



CITY OF LAGUNA HILLS CITY COUNCIL/PLANNING AGENCY

REGULAR MEETING AGENDA Tuesday, January 28, 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

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)

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, January 28, 2020 – 7:00 PM (Closed Session at 6:00 PM when scheduled)

Janine Heft, Mayor

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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: MAYOR PRO TEMPORE PEZOLD

ROLL CALL OF CITY COUNCIL MEMBERS

CLOSED SESSION REPORT

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

Recommendation: That the City Council receive an oral report from Laguna Hills High School Student Liaison.

1.2 Laguna Hills 3/5 Marine Support Committee

Recommendation: That the City Council receive a presentation from the Command Team Battalion on the 3/5 Dark Horse Committee.

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 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.

3.4 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."

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 a Resolution entitled: "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**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 14, 2020, Regular Meeting**

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

4.4. ADMINISTRATIVE REPORTS

4.5. PLANNING AGENCY PUBLIC HEARINGS

PLANNING AGENCY ADJOURNMENT

JOINT PLANNING AGENCY/CITY COUNCIL

ROLL CALL OF JOINT PLANNING AGENCY/CITY COUNCIL MEMBERS

PUBLIC COMMENTS

This is the time to address the Planning Agency/City Council on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Planning Agency/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.

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

Recommendation: That the City Council and Planning Agency jointly convene and adopt a Resolution entitled: "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."

JOINT PLANING AGENCY/CITY COUNCIL ADJOURNMENT

5. 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**

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.

6.2. Deputy City Manager/City Clerk**6.2.1 Direction Regarding Unscheduled Vacancy for Traffic Commission**

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.

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**

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.

7.2. Council Member Wheeler**7.2.1 Open Seat on the Laguna Hills Chamber of Commerce Board of Directors**

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

8. CITY COUNCIL MEMBER COMMENTS**9. CLOSED SESSION****ANNOUNCEMENT OF CLOSED SESSION ITEM(S)**

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

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)**ADJOURN TO CITY COUNCIL CONFERENCE ROOM****RECONVENE INTO CLOSED SESSION****RECONVENE TO CITY COUNCIL CHAMBERS****CLOSED SESSION REPORT****ADJOURNMENT**

The next Regular Meeting of the City Council/Planning Agency will be February 11, 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 January 24, 2020, at 5:00 pm.



City Clerk

January 24, 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.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020
TO: Mayor and Council Members
FROM: Jennifer Lee
Assistant City Clerk
ISSUE: Approval of Minutes for January 14, 2020, Regular Meeting

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

ATTACHMENTS:

- 200114 CC Minutes

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

**REGULAR MEETING
MINUTES
Tuesday, January 14, 2020**

CLOSED SESSION - CONVENING AT 6:00 PM

CALL TO ORDER

The meeting was called to order at 6:02 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. 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

Attachment: 200114 CC Minutes (2046 : Approval of Minutes for January 14, 2020, Regular Meeting)

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: COUNCIL MEMBER GILBERT**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. 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. There was no reportable action taken. The City Council will reconvene back into Closed Session following the General Business meeting and, at that time, there will be a further Closed Session report.

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

Recommendation: The City Council received an oral report from Laguna Hills High School Student Liaison Blake Jaffe.

1.2 Laguna Hills 3/5 Marine Support Committee

Recommendation: That the City Council receive an update from Chair Karen Robbins on the 3/5 Dark Horse Committee.

2. PUBLIC COMMENTS

Christina Goodin, a resident of Laguna Hills and student at Laguna Hills High School, informed the City Council that she, with the help of other students, procured a water bottle filling station that they would like to donate to the City to be installed at the Laguna Hills Community Center and Sports Complex.

3. CONSENT CALENDAR

Motion to approve the Consent Calendar with Council Member Wheeler removing Item No. 3.5.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dore J. Gilbert, M.D., Council Member
SECONDER:	Dave Wheeler, 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 December 10, 2019, Regular Meeting

Recommendation: That the City Council approve the Minutes for the December 10, 2019, Regular Meeting.

3.3 Ratification of Warrant Register for January 14, 2020, City Council Meeting

Recommendation: That the City Council ratify the accompanying Warrant Register for the period from November 28, 2019, to January 2, 2020, in the amount of \$2,503,830.05.

3.4 Proposed Office Lease for Suite 200 with Our Estate Planning Attorney Corporation for 24031 El Toro Road, Suite 200, Laguna Hills, California

Recommendation: That the City Council approve an office lease with Our Estate Planning Attorney Corporation for 24031 El Toro Road, Suite 200, Laguna Hills, California, and authorize the City Manager to execute the Lease.

3.6 Proposed Amendment No. 3 to Contractor Services Agreement with G2 Construction, Inc., for Catch Basin Debris Gate Manufacturing and Installation Services, Adjusting Annual Maximum Compensation

Recommendation: That the City Council: 1) Approve the proposed Amendment No. 3 to the Contractor Services Agreement for Catch Basin Debris Gate Manufacturing and Installation Services with G2 Construction, Inc., increasing the annual maximum compensation to \$250,000; 2) Authorize the City Manager to execute the attached Amendment No. 3 to the Contractor Services Agreement with G2 Construction, Inc.; and 3) Authorize G2 Construction, Inc., to proceed with the Scope of Work.

ITEMS REMOVED FROM THE CONSENT CALENDAR

3.5 Progress Payment No. 2, for Citywide Pavement Rehabilitation Project, CIP No. 101-K

Recommendation: That the City Council approve Progress Payment No. 2, in the net amount of \$1,089,196.87, to R.J. Noble Company for the Citywide Pavement Rehabilitation Project, CIP No. 101-K.

Council Member Wheeler removed Item No. 3.5 from the Consent Calendar to request additional information.

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

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 7:21 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 December 10, 2019, Regular Meeting**

Recommendation: That the Planning Agency approve the Minutes for the December 10, 2019, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Sedgwick, Agency Member
SECONDER:	Dore J. Gilbert, M.D., 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

Mayor Heft reconvened the City Council Meeting at 7:22 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**

The City Manager gave no Administrative Reports.

6.2. Deputy City Manager/City Clerk**6.2.1 Installation of One Ballot Drop Box at the Laguna Hills Community Center and Sports Complex**

Deputy City Manager/City Clerk Au-Yeung reviewed the information provided in the staff report and responded to Council requests for additional information.

Recommendation: That the City Council approve the installation of one Ballot Drop Box at the Laguna Hills Community Center and Sports Complex and authorize the City Manager to execute the License Agreement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Sedgwick, 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

6.2.2 City Council "Other Agencies" Appointed Representatives

The City Council made the following changes to the "Other Agencies" Appointed Representatives list:

Appointed Council Member Wheeler to serve as the Representative to the OC Public Libraries – Library Advisory Board and Mayor Pro Tempore Pezold to serve as the Alternate.

Appointed Mayor Pro Tempore Pezold to serve as Trustee Member to the Orange County Mosquito & Vector Control District for a two-year term.

Motion to approve the “Other agencies” Appointed Representatives list as revised and approve and direct the City Clerk to prepare and post an updated FPPC Disclosure Form 806:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Sedgwick, Council Member
SECONDER:	Dore J. Gilbert, M.D., 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

6.3. Community Development Director

6.3.1 A Budget Amendment Increasing the Estimate for Building Permit Fees Received for Fiscal Years 2019/20 and 2020/21 to \$675,000, and Increasing Expenditures for Professional Services in the Community Development Department by \$90,000 in Fiscal Year 2019/20 and \$180,000 in Fiscal Year 2020/21 for Building Inspection Services

Community Development Director Chantarangsu reviewed the information provided in the staff report and responded to Council requests for additional information.

Recommendation: That the City Council adopt Resolution No. 2020-01-14-1: “A Resolution of the City Council of the City of Laguna Hills, California, amending the Biennial Budget for Fiscal Years 2019/20 - 2020/21 by: (1) Increasing the Community Development Department Operating Budget for Professional Services; and (2) Increasing the General Fund Revenues Budget for Building Related Permit Fees.”

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

6.3.2 Village at Laguna Hills FY 2019/20 and FY 2020/21 Budget Amendment

Community Development Director Chantarangsu reviewed the information provided in the staff report.

Recommendation: That the City Council adopt Resolution No. 2020-01-14-2: "A Resolution of the City Council of the City of Laguna Hills, California, amending the Biennial Budget for Fiscal Years 2019/20 - 2020/21 identifying project costs for the Village at Laguna Hills Project in Fund 101."

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Sedgwick, Council Member
SECONDER:	Dore J. Gilbert, M.D., 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

7. MATTERS AGENDIZED AND PRESENTED BY CITY COUNCIL MEMBERS

There were no matters agendized and presented by City Council Members.

8. CITY COUNCIL MEMBER COMMENTS**Mayor Heft**

Mayor Heft requested that the issue of innovations at City Council meetings be agendized for the next City Council meeting and received a second from Council Member Wheeler.

Mayor Heft expressed that she was happy with the improvements to the holiday lights this year. She also expressed her appreciation to the Laguna Hills Chamber of Commerce and City staff for the State of the City event.

Mayor Pro Tempore Pezold

Mayor Pro Tempore Pezold requested that an item be agendized for a future meeting regarding the possibility of hosting movie nights at Cabot Park with sponsorship opportunities and received a second from Mayor Heft.

Mayor Pro Tempore Pezold expressed her appreciation to the Laguna Hills Chamber of Commerce for the State of the City event and the Holiday Lights competition.

Council Member Wheeler

Council Member Wheeler thanked City Attorney Simonian for his recent assistance on clarifying some concerns raised by residents.

Council Member Wheeler requested that the issue of an open seat on the Executive Committee of the Chamber of Commerce be agendaized for a future meeting and received a second from Mayor Pro Tempore Pezold.

Council Member Wheeler re-iterated that he would like to receive reports from Joe A. Gonsalves & Son on the lobbying activities they perform on the City's behalf. City Manager White indicated that there has been nothing to report since Council Member Wheeler's previous request and that he will forward those reports to the Council as he receives them. City Manager White further indicated that the City is working on a Legislative Advocacy Policy to present to the City Council for their consideration and approval.

Council Member Sedgwick

Council Member Sedgwick publicly recognized Carl Heft, President of the Laguna Hills Chamber of Commerce and Mayor Heft for their efforts on the State of the City event.

Council Member Sedgwick also recognized Dan Meehan and Community Center staff for their efforts with the holiday lights this year.

9. CLOSED SESSION (continued)

ANNOUNCEMENT OF CLOSED SESSION ITEM(S)

A. 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 reconvened into Closed Session to complete its consideration the matter(s) listed above.

RECONVENE TO CITY COUNCIL CHAMBERS**CLOSED SESSION REPORT****A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

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

Public Employee Title: City Manager - Performance Evaluation

No reportable action was taken as a result of tonight's Closed Session meeting.

ADJOURNMENT

There being no further business before the City Council at this session, Mayor Heft declared the meeting adjourned at 8:35 p.m.

Melissa Au-Yeung, City Clerk

ATTEST:

Janine Heft, Mayor

Approved at meeting of January 28, 2020



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020
TO: Mayor and Council Members
FROM: Janice Reyes
Finance Director
ISSUE: 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.

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 3, 2020, to January 16, 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 - January 28, 2020
- Warrant Register, Payables Detail Report - January 28, 2020



City of Laguna Hills, CA

Warrant Register - January 28, 2020

By Check Number

Date Range: 01/03/2020 - 01/16/2020

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Regular				
8817279	S-2201	SUNSET PROPERTY SERVICES JONSET CORPORATION	01/06/2020	12,091.22
8817280	A-0374	ACTIVE NETWORK, LLC	01/09/2020	813.52
8817281	Z-CS-0212	ALIZAMANI, ANTONIA	01/09/2020	500.00
8817282	A-0359	ANDERSON PENNA PARTNERS, INC.	01/09/2020	11,935.70
8817283	A-0284	ASCAP	01/09/2020	363.00
8817284	B-0354	BANK OF NEW YORK, THE TRUST COMPANY, N.A.	01/09/2020	2,040.50
8817285	B-0304	BEE MAN, THE	01/09/2020	175.00
8817286	C-1022	CDW GOVERNMENT, INC.	01/09/2020	466.58
8817287	C-1184	CEP AMERICA AUC PC	01/09/2020	160.00
8817288	C-0303	CITY CLERKS ASSOC. OF CA	01/09/2020	55.00
8817289	C-1176	COMPUTER SERVICE CO.	01/09/2020	8,343.32
8817290	C-0023	COX COMMUNICATION	01/09/2020	614.12
8817291	D-0561	DOCU-TRUST LAGUNA VAULT	01/09/2020	75.00
8817292	E-0554	ECONOMICS, INC.	01/09/2020	6,491.00
8817293	E-0504	EL TORO WATER DISTRICT	01/09/2020	7,642.75
8817294	G-0843	GRIEGO-SANDS, CINDY	01/09/2020	33.35
8817295	Z-CD-0221	HAGGERTY JR., PAUL R.	01/09/2020	720.00
8817296	H-0829	HARTZOG & CRABILL, INC.	01/09/2020	11,369.18
8817297	H-0934	HOME DEPOT	01/09/2020	22.88
8817298	H-0960	HR GREEN PACIFIC, INC.	01/09/2020	27,956.34
8817299	Z-CD-0223	I.E. INC.	01/09/2020	27.23
8817300	J-1057	JAMEY CLARK, INC.	01/09/2020	376.00
8817301	K-1200	KUKIMBE, LLC	01/09/2020	75.00
8817302	L-1381	LEE, JENNIFER	01/09/2020	13.92
8817303	Z-CD-0222	MAR VISTA CONSTRUCTION	01/09/2020	250.00
8817304	M-1590	MILLENNIUM ALARM SYSTEMS, INC.	01/09/2020	9,225.53
8817305	M-1388	MOBILE MINI, INC.	01/09/2020	82.97
8817306	M-1302	MOULTON NIGUEL WATER DISTRICT	01/09/2020	9,368.71
8817307	N-1474	NIEVES LANDSCAPE, INC.	01/09/2020	1,290.87
8817308	O-1546	OFFICE SOLUTIONS	01/09/2020	288.48
8817309	O-1575	ORANGE COUNTY REGISTER-FREEDOM CA. NEWSPAPER PARTNERSHIP	01/09/2020	356.40
8817310	Z-CS-0211	PALMERO, CARLOS	01/09/2020	500.00
8817311	Q-1707	QUEST DIAGNOSTICS	01/09/2020	18.87
8817312	R-1976	REAL ESTATE CONSULTING & SERVICES, INC.	01/09/2020	775.00
8817313	S-1902	SAN DIEGO GAS & ELECTRIC	01/09/2020	9,839.59
8817314	S-2289	SANDS, CINDY	01/09/2020	805.30
8817315	S-2194	SECURE LIVE SCAN	01/09/2020	25.00
8817316	S-1949	SMART & FINAL	01/09/2020	597.49
8817317	S-1904	SOUTHERN CALIFORNIA EDISON	01/09/2020	2,596.16
8817318	S-2250	SPARKLETTS	01/09/2020	139.42
8817319	S-2209	STUDIO TWO BLACK DIAMOND	01/09/2020	113.14
8817320	Z-CD-0015	SUNRUN, INC.	01/09/2020	95.00
8817321	S-2201	SUNSET PROPERTY SERVICES JONSET CORPORATION	01/09/2020	11,767.28
8817322	T-2698	TPX COMMUNICATIONS	01/09/2020	541.83
8817323	U-2165	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA	01/09/2020	130.95
8817324	V-2224	VERIZON WIRELESS	01/09/2020	1,257.18
8817325	W-2337	WEST COAST ARBORISTS, INC.	01/09/2020	3,337.60
8817326	W-2448	WEST GATE CONTRACTOR	01/09/2020	12,668.00
8817327	W-2377	WILLDAN ENGINEERING	01/09/2020	970.00
8817328	A-0365	AT&T - CALNET 3	01/16/2020	21.38
8817329	A-0190	AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA	01/16/2020	80.00
8817330	B-0437	BRINKS, INCORPORATED	01/16/2020	167.73

Attachment: Warrant Register - January 28, 2020 (2053 : Warrant Register, January 28, 2020)

Warrant Register - January 28, 2020

Check Number	Vendor Number	Vendor Name
8817331	C-1144	CHARLES ABBOTT ASSOCIATES, INC
8817332	Z-CD-0224	COLE, ANNE
8817333	H-0805	HARRINGTON GEOTECH ENGINEERING
8817334	H-0960	HR GREEN PACIFIC, INC.
8817335	I-0942	IRVINE RANCH WATER DISTRICT
8817336	K-1196	KELLY ASSOCIATES MANAGEMENT GROUP, LLC
8817337	Z-CD-0227	KHASHCHUK, VADIM
8817338	K-1193	KOSMONT COMPANIES
8817339	Z-PS-0020	LOSTRACCO, GEORGE
8817340	Z-CD-0226	MENDIRATTA, ARUNISH
8817341	Z-CD-0225	NGUYEN, MARK
8817342	N-1474	NIEVES LANDSCAPE, INC.
8817343	O-1546	OFFICE SOLUTIONS
8817344	P-1829	PEST OPTIONS, INC.
8817345	P-1832	PRINTEX PRINTING AND GRAPHICS INC.
8817346	R-1855	RICHARD FISHER ASSOCIATES
8817347	R-1813	RPW SERVICES, INC.
8817348	S-1944	SOUTHERN CALIF MUN ATHLETIC FEDERATION
8817349	S-1904	SOUTHERN CALIFORNIA EDISON
8817350	S-1980	STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE
8817351	W-2302	THOMSON REUTERS - WEST
8817352	T-2709	TOT LOT PROS
8817353	W-2337	WEST COAST ARBORISTS, INC.

Date Range: 01/03/2020 - 01/16/2020

Payment Date	Payment Amount
01/16/2020	23,852.87
01/16/2020	50.00
01/16/2020	5,005.00
01/16/2020	9,372.00
01/16/2020	85.56
01/16/2020	4,755.00
01/16/2020	100.00
01/16/2020	13,221.00
01/16/2020	42.00
01/16/2020	297.00
01/16/2020	720.00
01/16/2020	105.00
01/16/2020	605.23
01/16/2020	225.00
01/16/2020	232.74
01/16/2020	4,242.36
01/16/2020	1,560.00
01/16/2020	566.20
01/16/2020	13,939.74
01/16/2020	32.00
01/16/2020	251.52
01/16/2020	875.00
01/16/2020	295.80
Total Regular:	240,101.51

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Warrant Register - January 28, 2020

Date Range: 01/03/2020 - 01/16/2020

Check Number	Vendor Number	Vendor Name	Payment Date	Payment Amount
Payment Type: Bank Draft				
DFT0001088	B-0276	BANK OF AMERICA VISA CARD	01/15/2020	4,962.49
DFT0001089	B-0276	BANK OF AMERICA VISA CARD	01/15/2020	3,682.79
DFT0001090	B-0276	BANK OF AMERICA VISA CARD	01/15/2020	225.00
DFT0001091	B-0276	BANK OF AMERICA VISA CARD	01/15/2020	439.07
DFT0001092	B-0276	BANK OF AMERICA VISA CARD	01/15/2020	557.02
DFT0001093	B-0276	BANK OF AMERICA VISA CARD	01/15/2020	5,197.33
Total Bank Draft:				15,063.70

Bank Code AP Bank Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	105	75	0.00	240,101.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	15,063.70
EFT's	0	0	0.00	0.00
	111	82	0.00	255,165.21

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All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	105	75	0.00	240,101.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	15,063.70
EFT's	0	0	0.00	0.00
	111	82	0.00	255,165.21

Fund Summary

Fund	Name	Period	Amount
998	POOL	1/2020	255,165.21
			255,165.21



City of Laguna Hills, CA

Warrant Register - Payables Detail Report

By Fund

Payment Dates 01/03/2020 - 01/16/2020

Payment Date	Vendor Name	Payable Number	Description (Payable)	Account Number	Amount
Fund: 100 - GENERAL FUND					
01/06/2020	SUNSET PROPERTY SERVICES JONSET CORPORATION	118694	Street Sweeping Services, Sep '19	100-355-720410	12,091.22
01/09/2020	ORANGE COUNTY REGISTER-FREEDOM CA. NEWSPAPER	0000467846	Legal Advertising, Dec '19	100-155-624001	356.40
01/09/2020	WILLDAN ENGINEERING	00618500	Professional Services, Nov '19	100-355-700100	325.00
01/09/2020	WILLDAN ENGINEERING	00618501	Professional Services, Nov '19	100-000-220444	225.00
01/09/2020	WILLDAN ENGINEERING	00618527	Professional Services, Nov '19	100-000-220444	420.00
01/09/2020	SOUTHERN CALIFORNIA EDISON	010220	Street Lights, Traffic Control, Dec '19	100-355-631000	274.71
01/09/2020	SOUTHERN CALIFORNIA EDISON	010220	Street Lights, Traffic Control, Dec '19	100-355-631400	1,875.10
01/09/2020	SOUTHERN CALIFORNIA EDISON	010220	Street Lights, Traffic Control, Dec '19	100-355-631900	446.35
01/09/2020	LEE, JENNIFER	010620	Mileage Reimbursement, City Clerk, 10/2 - 12/11/19	100-155-613000	13.92
01/09/2020	GRIEGO-SANDS, CINDY	010620	Mileage Reimbursement, Gen Gov, 11/6/19 - 12/11/19	100-155-613000	33.35
01/09/2020	SANDS, CINDY	010620	Petty Cash Replenishment, Nov '19 - Jan '20	100-155-622000	232.09
01/09/2020	SANDS, CINDY	010620	Petty Cash Replenishment, Nov '19 - Jan '20	100-155-695000	130.83
01/09/2020	SANDS, CINDY	010620	Petty Cash Replenishment, Nov '19 - Jan '20	100-195-611000	69.44
01/09/2020	SANDS, CINDY	010620	Petty Cash Replenishment, Nov '19 - Jan '20	100-195-620000	67.19
01/09/2020	SANDS, CINDY	010620	Petty Cash Replenishment, Nov '19 - Jan '20	100-195-622000	52.29
01/09/2020	SANDS, CINDY	010620	Petty Cash Replenishment, Nov '19 - Jan '20	100-355-611000	253.46
01/09/2020	MOULTON NIGUEL WATER DISTRICT	010820	Water Usage, Public Services & Com Ctr, Nov '19	100-310-635100	480.67
01/09/2020	SAN DIEGO GAS & ELECTRIC	010820	Street Lights, Traffic Control, Dec '19	100-355-631400	9,839.59
01/09/2020	EL TORO WATER DISTRICT	010820	Water Usage, Public Services, Nov	100-355-635000	7,642.75
01/09/2020	MOULTON NIGUEL WATER DISTRICT	010820	Water Usage, Public Services & Com Ctr, Nov '19	100-355-635000	2,538.29
01/09/2020	MOULTON NIGUEL WATER DISTRICT	010820a	Water Usage, Public Services, Dec '19	100-355-635000	6,349.75
01/09/2020	DOCU-TRUST LAGUNA VAULT	038588	Offsite Data Storage, Dec '19	100-155-700030	75.00
01/09/2020	MILLENNIUM ALARM SYSTEMS, INC.	040802-4075	Camera System, Comm Ctr, Dec '19	100-310-910000	4,612.77
01/09/2020	MILLENNIUM ALARM SYSTEMS, INC.	040802-4075	Camera System, Comm Ctr, Dec '19	100-420-910000	4,612.76
01/09/2020	SECURE LIVE SCAN	09401	Pre-employment Fingerprinting, Dec '19	100-195-617000	25.00
01/09/2020	ASCAP	100005426974	Music Annual License Fee, CS	100-310-611500	363.00
01/09/2020	KUKIMBE, LLC	1066	Newsletter Memorial Day 5K	100-310-695507	75.00
01/09/2020	BEE MAN, THE	106655	Bee Removal, Public Services, Dec '19	100-355-720701	175.00
01/09/2020	ACTIVE NETWORK, LLC	11114239	Computer Hardware/Supplies, Dec	100-195-940000	813.52
01/09/2020	SUNSET PROPERTY SERVICES JONSET CORPORATION	119595	Street Sweeping Services, Dec '19	100-355-720410	11,767.28
01/09/2020	COX COMMUNICATION	121719	T-1 Line, Dec '19	100-195-630000	402.31
01/09/2020	COX COMMUNICATION	121819	Cable, City Hall, Dec '19	100-195-630000	32.19
01/09/2020	COX COMMUNICATION	121919	WiFi, City Hall, Dec '19	100-195-630000	179.62
01/09/2020	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA	122019359	Street Maintenance, Dec '19	100-355-720400	89.20
01/09/2020	CEP AMERICA AUC PC	122619	Pre-Employment Physical, Dec '19	100-195-617000	70.00
01/09/2020	CEP AMERICA AUC PC	122619a	Pre-Employment Physical, Dec '19	100-195-617000	90.00
01/09/2020	TPX COMMUNICATIONS	124601910-0	Communications Expense, Jan '20	100-195-630000	541.83
01/09/2020	REAL ESTATE CONSULTING & SERVICES, INC.	12594	Parks Contract Repair, Dec '19	100-355-720701	775.00

