or Offloading of equipment
- Convenience Outlets
- Disconnects
- Thermostat Wire & Conduit

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- DDC Controls, Control Sensors, Controls Switches, Unitary Interface Controllers
- Parts & Labor For Test & Balance
- Parts & Accessories for Existing Equipment
- Installation Inspection & Start Up
- Labor Warranties
- Maintenance & Service Contracts, Occupancy Adjustments, and Periodic Cleaning
- Owner Training
- Functional Testing or Equipment Demonstration
- IECC 3rd Party Commissioning Support
- Equipment not mentioned above

Package Units

Excludes:

- Pleated Filters and Spare Sets of Filters
- Spare Belts, Drives/ Pulleys
- Roof Curb Adapters or Duct Transitions (If existing is Carrier, an adapter may not be required)
- Adapter Curb CBC Calculations
- Roof Curb Cant Strip and Insulation
- External Vibration Isolation Roof Curbs/ Mounts/ Rails/ Seismic Restraints
- Anti-Corrosion Coated Coils or All Copper Coils

Warranty:

- 1st Year Complete Unit Parts Only
- 5 Year Compressor Parts Only
- 10 Year Aluminized Heat Exchanger Parts Only
- 15 Year Stainless Steel Heat Exchanger Parts Only

We appreciate your consideration of this quotation and would like to thank you for your interest in Sigler products and services. Should you have any questions concerning the above quotation, please feel free to contact us.

Shawn Harlan

sharlan@siglers.com

714.614.1090

ADDENDUM A

This quotation is based on the following terms and conditions, which are a material part therefore:

1. Shipment will be by a common carrier, FOB place of shipment, with Seller to prepay freight to the first destination. Seller reserves the right to control the routing. When any other than seller's regular method of shipment is used, the prepaid freight will not exceed the lowest of published prices for the regular method of shipment. Special handling charges by the carrier will be paid by buyer. Title passes to Buyer upon delivery to common carrier.
2. Prices are exclusive of any applicable city, state, or federal excise tax, including without limitations, taxes on manufacture, transaction privilege, sales, use, receipt, gross income, occupation and similar taxes. Any applicable taxes shall be added to the invoice as a separate charge paid by Buyer.
3. The prices contained in this quotation are firm for thirty (30) days from the date of this Quotation, at which time they are subject to change without notice.
4. Standard terms of payment are Net 30 days from date of invoice, but are subject to prior and continuing credit approval by Seller. Subsequent payments are to bear interest at 1-1/2% per month or as otherwise limited by applicable law.
5. This quote is for only the merchandise specified in detail herein. All other merchandise and services required for Buyer's job are not included in this quote.
6. Delivery dates are based on current information. Seller is not liable for any delay beyond its control.
7. **SELLER MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES AS TO MERCHANTABILITY OR AS TO THE FITNESS OF MERCHANDISE FOR ANY PARTICULAR USE OR PURPOSE, AND SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE DIRECTLY OR INDIRECTLY, ARISING FROM THE USE OF SUCH MERCHANDISE OR FOR CONSEQUENTIAL DAMAGES.** Warranties on the merchandise are extended solely by the manufacturer. Seller makes no warranties on labor. No back-charges or merchandise returns for credit are accepted on behalf of manufacturer without prior written authorization by Seller's Service Operations Manager and then only upon the conditions and procedures set forth by the manufacturer.
8. Seller is not liable for sales or engineering drawings, plans or specifications rendered in connection with the merchandise, or factory supervision of any installation or start-up.
9. Buyer hereby gives and grants Seller a purchase money security interest in all of the merchandise set forth in this quote, to secure Buyer's obligation to pay for the merchandise, which security interest shall be effective until such time as payment is received by Seller. Seller shall have the right, in addition to all others it may possess, at any time, for credit reasons or because of Buyer's default, to withhold shipment of merchandise, in whole or part, and to recall goods in transit and retake the, and repossess all goods which may be stored with Seller for Buyer's account, without the necessity of undertaking any other actions. Buyer consents that all the merchandise so recalled, retaken or repossessed shall become Seller's absolute property, provided that Buyer is given full credit therefore. The forgoing shall not be construed as limiting, any other rights or remedies available to Seller as a result of Buyer's default.
10. These terms and conditions shall supersede any provisions, terms and conditions contained on any confirmation order, or other writing Buyer may give or receive, and the rights of the parties shall be governed exclusively by the provisions, terms and conditions hereof. This quotation may be modified only in a subsequent writing signed by both parties.
11. Acceptance of this offer is expressly limited to the exact term contained herein and any attempt to alter or omit any such term shall be deemed a rejection and counteroffer. If this quotation is accepted, and Buyer's order form is used for the purpose, it is expressly understood and agreed that the terms and conditions contained in this quotation shall prevail over any and all terms and conditions set forth in Buyer's order form. Issuance of such order by Buyer shall be deemed to note Buyer's assent to the terms and conditions contained in this quotation. Acceptance of this quotation by Buyer with language which contains the term: "in accordance with plans and specification" or similar language, shall be deemed ineffective as to such language and will be treated as acceptance without such term.