Attachment: Warrant Register, Payables Detail Report - January 28, 2020 (2053 : Warrant Register, January 28, 2020)

Warrant Register - Payables Detail Report

Payment Dates: 01/03/2020 - 01/16/2020

Payment Date	Vendor Name	Payable Number	Description (Payable)	Account Number	Amount
01/09/2020	HR GREEN PACIFIC, INC.	132113	Building Services, Community Development, Nov '19	100-225-700000	15,010.00
01/09/2020	HR GREEN PACIFIC, INC.	132114	Plan Check, Community Development, Nov '19	100-225-700000	12,946.34
01/09/2020	WEST COAST ARBORISTS, INC.	155323	Tree Trimming Services, Dec '19	100-355-720702	3,337.60
01/09/2020	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA	18dsbfe6972	Street Maintenance, Dec '19	100-355-720400	41.75
01/09/2020	HARTZOG & CRABILL, INC.	19-0857	Traffic Signal Mgmt Services, Nov-Dec '19	100-355-700101	6,890.00
01/09/2020	HARTZOG & CRABILL, INC.	19-0859	Traffic Signal Mgmt Services, Nov '19	100-355-700101	2,769.18
01/09/2020	HARTZOG & CRABILL, INC.	19-0859	Traffic Signal Mgmt Services, Nov '19	100-600-790600	230.00
01/09/2020	HARTZOG & CRABILL, INC.	19-0859	Traffic Signal Mgmt Services, Nov '19	100-600-790600	1,265.00
01/09/2020	HARTZOG & CRABILL, INC.	19-0885	Traffic Signal Mgmt Services, Dec '19	100-355-700101	215.00
01/09/2020	BANK OF NEW YORK, THE TRUST COMPANY, N.A.	252-2256761	Bond Admin Fee, Jan - Dec '20	100-000-790650	2,040.50
01/09/2020	COMPUTER SERVICE CO.	2972 - 2990	Traffic Signal Maintenance, Dec '19	100-355-720420	3,470.52
01/09/2020	SMART & FINAL	3831400054585	Program Supplies, Com Svcs, Dec '19	100-310-695500	110.12
01/09/2020	SMART & FINAL	3831400055243	Program Supplies, Com Svcs, Dec '19	100-310-695500	353.90
01/09/2020	SMART & FINAL	3831400056548	Office & Program Supplies, Dec '19	100-155-695000	43.26
01/09/2020	SMART & FINAL	3831400056548	Office & Program Supplies, Dec '19	100-195-620000	69.74
01/09/2020	SMART & FINAL	3831400056548	Office & Program Supplies, Dec '19	100-195-622000	24.86
01/09/2020	COMPUTER SERVICE CO.	3917-19-012	Traffic Signal Maintenance, Dec '19	100-355-720420	4,872.80
01/09/2020	SPARKLETTS	4228482 010320	Operating Supplies, Dec '19	100-195-622000	139.42
01/09/2020	CITY CLERKS ASSOC. OF CA	4456	Annual Membership Dues, SC	100-155-610000	27.50
01/09/2020	CITY CLERKS ASSOC. OF CA	4463	Annual Membership Dues, JL	100-155-610000	27.50
01/09/2020	HOME DEPOT	4524135	Program Supplies, Community Services, Dec '19	100-310-695500	13.75
01/09/2020	HOME DEPOT	4641944	Program Supplies, Community Services, Nov '19	100-310-622500	9.13
01/09/2020	NIEVES LANDSCAPE, INC.	66538	Monthly and Misc Landscape, Dec	100-355-720700	46.32
01/09/2020	NIEVES LANDSCAPE, INC.	66540	Monthly and Misc Landscape, Dec	100-355-720700	230.00
01/09/2020	NIEVES LANDSCAPE, INC.	66541	Monthly and Misc Landscape, Dec	100-355-720700	105.00
01/09/2020	NIEVES LANDSCAPE, INC.	66543	Misc Landscape, Dec '19	100-355-950002	276.00
01/09/2020	NIEVES LANDSCAPE, INC.	66544	Monthly and Misc Landscape, Dec	100-355-720700	230.00
01/09/2020	NIEVES LANDSCAPE, INC.	66569	Monthly and Misc Landscape, Dec	100-355-720700	288.55
01/09/2020	NIEVES LANDSCAPE, INC.	66573	Monthly and Misc Landscape, Dec	100-355-720700	115.00
01/09/2020	JAMEY CLARK, INC.	71650	Graffiti Removal, Public Services, Dec '19	100-355-720500	376.00
01/09/2020	ANDERSON PENNA PARTNERS, INC.	7963	Inspection Services, Dec '19	100-355-700255	11,935.70
01/09/2020	WEST GATE CONTRACTOR	8	Graffiti Removal, Public Services, Dec '19	100-355-720500	12,668.00
01/09/2020	MOBILE MINI, INC.	9007687549	Storage Rental, Community Center, Jan '20	100-310-641000	82.97
01/09/2020	QUEST DIAGNOSTICS	9185547081	Pre-employment Drug Testing	100-195-617000	18.87
01/09/2020	STUDIO TWO BLACK DIAMOND	95632	Printing Services, Jan '20	100-195-623000	113.14
01/09/2020	VERIZON WIRELESS	9845025190	Communication Expense, Dec '19	100-000-120000	57.63
01/09/2020	VERIZON WIRELESS	9845025190	Communication Expense, Dec '19	100-195-630000	1,199.55
01/09/2020	HAGGERTY JR., PAUL R.	CD-0515-BLDR-0244-201	Refund, C&D Deposit, R #5718	100-000-227001	720.00
01/09/2020	MAR VISTA CONSTRUCTION	CD-0516-BLDC-0047-201	Refund, C&D Deposit, R #5732	100-000-227001	250.00
01/09/2020	SUNRUN, INC.	CD-0517-PV-12-18-1778	Refund, Permit Fees, R #2990	100-000-442000	95.00
01/09/2020	I.E. INC.	CD-0518-MECCR-0143-201	Refund, Permit Fees, R #5743	100-000-442000	27.23
01/09/2020	CDW GOVERNMENT, INC.	CM0000070	Credit Memo WDM3367, Computer Hardware, Dec '19	100-195-940000	(948.97)
01/09/2020	CDW GOVERNMENT, INC.	CM0000071	Credit Memo NGK76031, Computer Hardware, Nov '17	100-195-940000	(86.23)
01/09/2020	SMART & FINAL	CM0000072	Credit Memo 3831400056554, Oper Supplies, Dec '19	100-195-622000	(4.39)
01/09/2020	PALMERO, CARLOS	FRD-0231	Refund, Facility Deposit, R #1033893.002	100-000-222000	500.00
01/09/2020	ALIZAMANI, ANTONIA	FRD-0232	Refund, Facility Deposit, R #1032657.002	100-000-222000	500.00
01/09/2020	OFFICE SOLUTIONS	I-01694510	Office Supplies, Jan '20	100-195-620000	137.78

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Warrant Register - Payables Detail Report

Payment Dates: 01/03/2020 - 01/16/2020

Payment Date	Vendor Name	Payable Number	Description (Payable)	Account Number	Amount
01/09/2020	OFFICE SOLUTIONS	I-01694653	Office Supplies, Jan '20	100-195-620000	150.70
01/09/2020	CDW GOVERNMENT, INC.	TRQ8455	Computer Hardware, Aug '19	100-195-940000	755.27
01/09/2020	CDW GOVERNMENT, INC.	WCB1688	Computer Hardware, Dec '19	100-195-940000	746.51
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMDEV	Departmental Expenditure, Dec '19	100-155-625000	28.30
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMDEV	Departmental Expenditure, Dec '19	100-225-622000	483.95
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMDEV	Departmental Expenditure, Dec '19	100-225-646100	44.77
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMSVCS	Departmental Expenditure, Dec '19	100-195-720050	508.99
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMSVCS	Departmental Expenditure, Dec '19	100-195-940000	1,797.71
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMSVCS	Departmental Expenditure, Dec '19	100-310-620500	(55.88)
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMSVCS	Departmental Expenditure, Dec '19	100-310-622501	160.33
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMSVCS	Departmental Expenditure, Dec '19	100-310-624500	148.85
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMSVCS	Departmental Expenditure, Dec '19	100-310-646100	146.00
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMSVCS	Departmental Expenditure, Dec '19	100-310-695500	351.79
01/15/2020	BANK OF AMERICA VISA CARD	122019 COMSVCS	Departmental Expenditure, Dec '19	100-310-695507	625.00
01/15/2020	BANK OF AMERICA VISA CARD	122019 GENG0V1	Departmental Expenditure, Dec '19	100-155-611000	840.00
01/15/2020	BANK OF AMERICA VISA CARD	122019 GENG0V1	Departmental Expenditure, Dec '19	100-155-612000	3,180.00
01/15/2020	BANK OF AMERICA VISA CARD	122019 GENG0V1	Departmental Expenditure, Dec '19	100-155-622000	894.01
01/15/2020	BANK OF AMERICA VISA CARD	122019 GENG0V1	Departmental Expenditure, Dec '19	100-155-626000	48.48
01/15/2020	BANK OF AMERICA VISA CARD	122019 GENG0V2	Departmental Expenditure, Dec '19	100-155-610000	225.00
01/15/2020	BANK OF AMERICA VISA CARD	122019 POLSVCS	Departmental Expenditure, Dec '19	100-420-610000	265.00
01/15/2020	BANK OF AMERICA VISA CARD	122019 POLSVCS	Departmental Expenditure, Dec '19	100-420-622000	4,932.33
01/15/2020	BANK OF AMERICA VISA CARD	122019 PUBSVCS	Departmental Expenditure, Dec '19	100-355-610000	80.00
01/15/2020	BANK OF AMERICA VISA CARD	122019 PUBSVCS	Departmental Expenditure, Dec '19	100-355-646100	280.70
01/15/2020	BANK OF AMERICA VISA CARD	122019 PUBSVCS	Departmental Expenditure, Dec '19	100-355-720400	30.90
01/15/2020	BANK OF AMERICA VISA CARD	122019 PUBSVCS	Departmental Expenditure, Dec '19	100-355-720701	47.47
01/16/2020	AT&T - CALNET 3	000014141671	Traffic Signal, Public Services, Dec '19	100-355-630000	21.38
01/16/2020	IRVINE RANCH WATER DISTRICT	010620	Water Usage, Public Services, Dec '19	100-355-635000	85.56
01/16/2020	SOUTHERN CALIFORNIA EDISON	011520	Street Lights, Traffic Control, Dec '19	100-355-631000	349.99
01/16/2020	SOUTHERN CALIFORNIA EDISON	011520	Street Lights, Traffic Control, Dec '19	100-355-631400	9,342.77
01/16/2020	SOUTHERN CALIFORNIA EDISON	011520	Street Lights, Traffic Control, Dec '19	100-355-631900	4,246.98
01/16/2020	AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA	011520	Membership, Public Services, 2020	100-355-646100	80.00
01/16/2020	BRINKS, INCORPORATED	10997258	Courier Fee, Armored Transport, Jan '20	100-155-625000	147.69
01/16/2020	HR GREEN PACIFIC, INC.	132249	Building Services, Community Development, Dec '19	100-600-790600	9,372.00
01/16/2020	WEST COAST ARBORISTS, INC.	155900	Tree Trimming Services, Dec '19	100-355-720702	295.80
01/16/2020	TOT LOT PROS	1668	Parks Contract Repair, Jan '20	100-355-720701	875.00
01/16/2020	RPW SERVICES, INC.	17885	Rodent Control, Public Services, Dec '19	100-355-720700	1,560.00
01/16/2020	HARRINGTON GEOTECH	19629	Professional Svcs, CIP #101-K	100-600-790600	5,005.00
01/16/2020	PRINTEX PRINTING AND GRAPHICS INC.	20293 (1)	Printing Services, Com Dev, Jan '20	100-310-624500	232.74
01/16/2020	BRINKS, INCORPORATED	3068129	Courier Fee, Armored Transport, Dec '19	100-155-625000	20.04
01/16/2020	PEST OPTIONS, INC.	340723	Rodent Control, Public Services, Dec '19	100-355-720700	225.00
01/16/2020	STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	426553	Pre-employment Fingerprinting, Dec '19	100-195-617000	32.00
01/16/2020	RICHARD FISHER ASSOCIATES	4297	Professional Services, Public Services, Dec '19	100-355-720700	290.00
01/16/2020	RICHARD FISHER ASSOCIATES	4297	Professional Services, Public Services, Dec '19	100-600-790600	3,152.36
01/16/2020	RICHARD FISHER ASSOCIATES	4297	Professional Services, Public Services, Dec '19	100-600-790600	510.00
01/16/2020	CHARLES ABBOTT ASSOCIATES, INC	60516	Road Maintenance, Dec '19	100-355-720400	23,852.87
01/16/2020	NIEVES LANDSCAPE, INC.	66741	Monthly and Misc Landscape, Jan '20	100-355-720700	105.00
01/16/2020	SOUTHERN CALIF MUN ATHLETIC FEDERATION	8102	Program Class Insurance, CS, Sep-Dec '19	100-310-690500	566.20
01/16/2020	THOMSON REUTERS - WEST	841559860	Subscription, City Clerk, Dec '19	100-155-626000	251.52
01/16/2020	COLE, ANNE	CD-0519-BEE-5-19-4510	Refund, Permit Fees, R #3999	100-000-452001	50.00
01/16/2020	NGUYEN, MARK	CD-0520-BLDR-0230-201	Refund, C&D Deposit, R #5639	100-000-227001	720.00

Attachment: Warrant Register, Payables Detail Report - January 28, 2020 (2053 : Warrant Register, January 28, 2020)

Warrant Register - Payables Detail Report

Payment Dates: 01/03/2020 - 01/16/2020

Payment Date	Vendor Name	Payable Number	Description (Payable)	Account Number	Amount
01/16/2020	MENDIRATTA, ARUNISH	CD-0521-BLDR-0245-201	Refund, C&D Deposit, R #5728	100-000-227001	297.00
01/16/2020	KHASHCHUK, VADIM	CD-0522-BLDR-0083-201	Refund, C&D Deposit, R #5101	100-000-227001	100.00
01/16/2020	OFFICE SOLUTIONS	I-01697260	Office Supplies, Jan '20	100-155-620000	82.69
01/16/2020	OFFICE SOLUTIONS	I-01697260	Office Supplies, Jan '20	100-195-620000	54.81
01/16/2020	OFFICE SOLUTIONS	I-01699078	Office Supplies, Jan '20	100-195-620000	232.59
01/16/2020	OFFICE SOLUTIONS	I-01699660	Office Supplies, Jan '20	100-195-620000	54.28
01/16/2020	OFFICE SOLUTIONS	I-01700927	Office/Operating Supplies, Jan '20	100-195-620000	76.78
01/16/2020	OFFICE SOLUTIONS	I-01700927	Office/Operating Supplies, Jan '20	100-195-622000	104.08
01/16/2020	LOSTRACCO, GEORGE	PSV-0020	Refund, Citation #LH010001030	100-000-460100	42.00
Fund 100 - GENERAL FUND Total:					230,408.21
Fund: 101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT					
01/16/2020	KELLY ASSOCIATES MANAGEMENT GROUP, LLC	010720	Professional Services, Dec '19	101-225-700040	4,755.00
01/16/2020	KOSMONT COMPANIES	1911.5-002	Prof Services, Village at Laguna Hills, Dec '19	101-225-700000	13,221.00
Fund 101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT Total:					17,976.00
Fund: 307 - C & D FORFEITED DEPOSITS					
01/09/2020	ECONOMICS, INC.	2017-2018.30	Professional Services, Recycling Program, Dec '19	307-355-700000	6,491.00
Fund 307 - C & D FORFEITED DEPOSITS Total:					6,491.00
Fund: 322 - WATER CONSERVATION					
01/16/2020	RICHARD FISHER ASSOCIATES	4297	Professional Services, Public Services, Dec '19	322-355-700000	290.00
Fund 322 - WATER CONSERVATION Total:					290.00
Fund: 600 - CAPITAL IMPROVEMENT PROJECT					
01/09/2020	HARTZOG & CRABILL, INC.	19-0859	Traffic Signal Mgmt Services, Nov '19	600-000-490100	(1,265.00)
01/09/2020	HARTZOG & CRABILL, INC.	19-0859	Traffic Signal Mgmt Services, Nov '19	600-000-490100	(230.00)
01/09/2020	HARTZOG & CRABILL, INC.	19-0859	Traffic Signal Mgmt Services, Nov '19	600-251-950101	230.00
01/09/2020	HARTZOG & CRABILL, INC.	19-0859	Traffic Signal Mgmt Services, Nov '19	600-251-950168	1,265.00
01/16/2020	HR GREEN PACIFIC, INC.	132249	Building Services, Community Development, Dec '19	600-000-490100	(9,372.00)
01/16/2020	HR GREEN PACIFIC, INC.	132249	Building Services, Community Development, Dec '19	600-251-950101	9,372.00
01/16/2020	HARRINGTON GEOTECH	19629	Professional Svcs, CIP #101-K	600-000-490100	(5,005.00)
01/16/2020	HARRINGTON GEOTECH	19629	Professional Svcs, CIP #101-K	600-251-950101	5,005.00
01/16/2020	RICHARD FISHER ASSOCIATES	4297	Professional Services, Public Services, Dec '19	600-000-490100	(510.00)
01/16/2020	RICHARD FISHER ASSOCIATES	4297	Professional Services, Public Services, Dec '19	600-000-490100	(3,152.36)
01/16/2020	RICHARD FISHER ASSOCIATES	4297	Professional Services, Public Services, Dec '19	600-252-950237	3,152.36
01/16/2020	RICHARD FISHER ASSOCIATES	4297	Professional Services, Public Services, Dec '19	600-255-950514	510.00
Fund 600 - CAPITAL IMPROVEMENT PROJECT Total:					0.00
Fund: 650 - Debt Service Fund					
01/09/2020	BANK OF NEW YORK, THE TRUST COMPANY, N.A.	252-2256761	Bond Admin Fee, Jan - Dec '20	650-000-490100	(2,040.50)
01/09/2020	BANK OF NEW YORK, THE TRUST COMPANY, N.A.	252-2256761	Bond Admin Fee, Jan - Dec '20	650-000-791000	2,040.50
Fund 650 - Debt Service Fund Total:					0.00
Grand Total:					255,165.21

Attachment: Warrant Register, Payables Detail Report - January 28, 2020 (2053 : Warrant Register, January 28, 2020)

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
100 - GENERAL FUND	230,408.21	230,408.21
101 - MGP DEVELOPMENT APPLICATION - VALH PROJECT	17,976.00	17,976.00
307 - C & D FORFEITED DEPOSITS	6,491.00	6,491.00
322 - WATER CONSERVATION	290.00	290.00
600 - CAPITAL IMPROVEMENT PROJECT	0.00	0.00
650 - Debt Service Fund	0.00	0.00
Grand Total:	255,165.21	255,165.21

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-000-120000	Accounts Receivable	57.63	57.63
100-000-220444	EncroachmentGrading	645.00	645.00
100-000-222000	Refundable Deposits	1,000.00	1,000.00
100-000-227001	SecurityDeposit-WasteRecycling	2,087.00	2,087.00
100-000-442000	Building Related Permits	122.23	122.23
100-000-452001	Planning & Zoning Related Fees	50.00	50.00
100-000-460100	Parking Revenues	42.00	42.00
100-000-790650	Transfers to Debt Service Fund	2,040.50	2,040.50
100-155-610000	Memberships and Dues Expense	280.00	280.00
100-155-611000	Training and Education	840.00	840.00
100-155-612000	Travel, Conferences & Meetings	3,180.00	3,180.00
100-155-613000	Mileage Reimbursement	47.27	47.27
100-155-620000	Office Supplies	82.69	82.69
100-155-622000	Operating Supplies	1,126.10	1,126.10
100-155-624001	Advertising - Legal	356.40	356.40
100-155-625000	Postage & Delivery	196.03	196.03
100-155-626000	Subscriptions & Books	300.00	300.00
100-155-695000	CommunityAsstnc/PublicRelation	174.09	174.09
100-155-700030	Professional Svcs- City Clerk	75.00	75.00
100-195-611000	Training and Education	69.44	69.44
100-195-617000	Recruitment	235.87	235.87
100-195-620000	Office Supplies	843.87	843.87
100-195-622000	Operating Supplies	316.26	316.26
100-195-623000	Printing	113.14	113.14
100-195-630000	Telephone & Communication	2,355.50	2,355.50
100-195-720050	Contract Serv-Software Support	508.99	508.99
100-195-940000	Computer Hardware & Software	3,077.81	3,077.81
100-225-622000	Operating Supplies	483.95	483.95
100-225-646100	Maint & Repairs - Vehicles	44.77	44.77
100-225-700000	Prof. Svcs - Building & Safety	27,956.34	27,956.34
100-310-611500	Certification/License Fees	363.00	363.00
100-310-620500	Office Supplies - Comm Ctr	(55.88)	(55.88)
100-310-622500	Supplies-Program Services	9.13	9.13
100-310-622501	Supplies-Youth Leagues	160.33	160.33
100-310-624500	Advertising-Program Services	381.59	381.59
100-310-635100	Utilities - Water Comm Ctr	480.67	480.67
100-310-641000	Rent/Lease - Equipment	82.97	82.97
100-310-646100	Maint & Repairs - Vehicles	146.00	146.00
100-310-690500	Insurance - Recreational Classes	566.20	566.20
100-310-695500	Special Events-Program Service	829.56	829.56
100-310-695507	Marathon 5k	700.00	700.00
100-310-910000	Equipment & Machinery	4,612.77	4,612.77
100-355-610000	Memberships and Dues Expense	80.00	80.00
100-355-611000	Training and Education	253.46	253.46
100-355-630000	Telephone & Communication	21.38	21.38
100-355-631000	Utilities - Electric	624.70	624.70
100-355-631400	Electric-Street Lights/Signals	21,057.46	21,057.46

Attachment: Warrant Register, Payables Detail Report - January 28, 2020 (2053 : Warrant Register, January 28, 2020)

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-355-631900	UtilitiesElectricOnBillFinancing	4,693.33	4,693.33
100-355-635000	Utilities - Water	16,616.35	16,616.35
100-355-646100	Maint & Repairs - Vehicles	360.70	360.70
100-355-700100	City Engineer Services	325.00	325.00
100-355-700101	Traffic Engineer Services	9,874.18	9,874.18
100-355-700255	Improvement Inspection	11,935.70	11,935.70
100-355-720400	Street Maintenance	24,014.72	24,014.72
100-355-720410	Street Sweeping	23,858.50	23,858.50
100-355-720420	Traffic Signal Maintenance	8,343.32	8,343.32
100-355-720500	Graffiti Removal	13,044.00	13,044.00
100-355-720700	Landscape Maintenance Contract	3,194.87	3,194.87
100-355-720701	Parks Contract Repair	1,872.47	1,872.47
100-355-720702	Tree Maintenance	3,633.40	3,633.40
100-355-950002	Landscape Repairs - Luna Bonita	276.00	276.00
100-420-610000	Memberships and Dues Expense	265.00	265.00
100-420-622000	Operating Supplies	4,932.33	4,932.33
100-420-910000	Equipment & Machinery	4,612.76	4,612.76
100-600-790600	Transfers Out - Capital Imprv	19,534.36	19,534.36
101-225-700000	Professional Services	13,221.00	13,221.00
101-225-700040	Professional Services, Project	4,755.00	4,755.00
307-355-700000	Professional Services	6,491.00	6,491.00
322-355-700000	Professional Services	290.00	290.00
600-000-490100	Transfer In- General Fund	(19,534.36)	(19,534.36)
600-251-950101	CIP-Annual Street Maintenance	14,607.00	14,607.00
600-251-950168	TrafficSignalImprovCoordination	1,265.00	1,265.00
600-252-950237	Parks Refurbishment Project	3,152.36	3,152.36
600-255-950514	Sports Complex Renovations	510.00	510.00
650-000-490100	Transfer In - General Fund	(2,040.50)	(2,040.50)
650-000-791000	Other Financing Uses	2,040.50	2,040.50
Grand Total:		255,165.21	255,165.21

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	255,165.21	255,165.21
Grand Total:	255,165.21	255,165.21

Attachment: Warrant Register, Payables Detail Report - January 28, 2020 (2053 : Warrant Register, January 28, 2020)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 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

January 28, 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.

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 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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96-51460789.1

Office of Record	Record Title	Explanation/Comments		
		Active	Inactive	Total Retention
IT	Backup Tapes – City-Hall Back up	AC		GC § 34090
	Backup Tapes – Imaged Database	AC		GC § 34090
	Backup Tapes – Records Mgmt Database	AC		
	Backup Tapes – Enetrov	AC		
DEPT	Program files and directories (network)	S		S

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Retention Requirement Legend: AC=Active DOB=Date of Birth E=Election I/P=Imaged Permanent 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	AD=Adoption I/P=Imaged Permanent S=Supersede AS - Administrative Services EN - Engineering/Public Works	AU=Audit L=Life T=Termination CC - City Clerk CD - Community Development	CL=Closed/Completion MO=Months DR=Destroy When No Longer Required FI - Finance IT - Information Technology	CU=Current Year P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required CM - City Manager	Revised 40/28/2014 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 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	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	
S=(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		Revised	
DOB=Date of Birth E=Election I/P=Imaged Permanent; Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		4/28/2014	
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			

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 4/02/2014 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 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 S=Supersede T=Termination DR=Destroy When No Longer Required (U/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 - 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 DOB=Date of Birth S=Supersede T=Termination L=Life 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 MO=Months DR=Destroy When No Longer Required CC - City Clerk; CD - Community Development; CM - City Manager;	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	1L	3DR	GC § 34090 Destroy when no longer relevant (4/LESS)
CM	0170-25 Blank Forms, City	2DR	1L	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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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 11/11	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	

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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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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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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		Revised
DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained		40/28/2014
Q=(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	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	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			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					

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

Health Services				
DEPT	0250-05 Health Services Administration	2	1	3
DEPT	0250-20 Ambulance/Paramedic Services	2	1	3
DEPT	0250-40 Hospitals and Clinics	2	1	3
CC	0250-60 Vector Control	2	1	3
DEPT	0250-75 Swimming Pool Safety	2	1	3
Police Protection/Services				
DEPT	0260-05 Police Protection/Services Administration	26 mos	12 yrs 6 mos	3
DEPT	0260-30 Criminal Justice	2	1	3
DEPT	0260-35 Traffic Enforcement	2	1	3
DEPT	0260-40 Incident Reports/Statistics	DR	-	DR
DEPT	0260-60 Special Programs	2	1	3

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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		4/9/28/2044
Q=(/ID) 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		

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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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DOB=Date of Birth E=Election I/P=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 - Police Services; PS - Police Services			

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

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 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
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		40/28/2014			
January		January			
2020		2020			

946-51460789.1

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 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 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
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 DE=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	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 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 – Community 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
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 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 DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life □=(IID) 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	AD=Adoption AD=Imaged Permanent, Hard Copy Retained AS – Administrative Services; CC – City Clerk; CD – Community Development; CM – City Manager; CU=Current Year	AU=Audit AU=Audit L=Life MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required	CL=Closed/Completion CL=Closed/Completion MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required	Revised 40/28/20+4 January 2020
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Office of Record	Record Title	Total Retention				Citation	Explanation/Comments
		Active	Inactive				
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. (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	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)) 4 years after completion of audit of records

Retention Requirement Legend: AC=Active DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life P=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 - Police Services; 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	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

4 years after completion of audit of records

Permanent; originals may not be destroyed.
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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 Revised	AD=Adoption S=Supersede T=Termination DR=Destroy When No Longer Required 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	AU=Audit L=Life T=Termination DR=Destroy When No Longer Required 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 CU=Current Year 40/28/2014 January 2020 Revised
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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	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			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	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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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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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			

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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	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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946-51460789.1

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 4/8/28/2014 January 2020
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946-51460789.1

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		Permanent; always active. (P) 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)

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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
 X=(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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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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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 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 4/0/28/2014 January 2020
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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 4/9/28/2014 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)

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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=Community Services; PS=Police Services
 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;
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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)

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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.

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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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Revised 40/28/2014 January 2020					

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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 Imaged; hard copy not retained after imaging. (I/D)
DEPT	0640-25 Geographic Information Systems (GIS)	S			GC § 34090 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 Until completed; imaged; hard copy not retained after imaging. (I/D)
	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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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)
PLD	0680-15 Public Sign Permits	CL			GC § 34090 Until completed; imaged; hard copy not retained after imaging. (I/D)
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Revised 4/28/2014 January 2020					

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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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□=(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; S - Community Services; PS - Police Services		2020

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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			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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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)

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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 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.
BLCD	0800-45 Special Inspectors	CL	1	3	GC § 34090 Information also contained in Building Permit.
BLCD	0800-60 Inspectors Logs	CL	4	5	GC § 34090 Information also contained in Building Permit.

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CL= (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
	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		40/28/2014
Q=(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
DEPT	0820-15 Capital Improvement Projects <u>0820-15 Capital Improvement Projects – Federal Projects</u>	CL+3 <u>CL+7</u>	 	 	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. Any and all records related to a federal project of a federally funded project must be separately identified and retained in accordance with the applicable federal regulations, project requirements, and grant agreement. Federal Projects – Completion +7; imaged; hard copy not retained after imaging.					
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
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. Retained 7 years after project completion.					
DEPT	0820-20 Bus Benches/Shelters/Stops	2			GC § 34090
DEPT	0820-25 Funding Programs	3			GC § 34090
Imaged; hard copy not retained after imaging. (I/D) Imaged; hard copy not retained after imaging. (I/D)					

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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;		2020
PS – Community Services; PS – Police Services		

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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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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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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)

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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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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		Active	Inactive	Total Retention	Citation	Explanation/Comments
	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. (IID)
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. (IID)
	Historic Preservation						
DEPT	0920-05 Historic Preservation Administration		2	1	3	GC § 34090	

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Permanent as Imaged, Hard Copy Destroyed			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. (IID)
DEPT	0920-30 Historical Sites/Landmarks	2			GC § 34090 Imaged; hard copy not retained after imaging. (IID)
DEPT	0920-40 Historical Preservation Programs	2			GC § 34090 Imaged; hard copy not retained after imaging. (IID)
	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

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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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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; S - Community Services; PS - Police Services	Revised 4/0/28/2014 January 2020
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946-51460789.1

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			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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Retention Requirement Legend: AC=Active AD=Adoption AE=Election AP=Imaged Permanent, Hard Copy Retained AS=Supersede AS=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	CU=Current Year	Revised
DOB=Date of Birth E=Electron I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained T=Termination DR=Destroy When No Longer Required	CL=Closed/Completion	40/28/2014
Permanent as Imaged, Hard Copy Destroyed S=Supersede T=Termination DR=Destroy When No Longer Required	MO=Months P=Permanent, Hard Copy Retained	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; S - Community Services; PS - Police Services	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 DOB=Date of Birth E=Election I/P=Imaged Permanent, Hard Copy Retained L=Life MO=Months P=Permanent, Hard Copy Retained CL=Closed/Completion MO=Months P=Permanent, Hard Copy Retained DR=Destroy When No Longer Required CU=Current Year CU=Current Year	AD=Adoption S=Supersede T=Termination DR=Destroy When No Longer Required CU=Current Year	AU=Audit L=Life MO=Months P=Permanent, Hard Copy Retained CL=Closed/Completion	Revised 10/28/2014 January 2020
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946-51460789.1

RESOLUTION NO. 2020-01-28-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 28th day of January 2020.

JANINE HEFT, MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

Attachment: Proposed Resolution (1954 : 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. 2020-01-28-X adopted by the City Council of the City of Laguna Hills, California, at
a Regular Meeting thereof held on the 28th day of January 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

MELISSA AU-YEUNG, CITY CLERK

Attachment: Proposed Resolution (1954 : 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 (1954 : Record

CITY OF LAGUNA HILLS

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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.

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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CITY OF LAGUNA HILLS

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

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Attachment: Exhibit A - Amended and Restated Records Retention Schedule (1954 : Record

CITY OF LAGUNA HILLS

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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	

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;
 CS - Community Services; PS - Police Services

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CITY OF LAGUNA HILLS

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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)

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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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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Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
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CITY OF LAGUNA HILLS

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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 (1954 : Record

CITY OF LAGUNA HILLS

9

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	

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

Attachment: Exhibit A - Amended and Restated Records Retention Schedule (1954 : Record

CITY OF LAGUNA HILLS

10

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)

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;
 DEPT - Any Department having original records for the series; EN - Engineering/Public Works; FI - Finance; IT - Information Technology;
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 2020

Attachment: Exhibit A - Amended and Restated Records Retention Schedule (1954 : Record

CITY OF LAGUNA HILLS

11

RECORD RETENTION/DISPOSITIVE

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	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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Attachment: Exhibit A - Amended and Restated Records Retention Schedule (1954 : Record

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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

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			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

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	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
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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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Department Legend: AG - Other Agencies; AS - Administrative Services; CC - City Clerk; CD - Community Development; CM - City Manager;
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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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RECORD RETENTION/DISPOSITIVE

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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RECORD RETENTION/DISPOSITIVE

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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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Attachment: Exhibit A - Amended and Restated Records Retention Schedule (1954 : Record

CITY OF LAGUNA HILLS

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RECORD RETENTION/DISPOSITIVE

Office of Record	Record Title					Explanation/Comments
		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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RECORD RETENTION/DISPOSITIVE

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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RECORD RETENTION/DISPOSITIVE

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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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

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

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						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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RECORD RETENTION/DISPOSITIVE

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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

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

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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RECORD RETENTION/DISPOSITIVE

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. (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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RECORD RETENTION/DISPOSITIVE

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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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RECORD RETENTION/DISPOSITIVE

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		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			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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RECORD RETENTION/DISPOSITIVE

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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	

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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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RECORD RETENTION/DISPOSITIVE

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		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
 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

CITY OF LAGUNA HILLS

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RECORD RETENTION/DISPOSITIVE

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			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	

Retention Requirement Legend: AC=Active AD=Adoption AU=Audit CL=Closed/Completion CU=Current Year
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 CS - Community Services; PS - Police Services

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Attachment: Exhibit A - Amended and Restated Records Retention Schedule (1954 : Record

CITY OF LAGUNA HILLS

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RECORD RETENTION/DISPOSITIVE

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

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**



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Deputy City Manager

ISSUE: 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 a Resolution entitled: "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."

SUMMARY:

With the recent departure of one of the Recreation Coordinators within the Community Services Department, staff has undertaken an extensive review of the current structure and staffing complement of the Department. Staff is recommending the addition of two Extended Part-time Recreation Specialists, rather than filling the currently-vacant Recreation Coordinator position, to assist with the functions of the Community Services Department.

BACKGROUND:

As is the practice of the City, with the recent departure of one of the Recreation Coordinators within the Community Services Department, staff has taken the opportunity to conduct a thorough review of the current structure and staffing complement of the Community Services Department. Taking into account the present

Resolution Establishing New Employment Classification

January 28, 2020

Page 2

and future needs of the City and the Department, staff is recommending a two-phased reorganization plan for the Community Services Department. To address the immediate needs of the Department, staff is recommending the addition of two Extended Part-time Recreation Specialists rather than filling the currently-vacant Recreation Coordinator position. It is anticipated the Extended Part-time Recreation Specialists would each work 30 hours per week. Consequently, the addition of two Extended Part-time Recreation Specialists would allow for an additional 20 hours of support for the City's recreation programming and facility reservation administration needs.

The current annual cost for the vacant Recreation Coordinator position, including salary and benefits, is \$95,951. The estimated fully burdened annual costs for two Extended Part-time Recreation Specialists is \$91,098, resulting in estimated annual budget savings of \$4,853. The proposed monthly salary for the Recreation Specialists is \$4,022 to \$4,899, or \$23.21 to \$28.21 on an hourly basis. This range is based on the average of the comparator agencies' average plus five percent for the Recreation Specialist position. Staff anticipates returning to the City Council later this year for consideration of a second phase of the reorganization plan for the Community Services Department, allowing more time for additional evaluation.

This position would be subject to all provisions of the MOU. However, because the classification is not authorized in the most recent MOU between the City of Laguna Hills and the Laguna Hills City Employees Association (LHCEA), it is necessary for the City Council to approve the new classification and salary range to the MOU by adopting the attached Resolution.

FISCAL IMPACT:

The fully burdened cost for the currently-vacant Recreation Coordinator position, including salary and benefits, is \$95,951. The estimated annual costs for the addition of two Extended Part-time Recreation Specialists is \$91,098, resulting in annual budget savings of \$4,853.

ATTACHMENTS:

- Proposed Resolution

RESOLUTION NO. 2020-01-28-x

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 EMPLOYEES ASSOCIATION

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

WHEREAS, on June 12, 2018, the City Council approved and adopted the Memorandum of Understanding ("MOU") between the City of Laguna Hills ("City") and the Laguna Hills City Employees Association ("LHCEA" or "Association"), which became effective July 1, 2018, and will remain in effect until June 30, 2021; and

WHEREAS, Section IV of the MOU, entitled "Salary and Pay," establishes the employment classifications and the Salary Schedule for those positions in the bargaining unit covered by the MOU as of the time of the signing of the MOU, including both full-time positions (non-management) and extended part-time positions; and

WHEREAS, upon recommendation of the City Manager, the City Council wishes to replace one existing full-time non-management position covered by the MOU with LHCEA with two new extended part-time, non-management positions.

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

SECTION 1. The purpose and intent of this Resolution is to replace one full-time non-management position of Recreation Coordinator with a new extended part-time, non-management employment classification and salary range for the position of "Recreation Specialist".

SECTION 2. The new extended part-time, non-management employment classification and salary range established by this Resolution for the "Recreation Specialist" position will be included in the bargaining unit covered by the MOU and represented by the Association. All provisions of the MOU between the City and the Association will be applicable to this new classification. The salary range for the new classification will be added to Section IV, "Salary and Pay," of the MOU.

SECTION 3. The following new extended part-time, non-management employment classification is hereby established and assigned the following salary range:

EXTENDED PART-TIME POSITION – NON MANAGEMENT	HOURLY RANGE	
Recreation Specialist	\$ 23.21	\$ 28.21

SECTION 4. The Members of the Association have been notified concerning the actions set forth herein and have been given an opportunity to meet and confer regarding such changes.

SECTION 5. The changes to the employment classifications and salary ranges set forth herein shall be effective January 29, 2020.

PASSED, APPROVED, AND ADOPTED this 28th day of January 2020.

JANINE HEFT, MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

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. 2020-01-28-x adopted by the City Council of the City of Laguna Hills, California, at a Regular Meeting thereof held on the 28th day of January 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(SEAL)

MELISSA AU-YEUNG, CITY CLERK

Attachment: Proposed Resolution (2041 : Resolution Establishing New Employment Classification)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020
TO: Chair and Agency Members
FROM: Jennifer Lee
Assistant City Clerk
ISSUE: Approval of Minutes for January 14, 2020, Regular Meeting

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

ATTACHMENTS:

- 200114 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 7:21 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 December 10, 2019, Regular Meeting**

Recommendation: That the Planning Agency approve the Minutes for the December 10, 2019, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Sedgwick, Agency Member
SECONDER:	Dore J. Gilbert, M.D., 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

Mayor Heft reconvened the City Council Meeting at 7:22 p.m. All Council Members were present.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020

TO: Mayor/Chair and Council/Agency Members

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

ISSUE: 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

RECOMMENDATION: That the City Council and Planning Agency jointly convene and adopt a Resolution entitled: "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."

SUMMARY:

The State of California, through its Department of Transportation (CALTRANS), with funding assistance from the Orange County Transportation Authority (OCTA) via Measure M2, has prepared plans to widen Interstate 5 from Avery Parkway to El Toro Road in a three-segment project. The most northerly project segment, from Alicia Parkway to El Toro Road, will add a second southerly bound car pool lane, reconstruct the Los Alisos Boulevard overcrossing and make other facility improvements, including

the addition of sound barrier walls. The widening project will necessarily require the State to acquire additional property rights including the purchase of fee property, easements and temporary construction access rights from both private and public property owners. The City of Laguna Hills owns property that is impacted by the project. Caltrans has submitted documents for various property rights acquisitions from the City including the requisite appraisals with just compensation offers, legal descriptions, sketches and contracts. The State's requested property rights acquisitions from the City involve eleven (11) distinct acquisition areas between Alicia Parkway and Los Alisos Boulevard as detailed herein, both for the specific freeway widening and for the necessary relocation of an impacted utility, a waterline owned by the Santa Margarita Water District (SMWD). The rights of way acquisition documents were reviewed and revised by Staff and the City Attorney's office and they are now ready for approval. A Resolution making necessary findings to allow the rights of way acquisitions to occur, and to authorize the City Manager to approve the necessary contracts, has been prepared and is attached for approval of the City Council and Planning Agency in a joint action.

BACKGROUND:

The State of California, through Caltrans, with funding assistance from OCTA via Measure M2, has prepared plans for the widening of Interstate 5 from Avery Parkway at the south to El Toro Road at the north. This project is segmented into three phases of construction with Segment 1, from Avery Parkway to Oso Parkway, ready to begin construction, Segment 2, from Oso Parkway to Alicia Parkway, currently under construction and Segment 3, from Alicia Parkway to El Toro Road, being in the right of way acquisition stage with construction anticipated to begin in approximately one year. Collectively, this project is designated as State project number OK0239.

The most northerly project segment, Segment 3, from Alicia Parkway to El Toro Road, will add a second southerly bound car pool lane, shift auxiliary lanes, reconstruct the Los Alisos Boulevard overcrossing, realign the freeway centerline to meet current standards, adjust on and off ramp lanes and make other facility improvements, including the addition of sound barrier walls. This freeway widening project will necessarily require the State to acquire additional property rights including the purchase of fee property, easements and temporary construction access rights from both private and public property owners. The City of Laguna Hills owns property that is impacted by the project. The City owned property is generally adjacent to I-5, northerly and southerly of the Aliso Creek Open Space. Caltrans is seeking to acquire eleven property rights from the City

and has assigned temporary property numbers for the areas of needed acquisition as follows:

- Properties northerly of the Aliso Creek Open Space are designated as Caltrans Parcel Number (CPN) 202087 with sub-numbers 1 through 7 as further defined below.
 - 202087-1 consists of a 5,512 SF fee acquisition.
 - 202087-2 consists of a 144 SF fee acquisition.
 - 202087-3 consists of a 4,171 SF utility easement for SMWD (utility).
 - 202087-4 consist of a 9,314 SF temporary construction access for Caltrans.
 - 202087-5 consists of a 597 SF maintenance access easement for SMWD.
 - 202087-6 consists of a 597 SF temporary construction access for Caltrans.
 - 202087-7 consists of a 597 SF maintenance access easement for Caltrans.
- Properties southerly of Aliso Creek Open Space are designated CPN 202095 with sub-numbers 1 through 4 and are further defined below.
 - 202095-1 consists of a 270 SF fee acquisition.
 - 202095-2 consists of a 778 SF fee acquisition.
 - 202095-3 consists of a 15,220 SF maintenance access easement for Caltrans.
 - 202095-4 consists of a 16,018 SF temporary construction access for Caltrans.

It is noted the temporary construction access areas described above terminate at the completion of construction. The maintenance access easements, in both parcels CPN 202087 and CPN 202095, overlap public access to City bike trails leading to the County regional bike trail. Accordingly, Staff included language in the acquisition documents that maintenance vehicles shall, at all times, yield to public use of these bike trails and that Caltrans, on an annual basis, shall repair any damages to the bike trails, in the unlikely event their access results in such damages. The Exhibits to the attached Resolution detail the legal description and plat of each of the eleven areas of acquisition.

For Caltrans to acquire property, they are required to have prepared a fair market value appraisal and make a just compensation offer to the City, along with the issuance of a variety of other State and Federally required notices. In this case, Caltrans retained the firm of R.P. Laurain & Associates of Long Beach, CA to perform the appraisals. A full copy of each Appraisal Report is on file in the office of the City Clerk. Each property being acquired, whether in fee, easement or for temporary construction access rights involve City properties that are zoned as Open Space and are otherwise unbuildable sites with limited value. Consequently, the value of the property rights being acquired is relatively low as is further discussed in the Fiscal Impact section of this report. In addition, because of the low acquisition value and generally defined unusable land areas, Staff did not avail itself of the opportunity to retain an independent appraisal utilizing a \$5,000 State contribution.

In order for the City to agree to a fee acquisition of City owned property, several findings must be made by either or both the Planning Agency and City Council for compliance with State Codes. Hence, this joint meeting of the Planning Agency and City Council has been convened. The findings to be made are detailed in the attached Resolution and include that this acquisition involves exempt surplus land as defined in the Government Code, is for the common good as defined in the Government Code and this acquisition is consistent with the City's General Plan as defined in the Government Code and as further discussed here.

General Plan Conformity: Staff has analyzed the proposed rights of way acquisitions relative to conformity with the City's General Plans and has concluded the rights of way acquisitions are consistent with the General Plan. This analysis includes:

1. Implementation Program M-8 of the City's General Plan Mobility Element establishes that the City will coordinate with CalTrans on all plans, activities, and projects that may affect State roadway facilities. The City's General Plan recognizes the importance of continued coordination with regional and State transportation planning efforts to improve the regional circulation system, since Interstate 5 (I-5) is a major north-south transportation facility providing access to the Southern California region and beyond for the community (Laguna Hills General Plan Mobility Element Pp M-7). The proposed disposition of City owned properties for the purpose of accommodating the I-5 Improvement Project (Alicia Parkway to El Toro Road) supports additional capacity and operational improvements as described above; and

2. The affected City owned property consists of +/- 30,000 square feet of land located near and adjacent to I-5. It typically consists of a 20-foot strip of land contiguous to I-5 over a span of +/-1,100 feet which varies in width between +/- 85 feet to +/- 230 feet. The affected parcels are part of a larger +/- 31-acre passive recreational area (Aliso Creek) between Alicia Parkway and El Toro Road designated as Open Space in the City's General Plan Land Use Element - the I-5 Improvement Project affects roughly two percent of this Open Space area. This area provides pedestrian, equestrian and off-road bicycle recreational activities. Regardless of the disposition and sale of City owned property for the I-5 Improvement Project, the affected Open Space area will continue to offer substantially the same passive recreational opportunities to the community that existed prior to the property's sale, albeit in a slightly narrower configuration in areas where the affected property is adjacent to I-5 immediately north and south of the Aliso Creek open space.

Approval of the attached Resolution is recommended which will authorize the City Manager to execute the acquisition documents.

CEQA FINDINGS:

Caltrans, as lead agency, has analyzed the I-5 widening project and its environmental impacts in a Mitigated Negative Declaration entitled "I-5 Widening Project From State Route 73 to El Toro Road Initial Study with Proposed Mitigated Negative Declaration / Environmental Assessment" dated August 30, 2013 ("MND"). The Notice of Determination for the MND was filed and posted in 2013. No further environmental review is required. (Public Resources Code § 21166; CEQA Guidelines § 15162.)

FISCAL IMPACT:

The Fair Market Value for each of the areas of the State's proposed acquisition of property rights from the City, per the Appraisal Reports, are \$14,200 for areas designated under CPN 202087 and \$4,100 for areas designated under CPN 202095, for a total just compensation of \$18,300.

ATTACHMENTS:

- Proposed Resolution
- Exhibit A & B - Laguna Hills

RESOLUTION NO. 2020-01-28-X

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

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

WHEREAS, City of Laguna Hills, California, (“City”) is the owner of that certain real property identified as Assessor’s Parcel Numbers 620-461-06, 620-461-13, 620-461-14, 620-461-20, and 620-483-03 (collectively the “Property”); and

WHEREAS, The California Department of Transportation (“Caltrans”) requires certain portions of the Property to accommodate the I-5 Widening Improvement Project (Alicia Parkway to El Toro Road), a public transportation project intended to add additional capacity and operational improvements to the I-5 Freeway by adding a second carpool lane in each direction, re-establishing existing auxiliary (merge) lanes, and modifying on- and off-ramps; and

WHEREAS, the portions of the Property which Caltrans seeks to acquire to facilitate the Project include the following (hereafter the “Acquisition Areas”):

- 1) a partial fee acquisition from Assessor’s Parcel Number 620-461-13 and 620-483-03, approximately 5,512 square feet in area;
- 2) a partial fee acquisition from Assessor’s Parcel Number 620-483-03, approximately 144 square feet in area;
- 3) a utility easement, acquired on behalf of the Santa Margarita Water District, from Assessor’s Parcel Number 620-483-03, approximately 4,171 square feet in area;
- 4) a temporary construction easement from Assessor’s Parcel Number 620-461-13, approximately 9,314 square feet in area;
- 5) a maintenance access easement from Assessor’s Parcel Number 620-461-20, approximately 597 square feet in area;
- 6) a temporary construction easement from Assessor’s Parcel Number 620-461-20, approximately 597 square feet in area;

- 7) a maintenance access easement, acquired on behalf of the Santa Margarita Water District, from Assessor's Parcel Number 620-461-20, approximately 597 square feet in area
- 8) a partial fee acquisition from Assessor's Parcel Number 620-461-14, approximately 270 square feet in area;
- 9) a partial fee acquisition from Assessor's Parcel Number 620-461-14, approximately 778 square feet in area;
- 10) a maintenance access easement from Assessor's Parcel Number 620-461-06 and 620-461-14, approximately 15,220 square feet in area
- 11) a temporary construction easement from Assessor's Parcel Number 620-461-06 and 620-461-14, approximately 16,018 square feet in area; and

WHEREAS, City has negotiated the terms of two agreements related to the sale of portions of the City-owned Property and the granting of permanent easements and temporary construction easements in the Property to Caltrans at fair market value by way of two agreements entitled "Right-of-Way Contract—State Highway"; and

WHEREAS, those portions of the Acquisition Areas which are transfers in fee simple constitute "exempt surplus land" pursuant to Government Code section 54221(f)(D), as the Acquisition Areas are being transferred to another local, state, or federal agency for the agency's use; and

WHEREAS, Caltrans, as lead agency, has analyzed the I-5 Widening Improvement Project and its environmental impacts in a Mitigated Negative Declaration entitled "I-5 Widening Project from State Route 73 to El Toro Road Initial Study with Proposed Mitigated Negative Declaration / Environmental Assessment" dated August 30, 2013 ("MND"). The Notice of Determination for the MND was filed and posted in 2013. No further environmental review is required. (Public Resources Code § 21166; CEQA Guidelines § 15162.); and

WHEREAS, the sale of the Acquisition Areas for the Project is for the common benefit of the residents of the City and the motoring public; and

WHEREAS, the sale of the Acquisition Areas is consistent with the General Plan; and

WHEREAS, all legal prerequisites to the sale of the Acquisition Areas have occurred.