Accepted By: _____

Quote Date: _____

Title: _____

Quote Number: _____

Date: _____

PO Number: _____

Total Sell Price excluding sales tax: _____

Job Name: Laguna Hills Community Center



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: February 11, 2020
TO: Mayor and Council Members
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Establishing Invocations for City Council Meetings

RECOMMENDATION: That the City Council: (1) Direct the City Attorney to prepare a legal opinion regarding the law, options, and recommendations for establishing an invocations policy for City Council Meetings; and (2) Direct city staff to research this issue further and to prepare a staff report, identifying congregations both within the City of Laguna Hills and the adjacent Saddleback Valley communities that may be interested in giving an invocation at City Council Meetings on a rotational basis.

SUMMARY:

As we honor our country at every City Council meeting by saluting our great flag with the Pledge of Allegiance, it is even more important to have an Invocation to honor God, who is the author of the inalienable rights that our country was founded upon. Legislative bodies in America have long maintained a tradition of solemnizing proceedings by allowing for an opening prayer before each meeting, for the benefit and blessing of the city council. Such prayer before deliberative public bodies has been consistently upheld as constitutional by American courts, including the United States Supreme Court and the 9th Circuit Court of Appeals. According to the U.S. Supreme Court, "The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country."

Out of the 34 cities in Orange County, only Laguna Hills and 7 other cities do not have an Invocation as part of their regular city council agenda.

The issue of Invocations is treated differently under federal law than it is under State

Establishing Invocations for City Council Meetings

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law. There are legal issues related to Invocations for purposes of solemnizing public meetings of a legislative body, and there are several policy options that the City Council should review and consider. The City Council would direct the City Attorney to prepare a legal opinion on the process to establish an Invocations Policy for City Council meetings, in a similar manner as the Pledge of Allegiance. This would include presenting the different options that the Council would have at its disposal, under current federal and state law, on how the Invocation could be given.

BACKGROUND:

In the Declaration of Independence, Thomas Jefferson wrote "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness." He also wrote "The God who gave us life gave us liberty. Can the liberties of a nation be secure when we have removed a conviction that these liberties are the gift of God?"

In recognition that these liberties are not granted by government, but from God, most cities in Orange County have an Invocation scheduled in the beginning of each of their Council Meetings.

Invocations are also given to ask for God's guidance in the decisions that the City Council needs to make. As Benjamin Franklin stated, "... the longer I live, the more convincing proofs I see of this truth — that God governs in the affairs of men."

The legal opinion that the City Attorney would present to the City Council would explore what options are available for the City of Laguna Hills to join the overwhelming majority of Orange County cities in honoring both God and Country at their City Council meetings.

FISCAL IMPACT:

Staff time associated with researching this issue further and City Attorney time to prepare a legal opinion regarding this area of the law and the various options that are available to the Council.

ATTACHMENTS:

- Chart of Orange County Cities and their Invocation Practices

Orange County Invocation - City Comparison

Invocation	Method
Anaheim	Churches/City Council/Chaplain
Brea	Churches
Buena Park	Churches/Chaplain
Costa Mesa	Churches
Cypress	Churches
Dana Point	Churches/Chaplain
Fountain Valley	Churches
Fullerton	Churches/Chaplain
Garden Grove	Staff/Council
Huntington Beach	Churches
Irvine	Churches
La Habra	Staff/City Attorney
La Palma	Churches/Council
Laguna Niguel	Churches
Lake Forest	Churches
Los Alamitos	Council
Mission Viejo	Council
Newport Beach	Churches
Orange	Churches
Placentia	Churches
San Clemente	Churches
San Juan Capistrano	Council
Santa Ana	Chaplain
Tustin	Council
Westminster	Churches/Council
Yorba Linda	Churches/Chaplain

No Invocation

Aliso Viejo
 Laguna Beach
 Laguna Woods
 Rancho Santa Margarita
 Seal Beach
 Stanton
 Villa Park