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

SECTION 1. The above recitals are true and correct, and are incorporated herein by reference.

SECTION 2. The sale agreement entitled Right of Way Contract—State Highway between City and Caltrans attached hereto as Exhibit “A”, and incorporated by reference herein, is hereby approved;

SECTION 3. The sale agreement entitled Right of Way Contract—State Highway between City and Caltrans attached hereto as Exhibit “B”, and incorporated by reference herein, is hereby approved;

SECTION 4. The City Manager is hereby authorized to execute those Agreements attached as Exhibits “A” and “B” and to make minor modifications as appropriate, along with any other pertinent documents necessary to effectuate the Agreements including executing those deeds referenced in Exhibits “A” and “B”.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 28th day of January 2020.

JANINE HEFT, MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

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. 2020-01-28-X by the City Council and Planning Agency of the City of Laguna Hills, California, at a Regular Meeting thereof held on the 28th day of January 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MELISSA AU-YEUNG, CITY CLERK

Attachment: Proposed Resolution (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT A

Laguna Hills	, California	<u>12</u>	<u>ORA</u>	<u>5</u>	<u>17.9</u>	<u>0K0239</u>
		Dist.	Co	Rte.	PM	(1214000100)
<u>January 28</u>	<u>, 2020</u>					Exp Auth
<u>City of Laguna Hills, a municipal corporation</u>						
<u>Grantor</u>						

Document Nos. 202087-1 and 202087-2, in the form of two Grant Deeds, in favor of the State of California Department of Transportation, covering the property particularly described therein have been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

Document No. 202087-3, in the form of a Utility Easement Deed, in favor of the Santa Margarita Water District, covering the property described therein has been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

Document No. 202087-4, in the form of a Temporary Construction Easement Deed, in favor of the State of California Department of Transportation, covering the property described therein has been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

Document No. 202087-5, in the form of a Maintenance Access Easement Deed, in favor of the State of California Department of Transportation, covering the property described therein has been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

Document No. 202087-6, in the form of a Temporary Construction Easement Deed, in favor of the State of California Department of Transportation, covering the property described therein has been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

Document No. 202087-7, in the form of a Maintenance Access Easement Deed, in favor of the Santa Margarita Water District, covering the property described therein has been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. (A) The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the State of all further obligation or claims on this account, or on account of the location, grade or construction of the proposed public improvement.
- (B) Grantee requires said property interests described in Document Nos. 202087-1, 202087-2, 202087-3, 202087-4, 202087-5, 202087-6, and 202087-7 for State highway purposes, a public use for which Grantee has the authority to exercise the power of eminent domain. Grantor is compelled to sell, and Grantee is compelled to acquire the property.
- (C) Both Grantor and Grantee recognize the expense, time, effort, and risk to both parties in determining the compensation for the property by eminent domain litigation. The compensation set forth herein for the property is in compromise and settlement, in lieu of such litigation.
2. The State shall:
 - (A) Pay the undersigned Grantor the sum of **\$14,200.00** for the property interests conveyed by the above documents when title to said property interests vest in the State free and clear of all liens, encumbrances, assessments, easements and leases (recorded and/or unrecorded) and taxes, except:
 - a. Taxes for the tax year in which this escrow closes shall be cleared and paid in the manner required by Section 5086 of the Revenue and Taxation Code, if unpaid at the close of escrow.
 - b. Covenants, conditions, restrictions and reservations of record, or contained in the above-referenced document.
 - c. Easements or rights of way over said land for public or quasi-public utility or public street purposes, if any.

- (B) Pay all escrow and recording fees incurred in this transaction and, if title insurance is desired by the State, the premium charged therefor. Said escrow and recording charges shall not, however, include documentary transfer tax.
3. It is understood and agreed by and between the parties hereto that payment in Clause 2(A) above includes, but is not limited to, payment for two pine trees on slope, tree starts, and the reconfiguring of irrigation which are considered to be part of the realty and are being acquired by the State in this transaction.
 4. State agrees to defend, indemnify and hold harmless the Grantor from any liability arising out of State's operations under this agreement. State further agrees to assume responsibility for any damages proximately caused by reason of State's operations under this agreement and State, will, at its option, either repair or pay for such damage.
 5. In consideration of the State's waiving the defects and imperfections in the record title, as set forth in Paragraph 2(A), the undersigned Grantor covenants and agrees to indemnify and hold the State of California harmless from any and all claims that other parties such as lessees, parties under mechanic liens, and beneficiaries may make or assert on the title to the premises. The Grantor's obligation herein to indemnify the State shall not exceed the amount paid to the Grantor under this contract.
 6. It is agreed and confirmed by the parties for Parcel Nos. 202087-1 and 202087-2 that notwithstanding other provisions in this contract, the right of possession and use of the subject property by the State, including the right to remove and dispose of improvements, shall commence on the date the amount of funds as specified in Clause 2(A) herein are paid to the Grantors. The amount shown in Clause 2(A) herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
 7. It is agreed and confirmed by the parties, that as to Parcel Nos. 202087-3, 202087-5, and 202087-7 that notwithstanding other provisions in this contract, the right of possession and use of the subject property, pursuant to the terms, conditions, and limitations described therein, shall commence on the date the amount of funds as specified in Clause 2(A) herein are paid to the Grantor. The amount shown in Clause 2(A) herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
 8. It is understood and agreed between the parties hereto that the amount payable in Clause 2(A) above includes compensation in full for the actual possession and use of the Temporary Construction Easements identified as Parcel No. 202087-4 and Parcel No. 202087-6 for a period commencing on January 30, 2020 and terminating on January 31, 2024. This easement may also be terminated prior to the above date by the Grantee upon written notice to the Grantor. At least 48 hours advance written notice will be given before any entry on Grantor's property.

Written notification shall be given to the owner at:

Kenneth H. Rosenfield, P.E.
 Assistant City Manager/ Public Services Director
 24035 El Toro Road
 Laguna Hills, CA 92653
krosenfield@lagunahillsca.gov

Verbal communication with the owner shall be at telephone number (949) 707-2655 direct line

In the event owners need to provide written notification to State for information changes or property transfers, the owner shall notify the State in writing of such occurrence at:

STATE DEPARTMENT OF TRANSPORTATION
 c/o Lilli Santiago, Right of Way Agent
 1750 E. 4th Street, Suite 100
 Santa Ana, CA 92705

Verbal communication with Lilli Santiago shall be at telephone number (657) 328-6346.

9. It is understood and agreed that in the event the Grantors plan to sell, lease, or rent the Grantors' property prior to the earliest of the completion of the project or the final expiration date of these Temporary Construction Easements, the Grantors shall inform, in writing, any and all parties involved in said sale, lease, or rental, of these Temporary Construction Easements and

associated construction project by the State.

10. This transaction will be handled through an internal escrow with the Department of Transportation, 1750 E. 4th Street, Suite 100, Santa Ana, CA 92705. Title Report No. CA0210-19002131-20
11. All work done under this agreement shall conform to all applicable building, fire and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found.

In WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

City of Laguna Hills, a municipal corporation

Approved:

By: _____
 Donald J. White, City Manager

ATTEST:

By: _____
 Melissa Au-Yeung, City Clerk

Approved as to Form:

By: _____
 Gregory E. Simonian, City Attorney

Recommended for Approval:

Approved
 STATE OF CALIFORNIA
 Department of Transportation

By: _____
 LILLI SANTIAGO
 Right of Way Agent

By: _____
 BENJAMIN D. MARTIN, Ed. D., Acting Office
 Chief, District 12- Office of Right of Way & R/W Eng.

By: _____
 EVANGELINA WASHINGTON, Branch Chief
 R/W Project Coordination, Planning and
 Management & Acquisition

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

RECORDING REQUESTED BY
DEPARTMENT OF TRANSPORTATION

WHEN RECORDED MAIL TO:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
1750 E. 4TH STREET, SUITE 100
SANTA ANA, CALIFORNIA 92705
ATTN: EVANGELINA WASHINGTON
R/W TITLES & ESCROW

This office is exempt from filing fees under Government
Code 6103 & 27383. No tax due for Revenue & Taxation
Code 11922.

Written by: Psomas Checked by: EA: OK0239
R/W Map No.: E120118-07, 08, 09 & 18 APN: 620-461-13; 620-483-03

Space above this line for Recorder's Use

GRANT DEED

District	County	Route	Postmile	Number
12	ORG	5	17.9	202087-1

CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, all that real property in the City of Laguna Hills, County of Orange, State of California, described and depicted as follows:

See Exhibits "A-1" and "A-2", attached.

The GRANTOR further understands that the present intention of the STATE is to construct and maintain a public highway on the lands hereby conveyed and the GRANTOR, for itself and its successors and assigns, hereby waive any and all claims for damages to GRANTOR's remaining property contiguous to the property hereby conveyed by reason of the location, construction, landscaping or maintenance of the highway.

Dated: _____

CITY OF LAGUNA HILLS
a municipal corporation

By _____
Donald J. White, City Manager

Number

202087-1

This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated _____

By ADETOKUNBO OMISHAKIN
Director of Transportation

By _____
Attorney in Fact
EVANGELINA WASHINGTON
Branch Chief,
R/W Project Coordination, Planning
and Management, & Acquisition
District 12

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

EXHIBIT 'A-1' LEGAL DESCRIPTION

Parcel 202087-1

FEE

In the City of Laguna Hills, County of Orange, State of California, being a portion of Lot A of Tract No. 9881, filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County, together with that portion of Lot A of Tract No. 8962, filed in Book 439, Pages 25 through 28 of Miscellaneous Maps in the office of the County Recorder of said County, lying northeasterly of the following described line:

Beginning at a point in that certain course described as having a bearing of South 52°11'29" East and a length of 342.40 feet in the southwesterly line of the land described in the Grant Deed to the State of California recorded July 28, 1972 in Book 10248, Page 189, Official Records of said County, the bearing of said course being South 52°11'14" East for purposes of this description, said point hereinafter referred to as **Point "A"** and lying North 52°11'14" West 305.99 feet from the southeasterly terminus thereof; thence leaving said course North 61°00'20" West 23.43 feet; thence North 54°58'36" West 14.01 feet; thence North 55°44'53" West 82.70 feet to a point hereinafter referred to as **Point "B"** being in that course in the southwesterly line of the land described in the deed to the State of California recorded July 28, 1972 in Book 10248 Page 193, Official Records of said County having a bearing and distance of South 58°38'34" East 305.21 feet; thence along said course North 58°38'19" West 16.07 feet to a point hereinafter referred to as **Point "C"** and the beginning of a non-tangent curve concave southwesterly having a radius of 7865.19 feet, a radial line to said beginning bears North 29°56'42" East; thence leaving said course and traveling northwesterly along said curve 90.56 feet through a central angle of 00°39'35"; thence non-tangent to said curve North 61°28'23" West 85.42 feet to the beginning of a non-tangent curve concave southwesterly having a radius of 7864.52 feet, a radial line to

Page 1 of 4

\\pprod.psomas.corp\panzuraprojects\OC_Projects\2TRC010700\SURVEY\LEGALS\202087_62046114\LEGALS\202087-1.docx
12/11/2019

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

said beginning bears North 28°39'47" East; thence northwesterly along said curve 50.52 feet through a central angle of 00°22'05" to a point hereinafter referred to as **Point "D"** being in that course in the southwesterly line of the land described as Parcel 4A of the Final Order of Condemnation recorded February 15, 1968 in Book 8519, Page 571, Official Records of said County having a bearing and distance of South 83°12'19" East 106.03 feet; thence along said southwesterly line the following three courses:

- 1) North 83°12'04" West 72.11 feet;
- 2) North 57°53'26" West 249.09 feet;
- 3) thence North 53°14'59" West 59.63 feet to a point hereinafter referred to as

Point "E";

thence leaving said southwesterly line North 61°44'37" West 142.48 feet; thence North 62°14'20" West 158.61 feet; thence North 64°47'11" West 249.34 feet to the beginning of a non-tangent curve concave northwesterly having a radius of 1103.00 feet a radial line to said beginning bears South 61°30'28" East; thence southwesterly along said curve 14.89 feet through a central angle of 00°46'25"; thence non-tangent to said curve North 61°44'37" West 106.02 feet to the beginning of a non-tangent curve concave northwesterly having a radius of 997.00 feet, a radial line to said beginning bears South 60°37'37" East; thence northeasterly along said curve 14.96 feet through a central angle of 00°51'36"; thence non-tangent to said curve North 60°49'15" West 591.57 feet; thence North 59°29'42" West 181.19 feet; thence North 30°30'18" East 13.09 feet; thence North 58°59'44" West 55.27 feet to the beginning of a non-tangent curve concave northeasterly having a radius of 4908.48 feet, a radial line to said beginning bears South 28°15'34" West; thence northwesterly along said curve 1562.45 feet through a central angle of 18°14'17"; thence North 43°30'08" West 487.81 feet; thence North 44°38'53" West 199.67 feet to the beginning of a non-tangent curve concave southwesterly having a radius of 2978.52 feet, a radial line to said beginning bears North 43°26'17" East; thence northwesterly along said curve 55.18 feet through a central angle of 01°03'41" to a point hereinafter referred to as **Point "F"** being in the northeasterly line of Parcel 10 of the Relinquishment of Highway Right of Way in the

PSOMAS

County of Orange, Road 07-ORA-5-8.0/19.6, Request No. 723 recorded March 31, 1970 in Book 9252, Page 373, Official Records of said County having a bearing and distance of South 50°53'33" East 199.94 feet as delineated and shaded on maps recorded October 20, 1969 in State Highway Map Book No. 7, Pages 14 to 29 inclusive, Records of Orange County; thence along said course North 49°16'35" West 87.98 feet to a point hereinafter referred to as **Point "G"** and the beginning of a non-tangent curve concave southwesterly having a radius of 2978.52 feet, a radial line to said beginning bears North 36°51'26" East; thence leaving said course and traveling northwesterly along said curve 86.30 feet through a central angle of 01°39'36" to the beginning of a non-tangent curve concave southwesterly having a radius of 2971.52 feet, a radial line to said beginning bears North 39°01'31" East; thence northwesterly along said curve 9.42 feet through a central angle of 00°10'54" to a point hereinafter referred to as **Point "H"** being in that course in the northeasterly line of the land described as Parcel 2 of the Director's Deed recorded June 6, 1968 in Book 8622, Page 943, of Official Records of said County having a bearing and distance of South 55°51'04" East 538.78 feet, said **Point "H"** being South 55°51'07" East 474.50 feet along said course from the northwesterly terminus thereof.

Excepting Therefrom, that portion of Lot A, of said Tract No. 9881, lying southeasterly of that line described in Parcel OS57I-101.4 of that certain Quitclaim Deed and Assignment recorded October 18, 1996, Instrument No. 1996-0529568 of Official Records of said County, said line described as follows:

Beginning at the southeasterly terminus of that certain course in the boundary line of said Lot A shown as having a bearing of North 49°09'43" West, and a length of 178.52 feet on said map; thence Northeasterly to the southeasterly terminus of that certain course in said boundary line shown as having a bearing of North 66°10'20" West and a length of 167.70 feet on said map.

Containing 5,512 square feet.

PSOMAS

This conveyance is made for the purpose of a freeway and the GRANTOR hereby releases and relinquishes to the STATE any and all abutter's rights including access rights, appurtenant to GRANTOR's remaining property, in and to the freeway.

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

This real property description has been prepared by me or under my direction in conformance with the Professional Land Surveyors Act.



Jeremy L. Evans
Jeremy L. Evans, PLS 5282

12/12/2019
Date

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT A-2

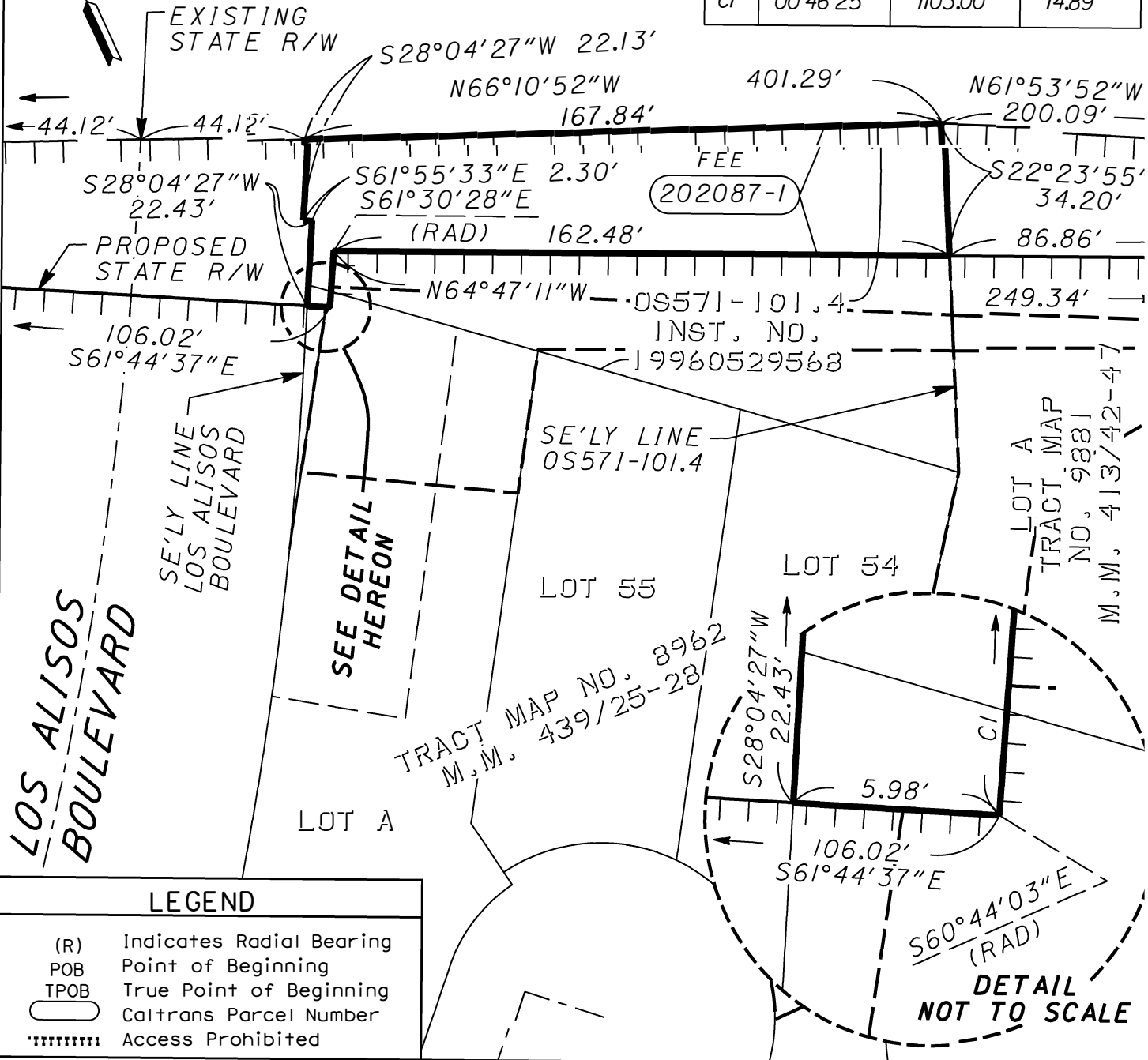
b

PARCEL#	TITLE	AREA	APN
202087-1	FEE	5,512 SF	620-461-13 & 620-483-03

CURVE DATA:

NO.	DELTA	RADIUS	LENGTH
CI	00°46'25"	1103.00'	14.89'

INTERSTATE 5



LEGEND

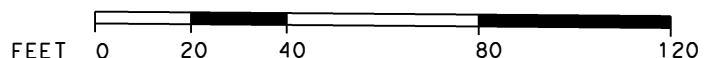
- (R) Indicates Radial Bearing
- POB Point of Beginning
- TPOB True Point of Beginning
- Caltrans Parcel Number
- Access Prohibited

NOTES

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

202087-1

FEE



PREPARED BY:

PSOMAS

3 Hutton Centre Drive, Ste. 200
Santa Ana, California 92707
(714)751-7373/(714)545-8883 (Fax)

DATE: 12-30-19

REV.:

EA: OF

FA#:

DISTRICT	COUNTY	ROUTE	SHEET PM	SHEET NO.	TOTAL SHEETS
12	ORANGE	405	17.8-18.0	1	

Packet Pg. 209

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

RECORDING REQUESTED BY
DEPARTMENT OF TRANSPORTATION

WHEN RECORDED MAIL TO:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
1750 E. 4TH STREET, SUITE 100
SANTA ANA, CALIFORNIA 92705
ATTN: EVANGELINA WASHINGTON
R/W TITLES & ESCROW

This office is exempt from filing fees under Government
Code 6103 & 27383. No tax due for Revenue & Taxation
Code 11922.

Written by: Psomas Checked by: EA: OK0239
R/W Map No.: E120118-07, 08, 09 & 18 APN: 620-483-03

Space above this line for Recorder's Use

GRANT DEED

District	County	Route	Postmile	Number
12	ORG	5	17.9	202087-2

CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, all that real property in the City of Laguna Hills, County of Orange, State of California, described and depicted as follows:

See Exhibits "B-1" and "B-2", attached.

The GRANTOR further understands that the present intention of the STATE is to construct and maintain a public highway on the lands hereby conveyed and the GRANTOR, for itself and its successors and assigns, hereby waive any and all claims for damages to GRANTOR's remaining property contiguous to the property hereby conveyed by reason of the location, construction, landscaping or maintenance of the highway.

Dated: _____

CITY OF LAGUNA HILLS
a municipal corporation

By _____
Donald J. White, City Manager

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

Number

202087-2

This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated _____

By ADETOKUNBO OMISHAKIN
Acting Director of Transportation

By _____
Attorney in Fact
EVANGELINA WASHINGTON
Branch Chief,
R/W Project Coordination, Planning
and Management, & Acquisition
District 12

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

EXHIBIT 'B-1' LEGAL DESCRIPTION

Parcel 202087-2

FEE

In the City of Laguna Hills, County of Orange, State of California, being that portion of Lot A of Tract No. 8962, filed in Book 439, Pages 25 through 28 of Miscellaneous Maps, in the office of the County Recorder of said County, described as follows:

Commencing at the most northerly corner of Lot A of Tract No. 9881 filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County; thence along the southeasterly line of Los Alisos Boulevard, as shown on said map the following three courses:

- 1) South 28°04'27" West 22.13 feet;
- 2) South 61°55'33" East 2.30 feet;
- 3) South 28°04'27" West 22.43 feet to the **True Point of Beginning**;

thence continuing along said southeasterly line the following two courses:

- 1) South 28°04'27" West 19.87 feet to a curve concave northwesterly having a radius of 1036.74 feet;
- 2) thence southwesterly 44.50 feet along said curve through a central angle of 02°27'33" feet;

thence North 33°20'34" East 64.61 feet; thence North 61°44'37" West 4.98 feet to the **True Point of Beginning**.

Containing 144 square feet.

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

This real property description has been prepared by me or under my direction in conformance with the Professional Land Surveyors Act.



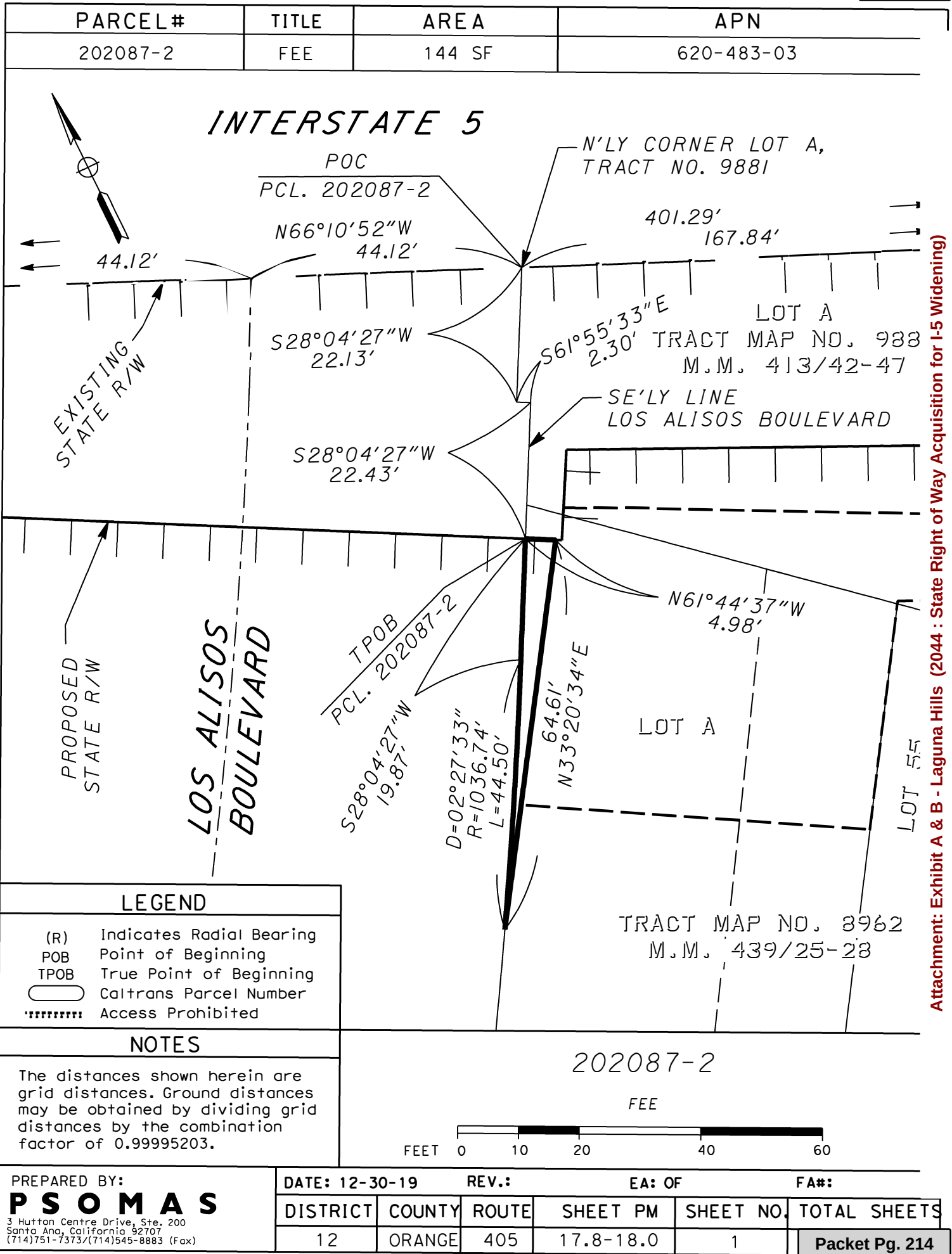
Jeremy L. Evans
Jeremy L. Evans, PLS 5282

9/25/2019
Date

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT B-2

b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

Santa Margarita Water District
26111 Antonio Parkway
Rancho Santa Margarita, CA 92688

[Space Above This line Is For Recorder's Use Only]

Mail Tax Statements to:
Santa Margarita Water District
26111 Antonio Parkway
Rancho Santa Margarita, CA 92688

This document is recorded for the benefit of SANTA MARGARITA WATER DISTRICT. The recording fee is exempt under *Section 6103 and 27383* of the Government code.

(Signature)

**GRANT OF EASEMENT
TO
SANTA MARGARITA WATER DISTRICT**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **CITY OF LAGUNA HILLS, a municipal corporation** (hereinafter called "Grantor" or "City"), hereby grants and conveys to **SANTA MARGARITA WATER DISTRICT**, a California water district formed and existing pursuant to *Section 34000, et. seq.*, of the Water Code of the State of California ("Grantee"), a perpetual non-exclusive easement for the construction of a new subsurface water line, surface access rights for the initial construction, and in the event of any future repairs and right-of-way for water pipelines, together with incidental appurtenances, connections and structures in, over, under, upon, along, through and across the respective portions of the real property described in Exhibit "C-1" and depicted in Exhibit "C-2" attached hereto as (the "Easement Area"). The easement and right-of-way granted herein are in gross.

The easement and right-of-way granted herein include the incidental rights to enter upon and pass and repass over and along the Easement Area for the construction (including, without limitation, grading, excavation and compaction of the Easement Area), reconstruction, enlargement, improvement, repair, operation and maintenance of the facilities to be constructed

by Grantee and for ingress and egress to Grantee's property. After completion of any work performed by Grantee or its agents, contractors or employee which disturbs the surface of Grantor's property, Grantee shall restore the surface of such area as close as reasonable to its original character.

Grantee acknowledges that certain portions of the Easement Area's surface area are used as a City-maintained open space, landscape area, and landscape slope areas. Grantee shall timely repair any damage caused to the existing open space, landscape area, and landscape slope areas within the Easement Area which results from Grantee's use. Grantee shall assess the condition of the open space, landscape area, and landscape slope areas within the Easement Area to identify damage related to Grantee's use on no less than a yearly basis and make timely repairs. Grantee's use of the Easement Area shall not unreasonably interfere with City's maintenance of the open space, landscape area, and landscape slope areas.

The easement and right-of-way acquired herein are acquired subject to the right of Grantors, their successors and assigns, to use the surface and subsurface of the land within the Easement Area to the extent that such use is compatible with the full and free exercise of the easement and right-of-way by Grantee; provided that no additional improvements shall be constructed upon, over and along the Easement Area without the prior written consent of Grantee, which consent shall not be unreasonably withheld or delayed.

No fill or paving of any nature shall be placed or maintained on the surface of the ground within the Easement Area, nor shall any earth be removed from the cover of the pipeline after construction, without prior written consent of Grantee, which consent shall not be unreasonably withheld or delayed.

Grantee shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantor and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to attorneys' fees) arising from Grantee's negligence or willful conduct in its use of the Easement Area. Grantor shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantee and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to attorneys' fees) arising from Grantor's negligence or willful conduct in its use of the Easement Area

Dated: _____

CITY OF LAGUNA HILLS
a municipal corporation

By _____
Donald J. White, City Manager

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

CERTIFICATE OF ACCEPTANCE

The undersigned, being the duly appointed agent of **SANTA MARGARITA WATER DISTRICT**, a public corporation ("District"), Orange County, California, pursuant to its Resolution No. 88-10-2, does hereby accept on behalf of District, the grant of all interests in real estate for public purposes as described in the attached Grant of Easement dated the _____ day of _____, 20__, by and between District and _____, and does hereby certify District consents to the recordation of the attached Grant of Easement.

DATED: _____

SANTA MARGARITA WATER DISTRICT

By: _____

Secretary

(SEAL)

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

EXHIBIT 'C-1'

LEGAL DESCRIPTION

Parcel 202087-3

Utility Easement (SMWD)

In the City of Laguna Hills, County of Orange, State of California, being that portion of Lot A of Tract No. 9881, filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County, together with that portion of Lot A of Tract No. 8962, filed in Book 439, Pages 25 through 28 of Miscellaneous Maps in the office of the County Recorder of said County, described as follows:

Commencing at the most northerly corner of Lot A of said Tract No. 9881; thence along the southeasterly line of Los Alisos Boulevard, as shown on said map the following three courses:

1. South 28°04'27" West 22.13 feet;
2. South 61°55'33" East 2.30 feet;
3. South 28°04'27" West 22.43 feet;

thence leaving said southeasterly line South 61°44'37" East 5.98 feet to a non-tangent curve concave northwesterly having a radius of 1103.00 feet, a radial line to said curve bears South 60°44'03" East and the **True Point of Beginning**; thence northeasterly 5.39 feet along said curve through a central angle of 00°16'47" to the southwesterly line of the land described in the Grant of Easement to the Santa Margarita Water District recorded February 5, 1976 in Book 11641, Pages 26 through 33 in the office of the County Recorder of said County; thence non-tangent to said curve South 62°38'59" East 163.94 feet along said southwesterly line to the southeasterly line of Parcel OS57I-101.4 described in the Quitclaim Deed and Assignment to the City of Laguna Hills recorded October 18, 1996, Instrument No. 19960529568 in the office of the County Recorder of said County; thence South 22°23'55" West 9.42 feet along said southeasterly line; thence North 65°03'11" West 109.56 feet to the northeasterly corner of Lot A of said Tract No. 8962; thence South 32°49'44" West 38.30 feet along the southeasterly line of

Page 1 of 2

PSOMAS

said Lot A of Tract No. 8962; thence departing said southeasterly line
North 59°43'44" West 57.48 feet; thence North 33°20'34" East 44.04 feet; thence
South 61°44'37" East 1.00 feet the **True Point of Beginning**.

Containing 4,171 square feet.

The bearings shown hereon are based on the California Coordinate System of 1983,
Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by
dividing grid distances by the combination factor of 0.99995203.

This real property description has been prepared by
me or under my direction in conformance with the
Professional Land Surveyors Act.



Jeremy L. Evans
Jeremy L. Evans, PLS 5282

12/12/2019
Date

DO NOT RECORD

APN: 620-461-13

District	County	Route	Post	Number
12	Orange	I-5	17.9	202087-4

GRANT OF EASEMENT
(TEMPORARY CONSTRUCTION EASEMENT)

THE CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California Department of Transportation, hereinafter called STATE, its employees, agents, representatives, contractors, successors and assigns, a temporary and exclusive easement for construction of the I-5 Widening Project, in, on, over, under and across that portion of Grantor's real property situated in the City of Laguna Hills, described and depicted as follows:

See Exhibits "D-1" and "D-2", attached.

This Temporary Construction Easement shall be subject to the following terms, conditions, and limitations:

- The term of the Temporary Construction Easement described herein will commence on January 30, 2020 and will terminate on January 31, 2024.
- Access to the Temporary Construction Easement area shall be from public and State's right-of-way.
- State will secure the Temporary Construction Easement area with a construction fence.
- Prior to the termination of the Temporary Construction Easement, State will remove from the Temporary Construction Easement area all construction equipment and materials including, without limitation, any temporary fence, any temporary improvements, and all construction-related debris. The Temporary Construction Easement area will be graded and compacted by State to restore it to a condition that is as functionally equivalent as is practicable to its condition prior to commencement of State's construction activities. State shall repair any damage caused to any improvements or landscaping within the Maintenance Access Easement area which results from State's use.
- State shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantor and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to reasonable attorneys' fees) arising from State's use of this Temporary Construction Easement.

CITY OF LAGUNA HILLS

Dated: _____

a municipal corporation

By _____

Donald J. White, City Manager

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

COUNTY OF _____)

On _____ before me, _____,
Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

PSOMAS

EXHIBIT 'D-1' LEGAL DESCRIPTION

Parcel 202087-4

Temporary Construction Easement

In the City of Laguna Hills, County of Orange, State of California, being that portion of Lot A of Tract No. 9881, filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County, together with that portion of Lot A of Tract No. 8962, filed in Book 439, Pages 25 through 28 of Miscellaneous Maps in the office of the County Recorder of said County, described as follows:

Commencing at the most northerly corner of Lot A of said Tract No. 9881; thence along the southeasterly line of Los Alisos Boulevard as shown on said map the following three courses:

1. South 28°04'27" West 22.13 feet;
2. South 61°55'33" East 2.30 feet;
3. South 28°04'27" West 22.43 feet;

thence leaving said southeasterly line South 61°44'37" East 5.98 feet to a non-tangent curve concave northwesterly having a radius of 1103.00 feet, a radial line to said curve bears South 60°44'03" East and the **True Point of Beginning**; thence northeasterly 14.89 feet along said curve through a central angle of 00°46'25"; thence non-tangent to said curve South 64°47'11" East 162.48 feet to the southeasterly line of Parcel OS57I-101.4 described in the Quitclaim Deed and Assignment to the City of Laguna Hills recorded October 18, 1996, Instrument No. 19960529568 in the office of the County Recorder of said County; thence South 22°23'55" West 57.14 feet along said southeasterly line to the most southerly corner of said Parcel OS57I-101.4; thence North 49°10'15" West 137.70 feet along the southwesterly line of said Parcel OS57I-101.4; thence leaving said southwesterly line South 32°19'33" West 104.05 feet; thence North 55°36'02" West 35.68 feet to said southeasterly line of Los Alisos Boulevard and the beginning of a non-tangent curve concave northwesterly having a

PSOMAS

radius of 1036.74 feet, a radial line to said curve bears South 57°18'32" East; thence northeasterly 39.04 feet along said curve and said southeasterly line through a central angle of 02°09'28"; thence leaving said southeasterly line North 33°20'34" East 64.61; thence South 61°44'37" East 1.00 feet to the **True Point of Beginning**.

Containing 9,314 square feet.

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

Rights to the above described temporary easement shall cease and terminate on 01/31/2024. Said rights may also be terminated prior to the above date by STATE upon notice to GRANTOR.

This real property description has been prepared by me or under my direction in conformance with the Professional Land Surveyors Act.



Jeremy L. Evans

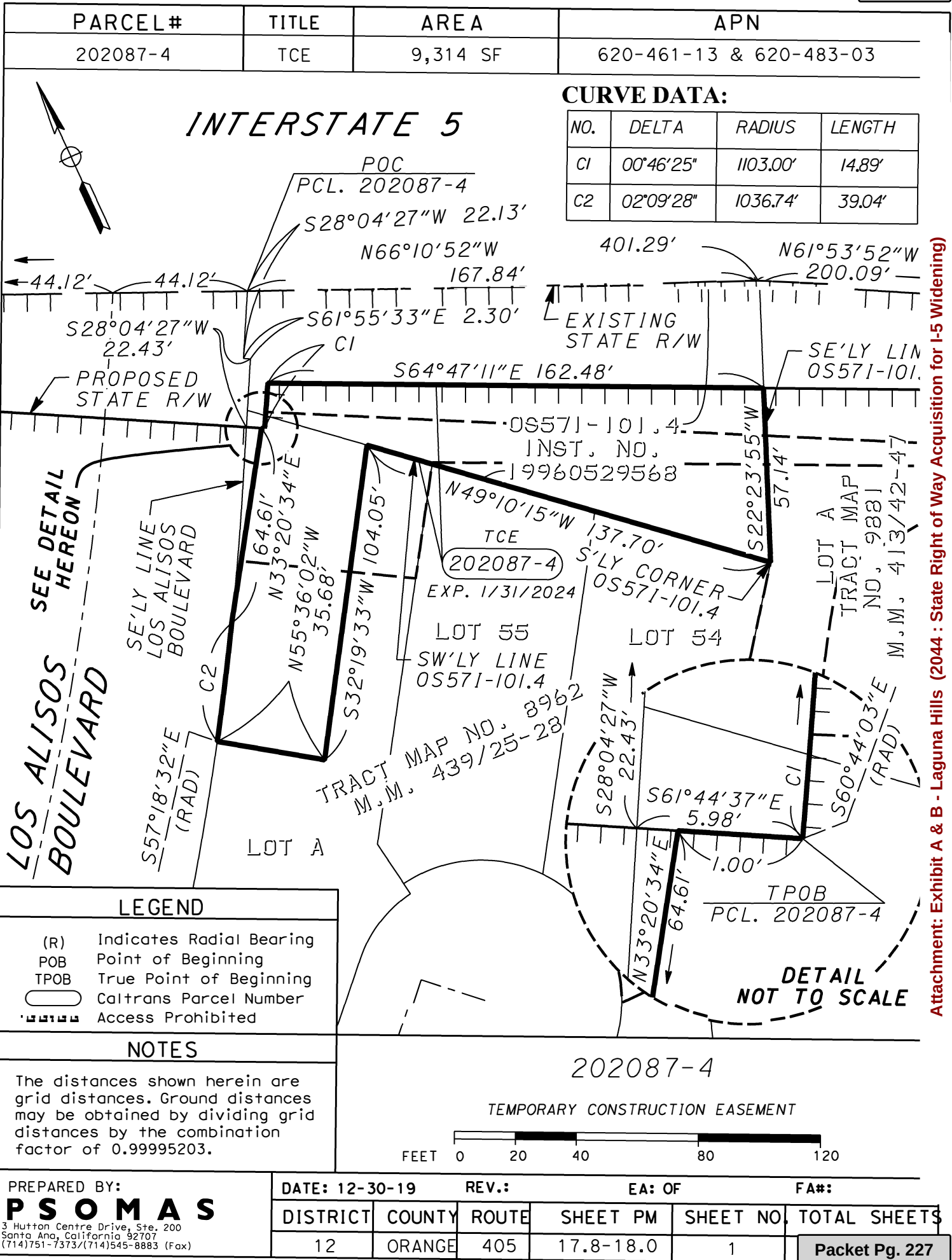
Jeremy L. Evans, PLS 5282

9/25/2019

Date

EXHIBIT D-2

b



RECORDING REQUESTED BY
DEPARTMENT OF TRANSPORTATION

WHEN RECORDED MAIL TO:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
1750 E. 4TH STREET, SUITE 100
SANTA ANA, CALIFORNIA 92705
ATTN: EVANGELINA WASHINGTON
R/W TITLES & ESCROW

This office is exempt from filing fees under Government
Code 6103 & 27383. No tax due for Revenue & Taxation
Code 11922.

Written by: Psomas Checked by: EA: OK0239
R/W Map No.: E120118-07, 08, 09 & 18 APN: 620-461-20

Space above this line for Recorder's Use

MAINTENANCE ACCESS EASEMENT DEED

District	County	Route	Postmile	Number
12	ORG	5	17.9	202087-5

CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, its employees, agents, representatives, contractors, successors and assigns, a permanent nonexclusive maintenance and access easement for the purpose of providing access to, and maintenance of, a public highway and appurtenances thereto across the real property situated in the City of Laguna Hills, described and depicted as follows:

See Exhibits "E-1" and "E-2", attached.

This Maintenance Access Easement shall be subject to the following terms, conditions, and limitations:

- State shall timely repair any damage caused to the existing bike trail within the Maintenance Access Easement area which results from State's use;
- State shall assess the condition of the existing bike trail within the Maintenance Access Easement area to identify damage resulting from State's use on no less than a yearly basis and make timely repairs;
- State's use of the Maintenance Access Easement shall not interfere with the public's use of the bike trail within the Maintenance Access Easement area;
- State's use of the Maintenance Access Easement shall not interfere with Grantor's use of the area encumbered by the Maintenance Access Easement;
- State shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantor and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to reasonable attorneys' fees) arising from State's use of this Maintenance Access Easement.

Dated: _____

CITY OF LAGUNA HILLS
a municipal corporation

By _____
Donald J. White, City Manager

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

Number

202087-5

This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated _____

By ADETOKUNBO OMISHAKIN
Director of Transportation

By _____
Attorney in Fact
EVANGELINA WASHINGTON
Branch Chief,
R/W Project Coordination, Planning
and Management, & Acquisition
District 12

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

EXHIBIT 'E-1'

LEGAL DESCRIPTION

Parcel 202087-5

Maintenance Access Easement

In the City of Laguna Hills, County of Orange, State of California, being that portion of Lot A of Tract No. 9881, filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County, described as follows:

Beginning at the westerly terminus of that course in the northwesterly line of said Lot A of Tract No. 9881 having a bearing and distance of North 89°51'11" West 32.00 feet, the bearing of said course being North 89°55'50" West for purposes of this description; thence along said course South 89°55'50" East 32.18 feet to the easterly line of Parcel OS57I-101.8 as described in the Quitclaim Deed to the City of Laguna Hills, recorded March 6, 1998, Instrument No. 1998-127953 of Official Records, in the office of the County Recorder of said County; thence along said easterly line South 18°36'24" West 20.78 feet; thence North 89°57'33" West 30.01 feet to the northwesterly line of said Lot A, and a point on a non-tangent curve concave northwesterly having a radius of 46.00 feet, a radial line to said curve bears South 64°33'20" East; thence northerly 20.37 feet along said curve and said northwesterly line through a central angle of 25°22'30" to the **True Point of Beginning**.

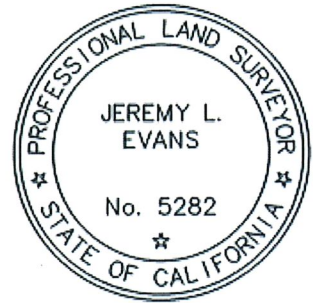
Containing 597 square feet.

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

PSOMAS

This real property description has been prepared by
me or under my direction in conformance with the
Professional Land Surveyors Act.



Jeremy L. Evans

Jeremy L. Evans, PLS 5282

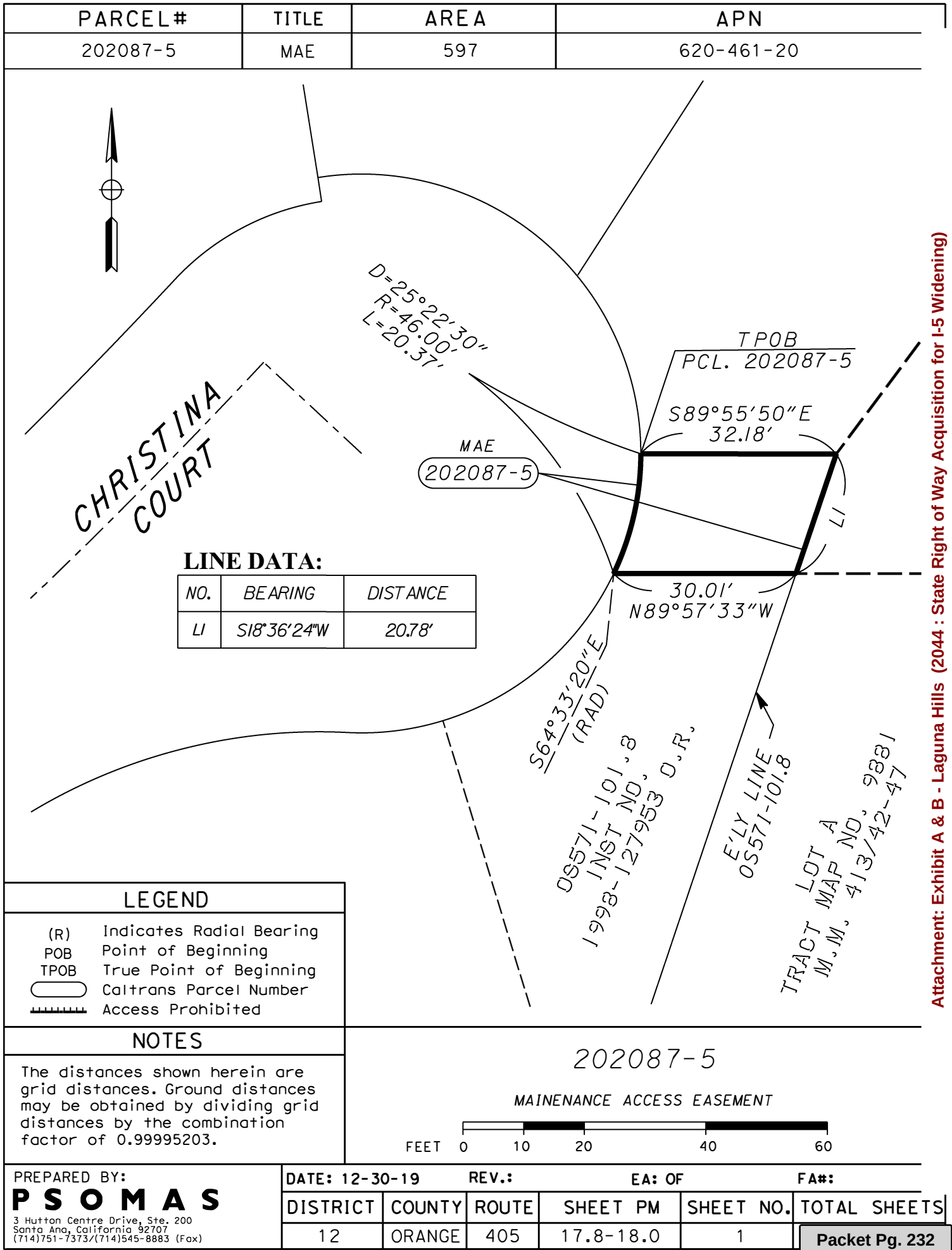
12/12/2019

Date

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT E-2

b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

DO NOT RECORD

APN: 620-461-20

District	County	Route	Post	Number
12	Orange	I-5	17.9	202087-6

GRANT OF EASEMENT
(TEMPORARY CONSTRUCTION EASEMENT)

THE CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California Department of Transportation, hereinafter called STATE, its employees, agents, representatives, contractors, successors and assigns, a temporary and exclusive easement for construction of the I-5 Widening Project, in, on, over, under and across that portion of Grantor's real property situated in the City of Laguna Hills, described and depicted as follows:

See Exhibits "F-1" and "F-2", attached.

This Temporary Construction Easement shall be subject to the following terms, conditions, and limitations:

- The term of the Temporary Construction Easement described herein will commence on January 30, 2020 and will terminate on January 31, 2024.
- Access to the Temporary Construction Easement area shall be from public and State's right-of-way.
- State will secure the Temporary Construction Easement area with a construction fence.
- Prior to the termination of the Temporary Construction Easement, State will remove from the Temporary Construction Easement area all construction equipment and materials including, without limitation, any temporary fence, any temporary improvements, and all construction-related debris. The Temporary Construction Easement area will be graded and compacted by State to restore it to a condition that is as functionally equivalent as is practicable to its condition prior to commencement of State's construction activities. State shall repair any damage caused to the existing bike trail within the Maintenance Access Easement area which results from State's use.
- State shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantor and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to reasonable attorneys' fees) arising from State's use of this Temporary Construction Easement.

CITY OF LAGUNA HILLS

Dated: _____

a municipal corporation

By _____

Donald J. White, City Manager

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

COUNTY OF _____)

On _____ before me, _____,
Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

PSOMAS

EXHIBIT 'F-1' LEGAL DESCRIPTION

Parcel 202087-6

Temporary Construction Easement

In the City of Laguna Hills, County of Orange, State of California, being that portion of Lot A of Tract No. 9881, filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County, described as follows:

Beginning at the westerly terminus of that course in the northwesterly line of said Lot A of Tract No. 9881 having a bearing and distance of North 89°51'11" West 32.00 feet, the bearing of said course being North 89°55'50" West for purposes of this description; thence along said course South 89°55'50" East 32.18 feet to the easterly line of Parcel OS57I-101.8 as described in the Quitclaim Deed to the City of Laguna Hills, recorded March 6, 1998, Instrument No. 1998-127953 of Official Records, in the office of the County Recorder of said County; thence along said easterly line South 18°36'24" West 20.78 feet; thence North 89°57'33" West 30.01 feet to the northwesterly line of said Lot A, and a point on a non-tangent curve concave northwesterly having a radius of 46.00 feet, a radial line to said curve bears South 64°33'20" East; thence northerly 20.37 feet along said curve through a central angle of 25°22'30" to the **True Point of Beginning**.

Containing 597 square feet.

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

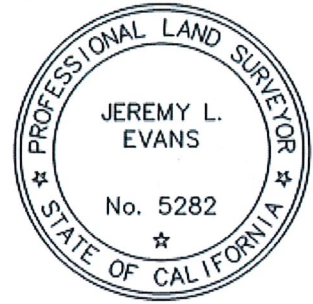
The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

Rights to the above described temporary easement shall cease and terminate on 01/31/2024. Said rights may also be terminated prior to the above date by STATE upon notice to GRANTOR.

This real property description has been prepared by me or under my direction in conformance with the Professional Land Surveyors Act.



Jeremy L. Evans

9/25/2019

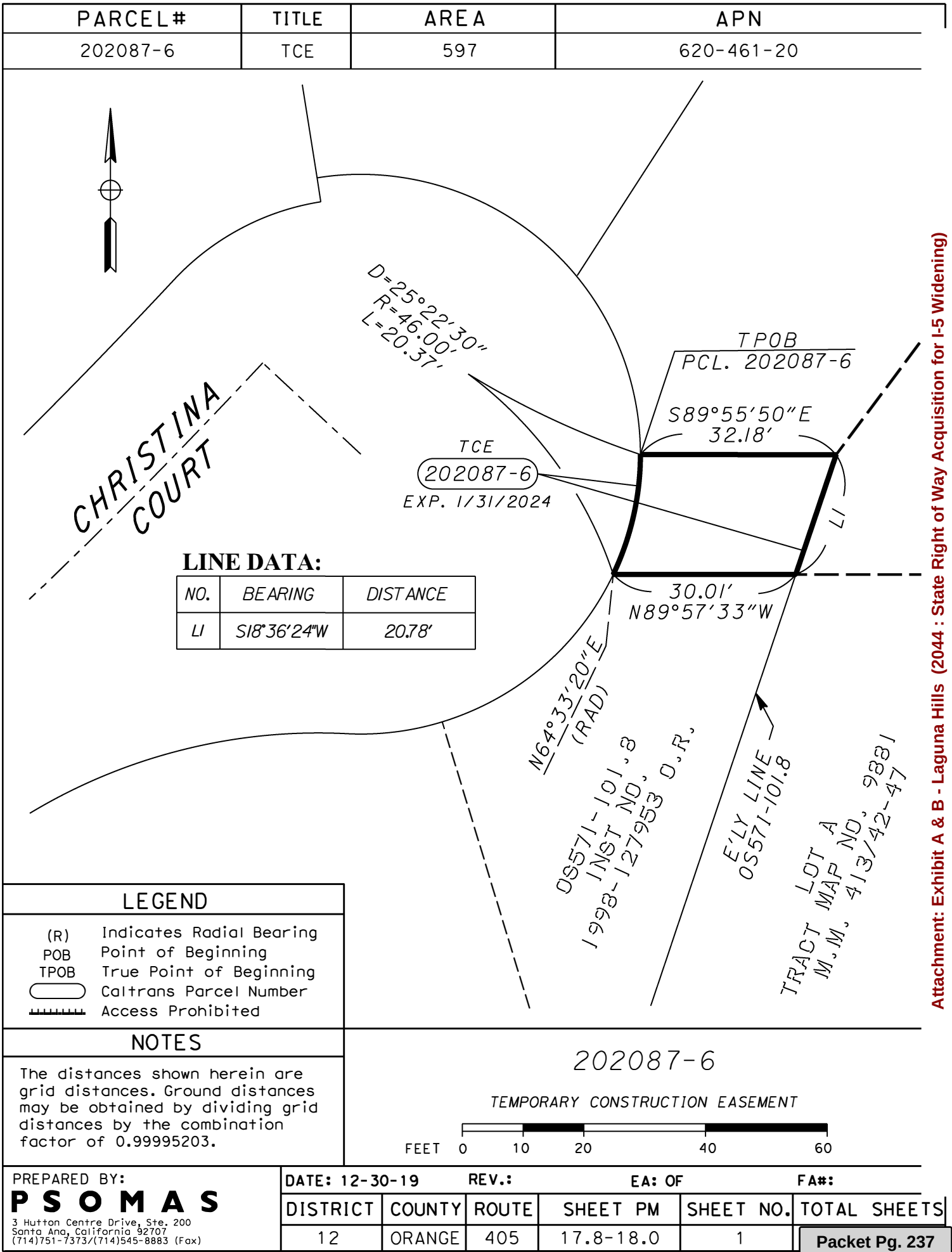
Jeremy L. Evans, PLS 5282

Date

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT F-2

b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

Santa Margarita Water District
26111 Antonio Parkway
Rancho Santa Margarita, CA 92688

[Space Above This line Is For Recorder's Use Only]

Mail Tax Statements to:
Santa Margarita Water District
26111 Antonio Parkway
Rancho Santa Margarita, CA 92688

This document is recorded for the benefit of SANTA MARGARITA WATER DISTRICT. The recording fee is exempt under *Section 6103 and 27383* of the Government code.

(Signature)

**GRANT OF MAINTENANCE ACCESS EASEMENT
TO
SANTA MARGARITA WATER DISTRICT**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **CITY OF LAGUNA HILLS, a municipal corporation** (hereinafter called "Grantor"), hereby grants and conveys to **SANTA MARGARITA WATER DISTRICT**, a California water district formed and existing pursuant to *Section 34000, et. seq.*, of the Water Code of the State of California ("Grantee"), a perpetual non-exclusive Maintenance Access Easement for the purpose of providing access to, and maintenance of, a subsurface water line and appurtenances thereto across the real property situated in the City of Laguna Hills, described and depicted as follows:

See Exhibits "G-1" and "G-2", attached.

This Maintenance Access Easement shall be subject to the following terms, conditions, and limitations:

- Grantee shall timely repair any damage caused to the existing bike trail within the Maintenance Access Easement area which results from Grantee's use;

- Grantee shall assess the condition of the existing bike trail within the Maintenance Access Easement area to identify damage resulting from Grantee's use on no less than a yearly basis and make timely repairs;
- Grantee's use of the Maintenance Access Easement shall not unreasonably interfere with the public's use of the bike trail within the Maintenance Access Easement area;
- Grantee's use of the Maintenance Access Easement shall not unreasonably interfere with Grantor's use of the area encumbered by the Maintenance Access Easement;
- Grantee shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantor and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to attorneys' fees) arising from Grantee's negligence or willful misconduct in its use of this Maintenance Access Easement. Grantor shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantee and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to attorneys' fees) arising from Grantor's negligence or willful misconduct in its use of the Maintenance Access Easement.

Dated: _____

CITY OF LAGUNA HILLS
a municipal corporation

By _____
Donald J. White, City Manager

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

CERTIFICATE OF ACCEPTANCE

The undersigned, being the duly appointed agent of **SANTA MARGARITA WATER DISTRICT**, a public corporation ("District"), Orange County, California, pursuant to its Resolution No. 88-10-2, does hereby accept on behalf of District, the grant of all interests in real estate for public purposes as described in the attached Grant of Easement dated the _____ day of _____, 20__, by and between District and _____, and does hereby certify District consents to the recordation of the attached Grant of Easement.

DATED: _____

SANTA MARGARITA WATER DISTRICT

By: _____

Secretary

(SEAL)

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

EXHIBIT 'G-1' LEGAL DESCRIPTION

Caltrans Parcel No. 202087-7

Maintenance Access Easement (SMWD)

In the City of Laguna Hills, County of Orange, State of California, being that portion of Lot A of Tract No. 9881, filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County, described as follows:

Beginning at the westerly terminus of that course in the northwesterly line of said Lot A of Tract No. 9881 having a bearing and distance of North 89°51'11" West 32.00 feet, the bearing of said course being North 89°55'50" West for purposes of this description; thence along said course South 89°55'50" East 32.18 feet to the easterly line of Parcel OS57I-101.8 as described in the Quitclaim Deed to the City of Laguna Hills, recorded March 6, 1998, Instrument No. 1998-127953 of Official Records, in the office of the County Recorder of said County; thence along said easterly line South 18°36'24" West 20.78 feet; thence North 89°57'33" West 30.01 feet to the northwesterly line of said Lot A, and a point on a non-tangent curve concave northwesterly having a radius of 46.00 feet, a radial line to said curve bears South 64°33'20" East; thence northerly 20.37 feet along said curve and said northwesterly line through a central angle of 25°22'30" to the **True Point of Beginning**.

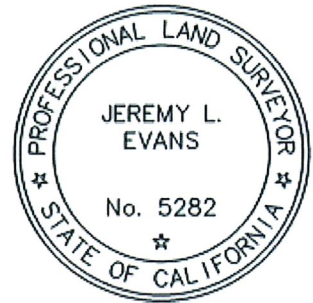
Containing 597 square feet.

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

PSOMAS

This real property description has been prepared by
me or under my direction in conformance with the
Professional Land Surveyors Act.



Jeremy L. Evans

12/12/2019

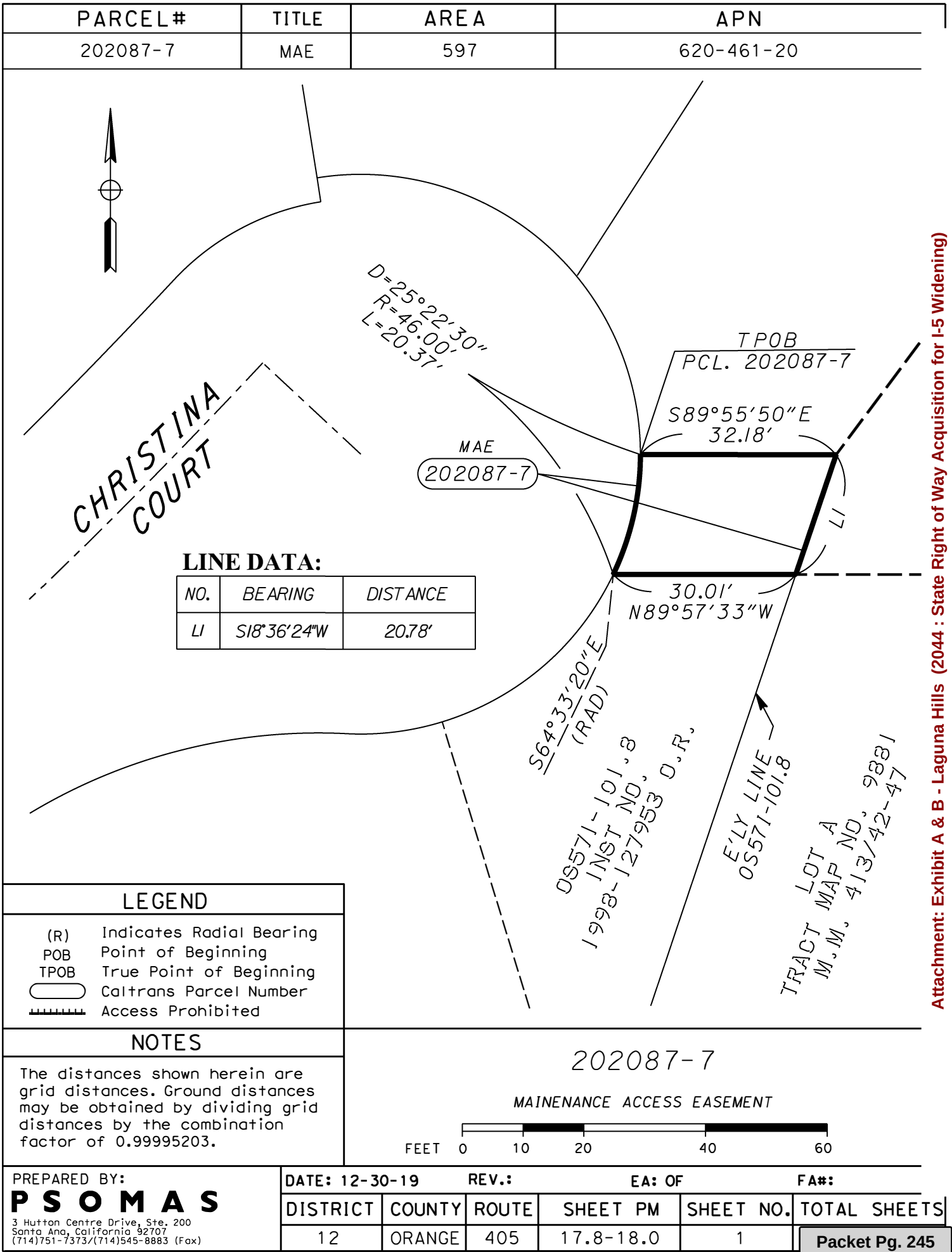
Jeremy L. Evans, PLS 5282

Date

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT G-2

b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT B

Laguna Hills, California January 28, 2020 City of Laguna Hills, a municipal corporation Grantor 	12 Dist.	ORA Co	5 Rte.	17.7 PM	0K0239 (1214000100) Exp Auth
---	-------------------	-----------------	-----------------	------------------	--

Document Nos. 202095-1 and 202095-2, in the form of two Grant Deeds, covering the property particularly described therein have been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

Document No. 202095-3, in the form of a Maintenance Access Easement Deed, covering the property particularly described therein has been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

Document No. 202095-4, in the form of a Temporary Construction Easement Deed, covering the property particularly described therein has been executed and delivered to Lilli Santiago, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. (A) The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the State of all further obligation or claims on this account, or on account of the location, grade or construction of the proposed public improvement.
- (B) Grantee requires said property interests described in Document Nos. 202095-1, 202095-2, 202095-3, and 202095-4 for State highway purposes, a public use for which Grantee has the authority to exercise the power of eminent domain. Grantor is compelled to sell, and Grantee is compelled to acquire the property.
- (C) Both Grantor and Grantee recognize the expense, time, effort, and risk to both parties in determining the compensation for the property by eminent domain litigation. The compensation set forth herein for the property is in compromise and settlement, in lieu of such litigation.
2. The State shall:
 - (A) Pay the undersigned Grantor the sum of **\$5,100.00** for the property interests conveyed by the above documents when title to said property interests vest in the State free and clear of all liens, encumbrances, assessments, easements and leases (recorded and/or unrecorded) and taxes, except:
 - a. Taxes for the tax year in which this escrow closes shall be cleared and paid in the manner required by Section 5086 of the Revenue and Taxation Code, if unpaid at the close of escrow.
 - b. Covenants, conditions, restrictions and reservations of record, or contained in the above-referenced document.
 - c. Easements or rights of way over said land for public or quasi-public utility or public street purposes, if any.
 - d. Minerals of whatsoever kind, subsurface and surface substances, whether or not shown by public records.
 - e. An easement to Pacific Bell Telephone and Telegraph Co for underground telephone, telegraph, and communication structures recorded May 21, 1973 in Book 10707 Pages 455-462, of Official Records.
 - (B) Pay all escrow and recording fees incurred in this transaction and, if title insurance is desired by the State, the premium charged therefor. Said escrow and recording charges shall not, however, include documentary transfer tax.
3. State agrees to defend, indemnify and hold harmless the Grantor from any liability arising out of State's operations under this agreement. State further agrees to assume responsibility for any damages proximately caused by reason of State's operations under this agreement and State, will, at its option, either repair or pay for such damage.

4. In consideration of the State's waiving the defects and imperfections in the record title, as set forth in Paragraph 2(A), the undersigned Grantor covenants and agrees to indemnify and hold the State of California harmless from any and all claims that other parties such as lessees, parties under mechanic liens, and beneficiaries may make or assert on the title to the premises. The Grantor's obligation herein to indemnify the State shall not exceed the amount paid to the Grantor under this contract.
5. It is agreed and confirmed by the parties, that as to Parcel Nos. 202095-1 and 20295-2 that notwithstanding other provisions in this contract, the right of possession and use of the subject property by the State, including the right to remove and dispose of improvements, shall commence on the date the amount of funds as specified in Clause 2(A) herein are paid to the Grantor. The amount shown in Clause 2(A) herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
6. It is agreed and confirmed by the parties, that as to Parcel No. 202095-3 that notwithstanding other provisions in this contract, the right of possession and use of the subject property by the State, pursuant to the terms, conditions, and limitations described therein, shall commence on the date the amount of funds as specified in Clause 2(A) herein are paid to the Grantor. The amount shown in Clause 2(A) herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
7. It is understood and agreed between the parties hereto that the amount payable in Clause 2(A) above includes compensation in full for the actual possession and use of the Temporary Construction Easement identified as Parcel No. 202095-4, for a period commencing on January 30, 2020 and terminating on January 31, 2024. This easement may also be terminated prior to the above date by the Grantee upon written notice to the Grantor. At least 48 hours advance written notice will be given before any entry on Grantor's property.

Written notification shall be given to the owner at:

Kenneth H. Rosenfield, P.E.
 Assistant City Manager/ Public Services Director
 24035 El Toro Road
 Laguna Hills, CA 92653
krosenfield@lagunahillsca.gov

Verbal communication with the owner shall be at telephone number (949) 707-2655 direct line

In the event owners need to provide written notification to State for information changes or property transfers, the owner shall notify the State in writing of such occurrence at:

STATE DEPARTMENT OF TRANSPORTATION
 c/o Lilli Santiago, Right of Way Agent
 1750 E. 4th Street, Suite 100
 Santa Ana, CA 92705

Verbal communication with Lilli Santiago shall be at telephone number (657) 328-6346.

8. It is understood and agreed that in the event the Grantor plans to sell, lease, or rent the Grantor's property prior to the earliest of the completion of the project or the final expiration date of the Temporary Construction Easement, the Grantor shall inform, in writing, any and all parties involved in said sale, lease, or rental, of the Temporary Construction Easement and associated construction project by the State.
9. This transaction will be handled through an internal escrow with the Department of Transportation, 1750 E. 4th Street, Suite 100, Santa Ana, CA 92705. Bowler & Associates Title Report No. 2TRC010700
10. All work done under this agreement shall conform to all applicable building, fire and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
 --signature page follows--

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

In WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

CITY OF LAGUNA HILLS, a municipal corporation

Approved:

By: _____
Donald J. White, City Manager

ATTEST:

By: _____
Melissa Au-Yeung, City Clerk

Approved as to Form:

By: _____
Gregory E. Simonian, City Attorney

Recommended for Approval:

By: _____
LILLI SANTIAGO
Right of Way Agent

Approved:
STATE OF CALIFORNIA
Department of Transportation

By: _____
EVANGELINA WASHINGTON, Branch Chief
R/W Project Coordination, Planning and
Management, & Acquisition

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

RECORDING REQUESTED BY
DEPARTMENT OF TRANSPORTATION

WHEN RECORDED MAIL TO:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
1750 E. 4TH STREET, SUITE 100
SANTA ANA, CALIFORNIA 92705
ATTN: EVANGELINA WASHINGTON
R/W TITLES & ESCROW

This office is exempt from filing fees under Government
Code 6103 & 27383. No tax due for Revenue & Taxation
Code 11922.

Written by: Psomas Checked by: EA: OK0239
R/W Map No.: E120118-07, 08, 09 & 18 APN: 620-461-14

Space above this line for Recorder's Use

GRANT DEED

District	County	Route	Postmile	Number
12	ORG	5	17.1	202095-1

CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, all that real property in the City of Laguna Hills, County of Orange, State of California, described and depicted as follows:

See Exhibits "A-1" and "A-2", attached.

The GRANTOR further understands that the present intention of the STATE is to construct and maintain a public highway on the lands hereby conveyed and the GRANTOR, for itself and its successors and assigns, hereby waive any and all claims for damages to GRANTOR's remaining property contiguous to the property hereby conveyed by reason of the location, construction, landscaping or maintenance of the highway.

Dated: _____

CITY OF LAGUNA HILLS
a municipal corporation

By _____
Donald J. White, City Manager

Number

202095-1

This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated _____

By ADETOKUNBO OMISHAKIN
Director of Transportation

By _____
Attorney in Fact
EVANGELINA WASHINGTON
Branch Chief,
R/W Project Coordination, Planning
and Management, & Acquisition
District 12

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

EXHIBIT 'A-1'

LEGAL DESCRIPTION

Parcel 202095-1

FEE

That portion of Lot A of Tract No. 9881, in the City of Laguna Hills, County of Orange, State of California, as shown on a Map filed in Book 413, Pages 42 through 47 inclusive of Miscellaneous Maps, records of said Orange County, lying northeasterly of the following described line:

Beginning at a point in that certain course described as having a bearing of South 52°11'29" East and a length of 342.40 feet in the southwesterly line of the land described in the Grant Deed to the State of California recorded July 28, 1972 in Book 10248, Page 189, Official Records of said County, the bearing of said course being South 52°11'14" East for purposes of this description, said point hereinafter referred to as **Point "A"** and lying North 52°11'14" West 305.99 feet from the southeasterly terminus thereof; thence leaving said course North 61°00'20" West 23.43 feet; thence North 54°58'36" West 14.01 feet; thence North 55°44'53" West 82.70 feet to a point hereinafter referred to as **Point "B"** being in that course in the southwesterly line of the land described in the deed to the State of California recorded July 28, 1972 in Book 10248 Page 193, Official Records of said County having a bearing and distance of South 58°38'34" East 305.21 feet; thence along said course North 58°38'19" West 16.07 feet to a point hereinafter referred to as **Point "C"** and the beginning of a non-tangent curve concave southwesterly having a radius of 7865.19 feet, a radial line to said beginning bears North 29°56'42" East; thence leaving said course and traveling northwesterly along said curve 90.56 feet through a central angle of 00°39'35"; thence non-tangent to said curve North 61°28'23" West 85.42 feet to the beginning of a non-tangent curve concave southwesterly having a radius of 7864.52 feet, a radial line to said beginning bears North 28°39'47" East; thence northwesterly along said curve 50.52 feet through a central angle of 00°22'05" to a point hereinafter referred to as

PSOMAS

1 **Point "D"** being in that course in the southwesterly line of the land described as
 2 Parcel 4A of the Final Order of Condemnation recorded February 15, 1968 in Book 8519,
 3 Page 571, Official Records of said County having a bearing and distance of
 4 South 83°12'19" East 106.03 feet; thence along said southwesterly line the following
 5 three courses:

- 6 1) North 83°12'04" West 72.11 feet;
- 7 2) North 57°53'26" West 249.09 feet;
- 8 3) thence North 53°14'59" West 59.63 feet to a point hereinafter referred to as
 9 **Point "E";**

10
 11 thence leaving said southwesterly line North 61°44'37" West 142.48 feet; thence
 12 North 62°14'20" West 158.61 feet; thence North 64°47'11" West 249.34 feet to the
 13 beginning of a non-tangent curve concave northwesterly having a radius of 1103.00 feet a
 14 radial line to said beginning bears South 61°30'28" East; thence southwesterly along said
 15 curve 14.89 feet through a central angle of 00°46'25"; thence non-tangent to said curve
 16 North 61°44'37" West 106.02 feet to the beginning of a non-tangent curve concave
 17 northwesterly having a radius of 997.00 feet, a radial line to said beginning bears
 18 South 60°37'37" East; thence northeasterly along said curve 14.96 feet through a central
 19 angle of 00°51'36"; thence non-tangent to said curve North 60°49'15" West 591.57 feet;
 20 thence North 59°29'42" West 181.19 feet; thence North 30°30'18" East 13.09 feet; thence
 21 North 58°59'44" West 55.27 feet to the beginning of a non-tangent curve concave
 22 northeasterly having a radius of 4908.48 feet, a radial line to said beginning bears
 23 South 28°15'34" West; thence northwesterly along said curve 1562.45 feet through a
 24 central angle of 18°14'17"; thence North 43°30'08" West 487.81 feet; thence
 25 North 44°38'53" West 199.67 feet to the beginning of a non-tangent curve concave
 26 southwesterly having a radius of 2978.52 feet, a radial line to said beginning bears
 27 North 43°26'17" East; thence northwesterly along said curve 55.18 feet through a central
 28 angle of 01°03'41" to a point hereinafter referred to as **Point "F"** being in the
 29 northeasterly line of Parcel 10 of the Relinquishment of Highway Right of Way in the
 30 County of Orange, Road 07-ORA-5-8.0/19.6, Request No. 723 recorded March 31, 1970
 31 in Book 9252, Page 373, Official Records of said County having a bearing and distance

PSOMAS

of South 50°53'33" East 199.94 feet as delineated and shaded on maps recorded October 20, 1969 in State Highway Map Book No. 7, Pages 14 to 29 inclusive, Records of Orange County; thence along said course North 49°16'35" West 87.98 feet to a point hereinafter referred to as **Point "G"** and the beginning of a non-tangent curve concave southwesterly having a radius of 2978.52 feet, a radial line to said beginning bears North 36°51'26" East; thence leaving said course and traveling northwesterly along said curve 86.30 feet through a central angle of 01°39'36" to the beginning of a non-tangent curve concave southwesterly having a radius of 2971.52 feet, a radial line to said beginning bears North 39°01'31" East; thence northwesterly along said curve 9.42 feet through a central angle of 00°10'54" to a point hereinafter referred to as **Point "H"** being in that course in the northeasterly line of the land described as Parcel 2 of the Director's Deed recorded June 6, 1968 in Book 8622, Page 943, of Official Records of said County having a bearing and distance of South 55°51'04" East 538.78 feet, said **Point "H"** being South 55°51'07" East 474.50 feet along said course from the northwesterly terminus thereof.

Excepting Therefrom, that portion of Lot A, of said Tract No. 9881, lying northwesterly of the hereinbefore mentioned **Point "B"**.

Containing 270 square feet.

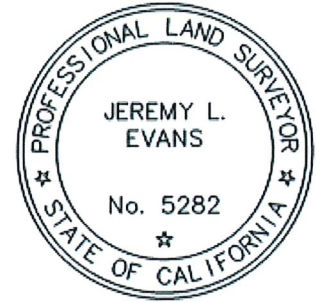
This conveyance is made for the purpose of a freeway and the GRANTOR hereby releases and relinquishes to the STATE any and all abutter's rights including access rights, appurtenant to GRANTOR's remaining property, in and to the freeway.

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

PSOMAS

This real property description has been prepared by
me or under my direction in conformance with the
Professional Land Surveyors Act.



Jeremy L. Evans

12/13/2019

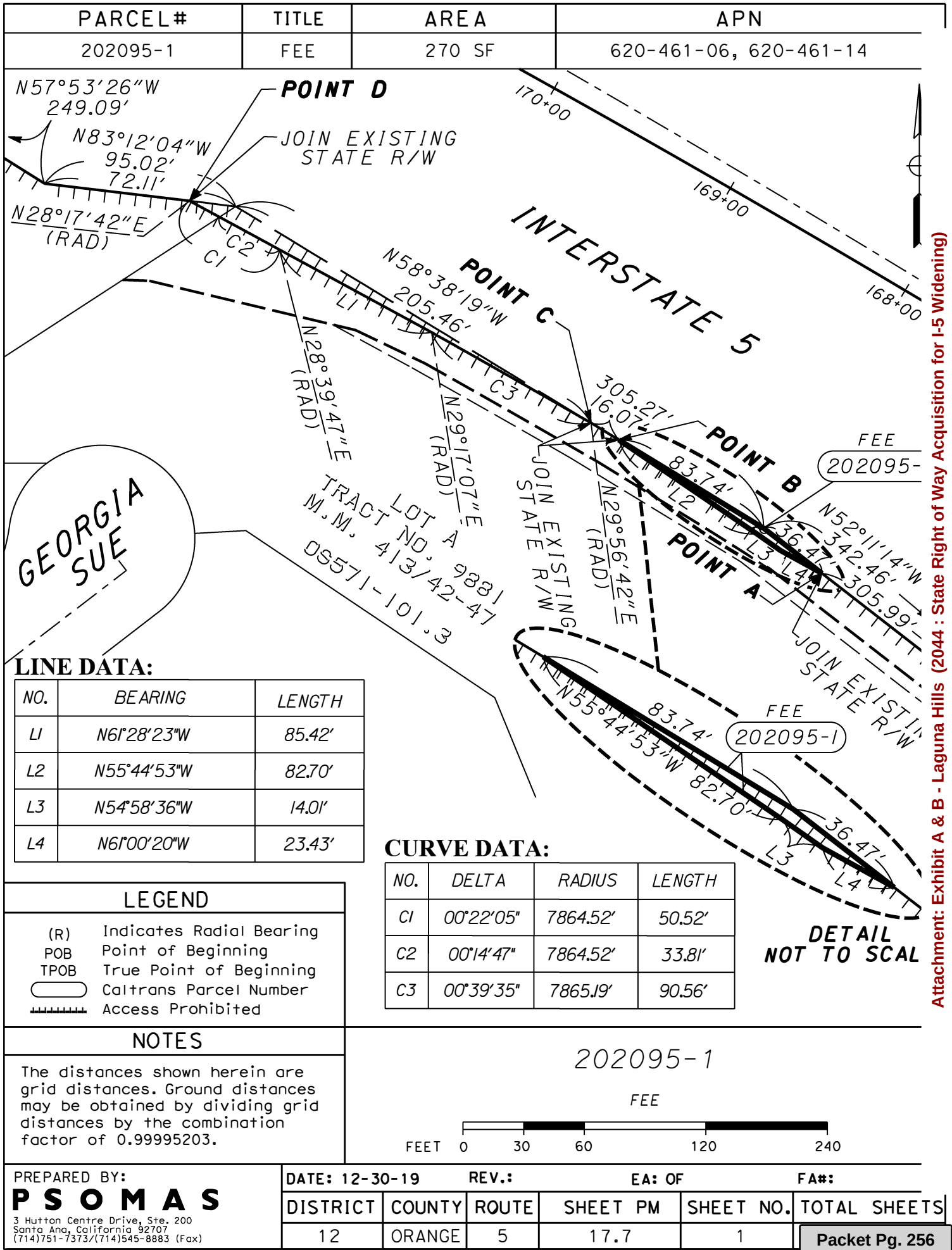
Jeremy L. Evans, PLS 5282

Date

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT A-2

b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PREPARED BY:
PSOMAS
 3 Hutton Centre Drive, Ste. 200
 Santa Ana, California 92707
 (714) 751-7373 / (714) 545-8883 (Fax)

DATE: 12-30-19		REV.:		EA: OF		FA#:	
DISTRICT	COUNTY	ROUTE	SHEET PM	SHEET NO.	TOTAL SHEETS		
12	ORANGE	5	17.7	1	Packet Pg. 256		

RECORDING REQUESTED BY
DEPARTMENT OF TRANSPORTATION

WHEN RECORDED MAIL TO:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
1750 E. 4TH STREET, SUITE 100
SANTA ANA, CALIFORNIA 92705
ATTN: EVANGELINA WASHINGTON
R/W TITLES & ESCROW

This office is exempt from filing fees under Government
Code 6103 & 27383. No tax due for Revenue & Taxation
Code 11922.

Written by: Psomas Checked by: EA: OK0239
R/W Map No.: E120118-07, 08, 09 & 18 APN: 620-461-14

Space above this line for Recorder's Use

GRANT DEED

District	County	Route	Postmile	Number
12	ORG	5	17.1	202095-2

CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, all that real property in the City of Laguna Hills, County of Orange, State of California, described and depicted as follows:

See Exhibits "B-1" and "B-2", attached.

The GRANTOR further understands that the present intention of the STATE is to construct and maintain a public highway on the lands hereby conveyed and the GRANTOR, for itself and its successors and assigns, hereby waive any and all claims for damages to GRANTOR's remaining property contiguous to the property hereby conveyed by reason of the location, construction, landscaping or maintenance of the highway.

Dated: _____

CITY OF LAGUNA HILLS
a municipal corporation

By _____
Donald J. White, City Manager

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

Number

202095-2

This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated _____

By ADETOKUNBO OMISHAKIN
Director of Transportation

By _____
Attorney in Fact
EVANGELINA WASHINGTON
Branch Chief,
R/W Project Coordination, Planning
and Management, & Acquisition
District 12

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

EXHIBIT 'B-1'

LEGAL DESCRIPTION

Parcel 202095-2

FEE

That portion of Lot A of Tract No. 9881, in the City of Laguna Hills, County of Orange, State of California, as shown on a Map filed in Book 413, Pages 42 through 47 inclusive of Miscellaneous Maps, records of said Orange County, lying Northeasterly of the following described line:

Beginning at a point in that certain course described as having a bearing of South 52°11'29" East and a length of 342.40 feet in the southwesterly line of the land described in the Grant Deed to the State of California recorded July 28, 1972 in Book 10248, Page 189, Official Records of said County, the bearing of said course being South 52°11'14" East for purposes of this description, said point hereinafter referred to as **Point "A"** and lying North 52°11'14" West 305.99 feet from the southeasterly terminus thereof; thence leaving said course North 61°00'20" West 23.43 feet; thence North 54°58'36" West 14.01 feet; thence North 55°44'53" West 82.70 feet to a point hereinafter referred to as **Point "B"** being in that course in the southwesterly line of the land described in the deed to the State of California recorded July 28, 1972 in Book 10248 Page 193, Official Records of said County having a bearing and distance of South 58°38'34" East 305.21 feet; thence along said course North 58°38'19" West 16.07 feet to a point hereinafter referred to as **Point "C"** and the beginning of a non-tangent curve concave southwesterly having a radius of 7865.19 feet, a radial line to said beginning bears North 29°56'42" East; thence leaving said course and traveling northwesterly along said curve 90.56 feet through a central angle of 00°39'35"; thence non-tangent to said curve North 61°28'23" West 85.42 feet to the beginning of a non-tangent curve concave southwesterly having a radius of 7864.52 feet, a radial line to said beginning bears North 28°39'47" East; thence northwesterly along said curve 50.52 feet through a central angle of 00°22'05" to hereinbefore mentioned **Point "D"**

PSOMAS

being in that course in the southwesterly line of the land described as Parcel 4A of the Final Order of Condemnation recorded February 15, 1968 in Book 8519, page 571, Official Records of said County having a bearing and distance of South 83°12'19" East 106.03 feet.

Excepting Therefrom, that portion of Lot A, of said Tract No. 9881, lying southeasterly of the hereinbefore mentioned **Point "C"**.

Also Excepting Therefrom, that portion of Lot A, of said Tract No. 9881, lying northwesterly of that line described in Parcel OS57I-101.3 of that certain Quitclaim Deed and Assignment recorded October 18, 1996, Instrument No. 1996-0529568 of Official Records of said County, described as follows:

Beginning at the easterly terminus of that certain course in the boundary line of said Lot A shown as having a bearing of North 83°12'19" West, and a length of 95.00 feet on said map; thence Southwesterly to the westerly terminus of that certain course in said boundary line shown as having a bearing of East, and a length of 101.88 feet on said map.

Containing 778 square feet.

This conveyance is made for the purpose of a freeway and the GRANTOR hereby releases and relinquishes to the STATE any and all abutter's rights including access rights, appurtenant to GRANTOR's remaining property, in and to the freeway.

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

This real property description has been prepared by
me or under my direction in conformance with the
Professional Land Surveyors Act.



Jeremy L. Evans

12/13/2019

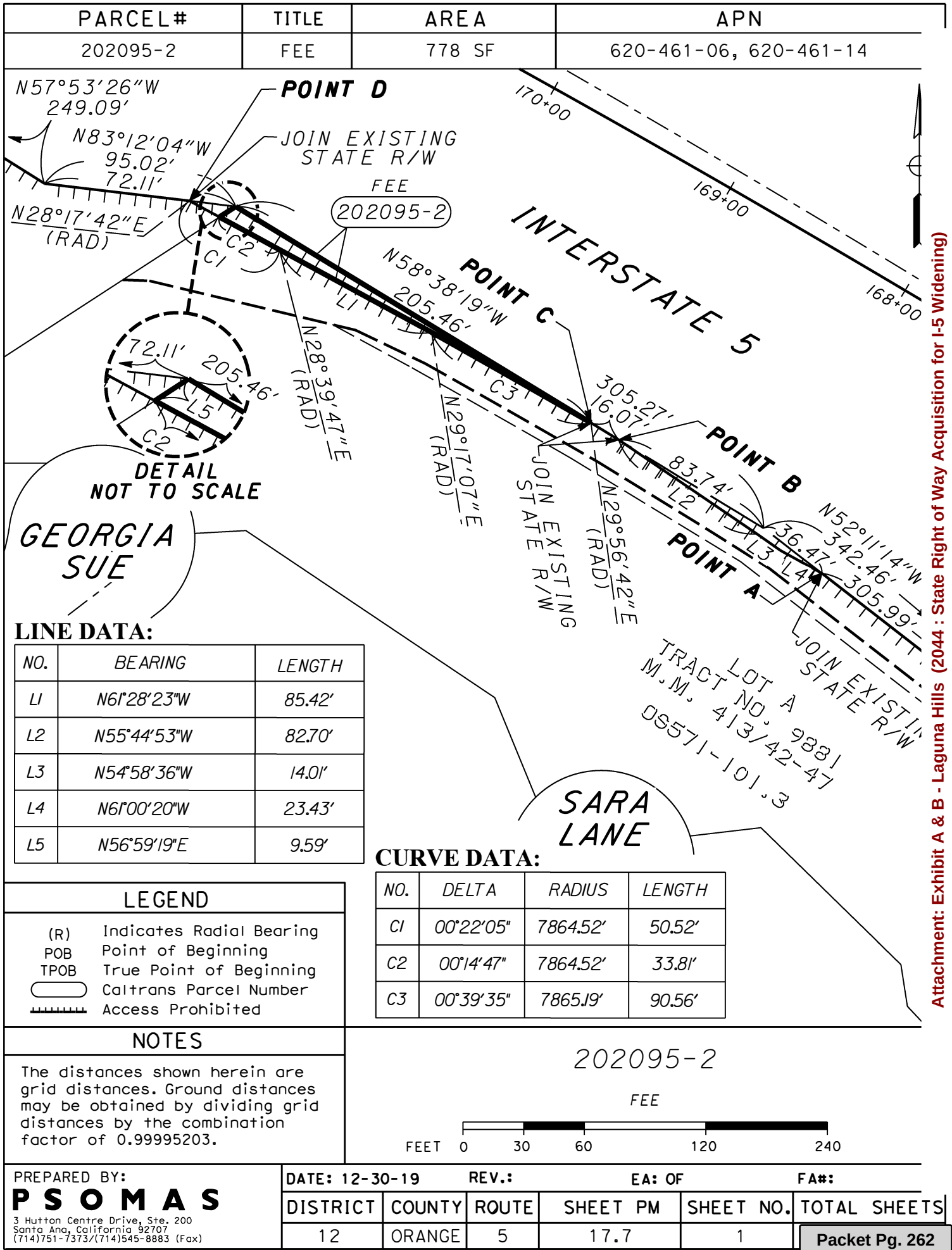
Jeremy L. Evans, PLS 5282

Date

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT B-2

b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

RECORDING REQUESTED BY
DEPARTMENT OF TRANSPORTATION

WHEN RECORDED MAIL TO:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
1750 E. 4TH STREET, SUITE 100
SANTA ANA, CALIFORNIA 92705
ATTN: EVANGELINA WASHINGTON
R/W TITLES & ESCROW

This office is exempt from filing fees under Government
Code 6103 & 27383. No tax due for Revenue & Taxation
Code 11922.

Written by: Psomas Checked by: EA: OK0239
R/W Map No.: E120118-07, 08, 09 & 18 APN: 620-461-06, 620-461-14

Space above this line for Recorder's Use

MAINTENANCE ACCESS EASEMENT DEED

District	County	Route	Postmile	Number
12	ORG	5	17.1	202095-3

CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, its employees, agents, representatives, contractors, successors and assigns, a permanent nonexclusive maintenance and access easement for the purpose of providing access to, and maintenance of, a public highway and appurtenances thereto across the real property situated in the City of Laguna Hills, described and depicted as follows:

See Exhibits "C-1" and "C-2", attached.

This Maintenance Access Easement shall be subject to the following terms, conditions, and limitations:

- State shall timely repair any damage caused to the existing bike trail within the Maintenance Access Easement area which results from State's use;
- State shall assess the condition of the existing bike trail within the Maintenance Access Easement area to identify damage resulting from State's use on no less than a yearly basis and make timely repairs;
- State's use of the Maintenance Access Easement shall not interfere with the public's use of the bike trail within the Maintenance Access Easement area;
- State's use of the Maintenance Access Easement shall not interfere with Grantor's use of the area encumbered by the Maintenance Access Easement;
- State shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantor and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to reasonable attorneys' fees) arising from State's use of this Maintenance Access Easement.

Dated: _____

CITY OF LAGUNA HILLS
a municipal corporation

By _____
Donald J. White, City Manager

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

Number

202095-3

This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated _____

By ADETOKUNBO OMISHAKIN
Director of Transportation

By _____
Attorney in Fact
EVANGELINA WASHINGTON
Branch Chief,
R/W Project Coordination, Planning
and Management, & Acquisition
District 12

Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

PSOMAS

EXHIBIT 'C-1'

LEGAL DESCRIPTION

Parcel 202095-3

Maintenance Access Easement

That portion of Lot A of Tract No. 9881, in the City of Laguna Hills, County of Orange, State of California, as per the map filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County, described as follows:

Commencing at the northwesterly terminus of that course in the generally northeasterly line of said Lot A having a bearing and distance of North 58°38'34" West 305.21 feet, the bearing of said course being South 58°38'19" East for purposes of this description; thence along the northwesterly line of Parcel OS57I-101.3 described in the Quitclaim Deed and Assignment recorded October 18, 1996, Instrument No. 1996-0529568 of Official Records of said County South 56°59'19" West 9.59 feet to the **True Point of Beginning**; thence continuing along said northwesterly line South 56°59'19" West 56.99 feet; thence leaving said northwesterly line South 88°01'53" East 13.25 feet; thence South 76°32'53" East 104.59 feet; thence South 64°19'55" East 38.18 feet to a non-tangent curve concave southwesterly having a radius of 7850.19 feet, a radial line to said curve bears North 29°19'13" East; thence southeasterly 98.22 feet along said curve through a central angle of 00°43'01"; thence non-tangent to said curve South 58°25'46" East 61.43 feet; thence South 57°41'01" East 38.40 feet; thence South 52°11'13" East 332.13 feet to a curve concave southwesterly having a radius of 560.00 feet; thence southeasterly 279.30 feet along said curve through a central angle of 28°34'34"; thence non-tangent to said curve South 26°37'40" East 89.58 feet to the easterly line of said Lot A; thence along the easterly and northeasterly lines of said Lot A the following three courses:

- 1) North 16°00'24" West 16.92 feet to a curve concave southwesterly having a radius of 575.00 feet

PSOMAS

2) northwesterly 363.02 feet along said curve through a central angle of
36°10'21"

3) North 52°11'14" West 305.99 feet

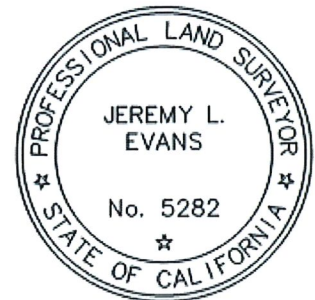
thence leaving said northeasterly line North 61°00'20" West 23.43 feet; thence
North 54°58'36" West 14.01 feet; thence North 55°44'53" West 82.70 feet to said
northeasterly line; thence along said northeasterly line North 58°38'19" West 16.07 feet
to a non-tangent curve concave southwesterly having a radius of 7865.19 feet, a radial
line to said curve bears North 29°56'42" East; thence northwesterly 90.56 feet along said
curve through a central angle of 00°39'35"; thence North 61°28'23" West 85.42 feet to a
non-tangent curve concave southwesterly having a radius of 7864.52 feet, a radial line to
said curve bears North 28°39'47" East; thence northwesterly 33.81 feet along said curve
through a central angle of 00°14'47" to the **True Point of Beginning**.

Containing 15,220 square feet.

The bearings shown hereon are based on the California Coordinate System of 1983,
Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by
dividing grid distances by the combination factor of 0.99995203.

This real property description has been prepared by
me or under my direction in conformance with the
Professional Land Surveyors Act.



Jeremy L. Evans

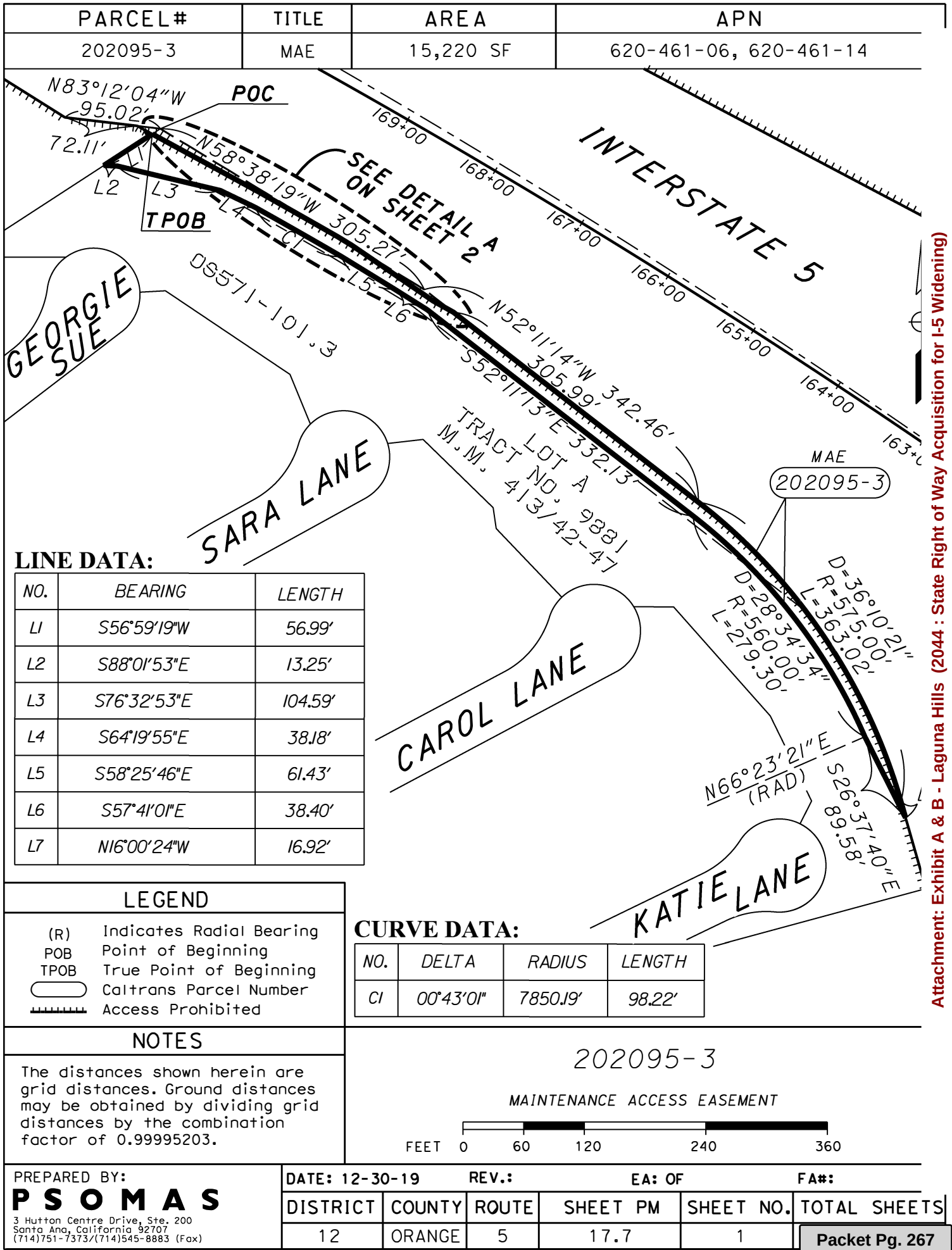
12/15/2019

Jeremy L. Evans, PLS 5282

Date

EXHIBIT C-2

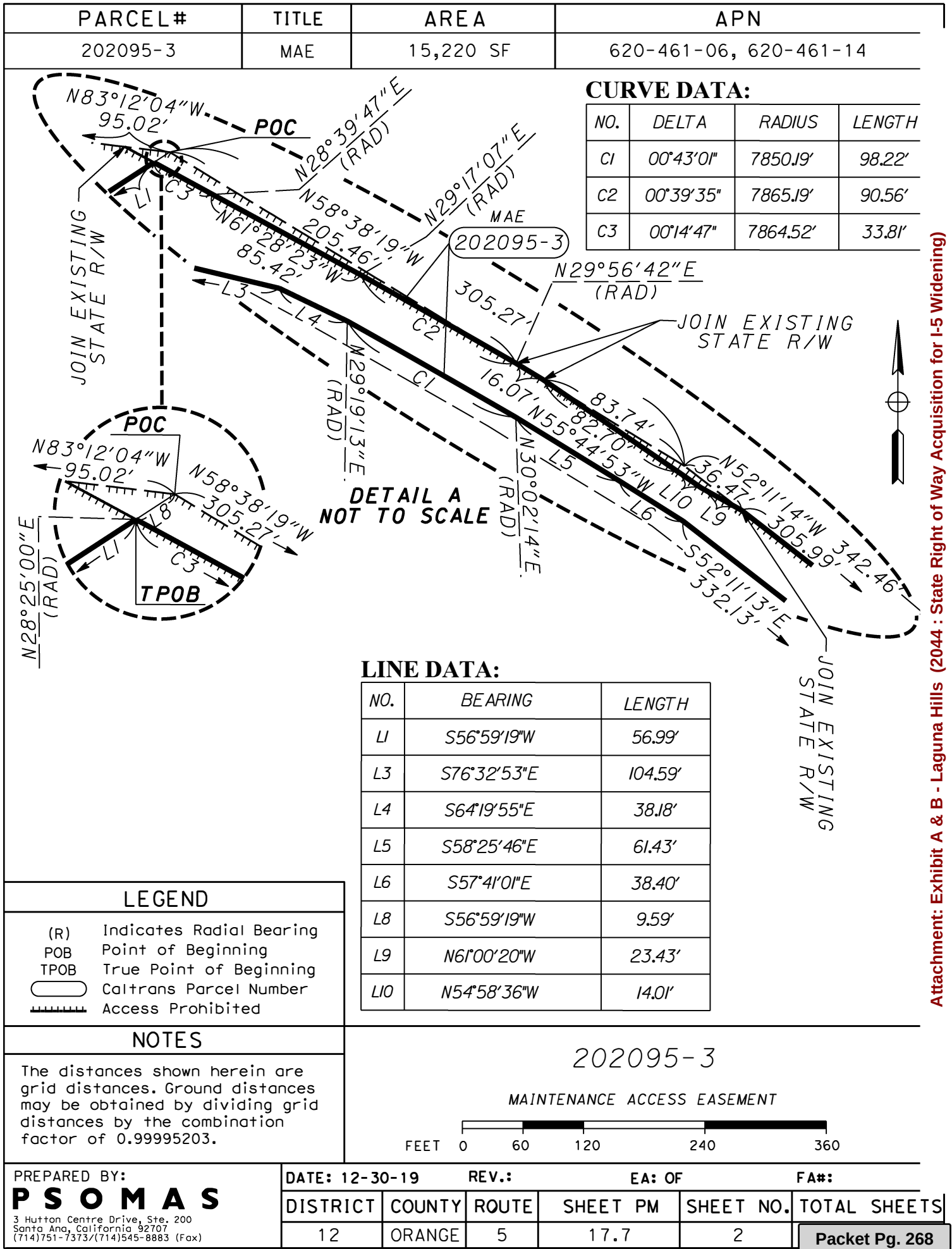
b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT C-2

b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

DO NOT RECORD

APN: 620-461-06, 620-461-14

District	County	Route	Post	Number
12	Orange	I-5	17.7	202095-4

GRANT OF EASEMENT
(TEMPORARY CONSTRUCTION EASEMENT)

THE CITY OF LAGUNA HILLS, a municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California Department of Transportation, hereinafter called STATE, its employees, agents, representatives, contractors, successors and assigns, a temporary and exclusive easement for construction of the I-5 Widening Project, in, on, over, under and across that portion of Grantor's real property situated in the City of Laguna Hills, described and depicted as follows:

See Exhibits "D-1' and "D-2", attached.

This Temporary Construction Easement shall be subject to the following terms, conditions, and limitations:

- The term of the Temporary Construction Easement described herein will commence on January 30, 2020 and will terminate on January 31, 2024.
- Access to the Temporary Construction Easement area shall be from public and State's right-of-way.
- State will secure the Temporary Construction Easement area with a construction fence.
- Prior to the termination of the Temporary Construction Easement, State will remove from the Temporary Construction Easement area all construction equipment and materials including, without limitation, any temporary fence, any temporary improvements, and all construction-related debris. The Temporary Construction Easement area will be graded and compacted by State to restore it to a condition that is as functionally equivalent as is practicable to its condition prior to commencement of State's construction activities.
- State shall, to the fullest extent permitted by law, indemnify, defend, and hold Grantor and its officers, employees, directors, agents, attorneys, and their respective successors and assigns harmless from and against any claims, demands, suits, obligations, payments, damages, losses, penalties liabilities, costs and expenses (including but not limited to reasonable attorneys' fees) arising from State's use of this Temporary Construction Easement.

CITY OF LAGUNA HILLS

Dated: _____

a municipal corporation

By _____

Donald J. White, City Manager

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

COUNTY OF _____)

On _____ before me, _____,
Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

PSOMAS

EXHIBIT 'D-1' LEGAL DESCRIPTION

Parcel 202095-4

Temporary Construction Easement

That portion of Lot A of Tract No. 9881, in the City of Laguna Hills, County of Orange, State of California, as per the map filed in Book 413, Pages 42 through 47 of Miscellaneous Maps, in the office of the County Recorder of said County, described as follows:

Commencing at the northwesterly terminus of that course in the generally northeasterly line of said Lot A having a bearing and distance of North 58°38'34" West 305.21 feet, the bearing of said course being South 58°38'19" East for purposes of this description; thence along the northwesterly line of Parcel OS57I-101.3 described in the Quitclaim Deed and Assignment recorded October 18, 1996, Instrument No. 1996-0529568 of Official Records of said county South 56°59'19" West 9.59 feet to the **True Point of Beginning**; thence continuing along said northwesterly line South 56°59'19" West 56.99 feet; thence leaving said northwesterly line South 88°01'53" East 13.25 feet; thence South 76°32'53" East 92.93 feet; thence South 61°28'23" East 44.67 feet to a non-tangent curve concave southwesterly having a radius of 7845.19 feet, a radial line to said curve bears North 29°17'10" East; thence southeasterly 90.00 feet along said curve through a central angle of 00°39'26"; thence non-tangent to said curve South 58°38'18" East 98.40 feet; thence South 52°11'13" East 491.58 feet to the northeasterly line of said Lot A and a point on a non-tangent curve concave southwesterly having a radius of 575.00 feet, a radial line to said curve bears North 52°58'09" East; thence along said northeasterly line the following two courses:

- 1) northwesterly 152.02 feet along said curve through a central angle of 15°08'54"
- 2) North 52°11'14" West 305.99 feet

PSOMAS

thence leaving said northeasterly line North $61^{\circ}00'20''$ West 23.43 feet; thence North $54^{\circ}58'36''$ West 14.01 feet; thence North $55^{\circ}44'53''$ West 82.70 feet to said northeasterly line; thence along said northeasterly line North $58^{\circ}38'19''$ West 16.07 feet to a non-tangent curve concave southwesterly having a radius of 7865.19 feet, a radial line to said curve bears North $29^{\circ}56'42''$ East; thence northwesterly 90.56 feet along said curve through a central angle of $00^{\circ}39'35''$; thence North $61^{\circ}28'23''$ West 85.42 feet to a non-tangent curve concave southwesterly having a radius of 7864.52 feet, a radial line to said curve bears North $28^{\circ}39'47''$ East; thence northwesterly 33.81 feet along said curve through a central angle of $00^{\circ}14'47''$ to the **True Point of Beginning**.

Containing 16,018 square feet.

The bearings shown hereon are based on the California Coordinate System of 1983, Zone VI, North American Datum of 1983 (1991.35 epoch).

The distances shown herein are grid distances. Ground distances may be obtained by dividing grid distances by the combination factor of 0.99995203.

Rights to the above described temporary easement shall cease and terminate on 01/31/2024. Said rights may also be terminated prior to the above date by STATE upon notice to GRANTOR.

This real property description has been prepared by me or under my direction in conformance with the Professional Land Surveyors Act.

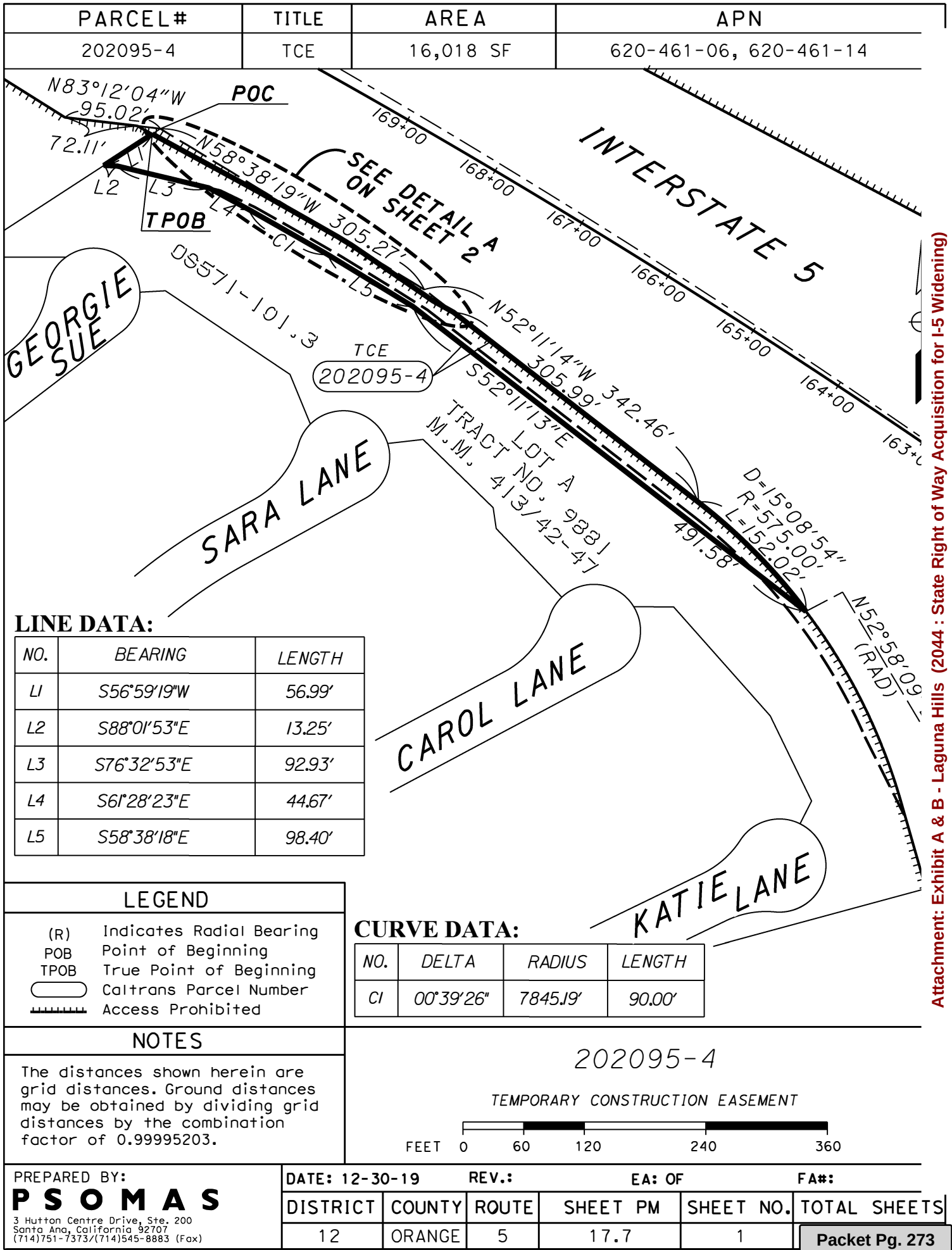
Jeremy L. Evans, PLS 5282

Date



EXHIBIT D-2

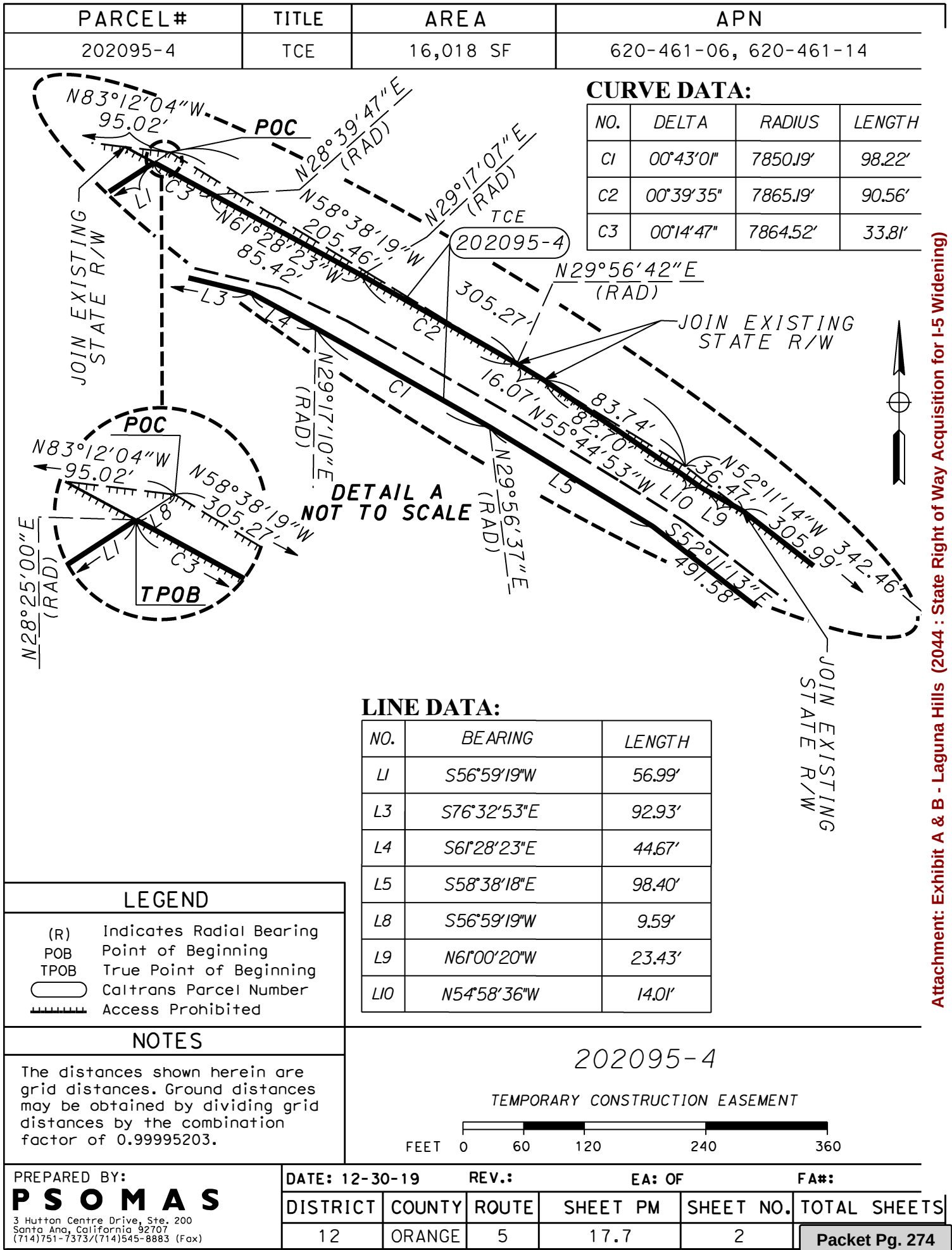
b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)

EXHIBIT D-2

b



Attachment: Exhibit A & B - Laguna Hills (2044 : State Right of Way Acquisition for I-5 Widening)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020

TO: Mayor and Council Members

FROM: Donald J. White
City Manager

ISSUE: 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

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.

SUMMARY:

At the direction of the City Council, staff developed a Request for Proposals (RFP) for Public Art Facilitator to initiate the first phase of the design, fabrication, and installation of a permanent memorial for the 3/5 Darkhorse Marine Battalion at the Civic Center. The scope of work in the RFP requires the selected proposer to: engage with numerous stakeholders identified by the City; lead and facilitate up to ten (10) community focus group meetings; review findings and action items with an ad hoc committee; and deliver a final report and make a presentation to the City Council by September 8, 2020, with a recommended monument theme and narrative description of the vision for the memorial. Staff is recommending that the City Council direct staff to issue the RFP and select and appoint two City Council members to serve on an ad hoc committee.

3/5 Memorial Monument RFP for Public Art Facilitator

January 28, 2020

Page 2

BACKGROUND:

In July 2019, the City Council directed staff to research and propose a process for the design, fabrication, and installation of a permanent memorial for the 3/5 Darkhorse Marine Battalion at the Civic Center. Subsequent to that meeting, staff met with the City's Public Art Consultant, Karen Robbins, Chair of Team Darkhorse, and Marine Major Joseph Patterson who was attached to the 3/5 during their historic deployment to Afghanistan. Based on these initial consultations, staff returned to the City Council in October 2019 with a recommended two-phase approach for completing the memorial project.

Phase 1 – Development of Monument Theme and Narrative Description

The purpose of the first phase of the project is to initiate an inclusive community outreach program and design process for the development of a monument theme and narrative description. To implement Phase 1 in a manner that is highly sensitive to the perceptions, feelings, and expectations of community members that are connected to this memorial, staff developed a Request for Proposals (RFP) for Public Art Facilitator (**attached**). The primary objective of the memorial facilitator is to lead a series of visionary focus group meetings with the various stakeholders, distill input and feedback in a meaningful way, and present a written statement of the monument theme and a narrative description that properly captures the community's input and interests.

The RFP requires the selected memorial facilitator to engage with numerous stakeholders that the City has identified which include the following at a minimum: Goldstar families, current Team Darkhorse members, former Team Darkhorse members, veterans of the 3/5, leaders of the 3/5 Marine Battalion, City leaders, and interested Laguna Hills residents.

Other requirements detailed in the scope of work include the following:

- Kick Off Meeting: A kickoff meeting led by the memorial facilitator outlining the purpose, roles, expectations for participation, meeting format, and recommended schedule for focus group meetings and other meetings.
- Stakeholder Outreach: The memorial facilitator will assist the City with stakeholder engagement and outreach, relationship building, and establishing effective communications channels.

3/5 Memorial Monument RFP for Public Art Facilitator

January 28, 2020

Page 3

- *Focus Group Meetings*: Led by the memorial facilitator, the City will hold up to ten (10) focus group meetings that will take place in-person, by telephone conference, or by webinar.
- *Review Meeting with a City Council Ad Hoc Committee*: After completion of all focus group meetings, the facilitator will meet with an ad hoc committee to discuss their findings and action items.
- *Final Report and City Council Presentation*: Following the conclusion of the focus group meetings, the facilitator will prepare a report and make a presentation to the City Council detailing the findings of each meeting and possible monument themes based on stakeholder feedback. In addition, the facilitator will include a recommended monument theme and narrative description of the concept and vision for the memorial, which will be integral to the second phase of the project.
- *Tentative Schedule*:

RFP Issued	February 6, 2020
RFP Questions Due	February 14, 2020 at 5 p.m.
Proposals Due	February 21, 2020 at 5 p.m.
Tentative Interviews	Week of March 2, 2020
City Council Award of Agreement	April 14, 2020
Start Date	March 25, 2020
Final Report and City Council Presentation	On or before September 8, 2020

Phase 2 – Artist Selection Process and Commissioning

Following the completion of Phase 1, staff will prepare and issue a second RFP to initiate a nationwide artist selection process. In addition to the City Council approved monument theme, visionary concept and narrative description from Phase 1, the RFP would include:

- Scope of Work
- Specifications
- Proposed Timeline
- Submission Guidelines

- Second Phase Process
- Site/Size Parameters
- Budget
- Artist Application Form

This phase will be distributed throughout the United States and open to all artists who wish to participate in the selection process.

Ad Hoc Committee

Staff recommends that the City Council establish an Ad Hoc Advisory Committee solely comprised of two City Council members to: (1) Assist staff in interviewing selected candidates that submitted an RFP for Public Art Facilitator; (2) Thereafter, recommend a finalist candidate to the entire City Council; and (3) Review findings and action items from the selected public art facilitator. Consistent with state law requirements, it should be noted that staff is recommending that the proposed Ad Hoc Advisory Committee remain active for a limited duration of no more than one year, so as to not constitute a Standing Committee. Should the City Council move forward with establishing the Ad Hoc Advisory Committee, the City Council would also need to select two City Council members to serve on the Committee.

ATTACHMENTS:

- RFP for Public Art Facilitator

**REQUEST FOR PROPOSALS (RFP)
FOR
PUBLIC ART FACILITATOR**



**CITY OF LAGUNA HILLS
24035 El Toro Road
Laguna Hills, CA 92653
(949) 707-2650**

RFP Dates

RFP Issued	February 6, 2020
RFP Questions Due	February 14, 2020 at 5 p.m.
Proposals Due	February 21, 2020 at 5 p.m.
Tentative Interviews	Week of March 2, 2020
City Council Award of Agreement	April 14, 2020
Start Date	March 25, 2020
Final Report and City Council Presentation	On or before September 8, 2020

1 INTRODUCTION

The City is seeking proposals from qualified professionals and/or firms in the art community (“Proposer”) to provide focus group meeting facilitation services and to develop a monument theme and narrative description for a permanent public art monument memorializing the 3/5 Darkhorse Marine Battalion at the Laguna Hills Civic Center (hereafter referred to as “Services”). The City is highly interested in Proposers whose background includes working with design projects that represent a selected historical story.

At this point in time, a permanent memorial to the 3/5 is simply an idea. Critical questions need to be asked and answered. What is the theme? What story, or stories, are we trying to tell? What memories do we want to invoke? What do we want people to take away from the memorial? The process to be undertaken needs to be as inclusive as possible and highly sensitive to the perceptions, feelings and expectations of all who have a stake in this memorial. Toward this end, the City is undertaking a process with two distinct phases.

- Phase 1: Development of Monument Theme and Narrative Description
- Phase 2: Artist Selection Process and Commissioning

The suggested scope of work for Services is listed in Section 2 of this RFP document. It is the intent of the City to execute an agreement with the selected Proposer for Services.

1.1 Purpose

Initiate a community outreach program and design process for a permanent memorial for the City’s adopted 3/5 Darkhorse Marine Battalion and report back to the City Council with findings on focus group meeting outcomes and design directions.

1.2 Historical Perspective of the Project

The Laguna Hills City Council formally adopted the 3rd Battalion, 5th Marines, 1st Division (“3/5”) based out of Camp Pendleton in August 2007, and later helped establish a volunteer committee known as Team Darkhorse to support the 3/5. Since that time, the 3/5 Darkhorse Marine Battalion has become an integral part of the Laguna Hills community and its identity.

On an annual basis, the City hosts the “Laguna Hills Memorial Day Half Marathon, 10K, and 5K, Honoring the United States Marine Corps Dark Horse Battalion” – a major racing event that draws international and regional attendance – to honor the soldiers who lost their lives in Afghanistan during “Operation Enduring Freedom”.

From October 2010 to April 2011, the 3/5 was on deployment to the Sangin District, Helmand Province, Afghanistan. During this deployment, which was part of “Operation Enduring

Freedom,” the 3/5 had 25 marines killed in action and over 200 were wounded. This was the greatest number of casualties suffered by a Marine battalion since the Vietnam War.

1.3 Stakeholders

The City has identified the following stakeholders (hereafter referred to as “Stakeholders”) of which the Proposer will be required to engage:

- Goldstar Families
- Current Team Darkhorse Members
- Former Team Darkhorse Members
- Veterans of the 3/5
- Leaders of the 3/5 Marine Battalion
- City Leaders
- Interested Laguna Hills Residents

2 SCOPE OF WORK

The following represents the general scope of work for Services. The City expects that the selected Proposer (hereafter, “Facilitator”) will present a final report and make a presentation to the City Council by the September 8, 2020, City Council meeting.

2.1 Kick Off Meeting

The Facilitator will prepare for and facilitate the first meeting with City staff outlining the purpose, roles, expectations for participation, meeting format, and recommended schedule for future meetings. This may include distribution of an information packet prepared by City staff with background materials to inform the Facilitator’s work. Facilitator services include preparation of meeting agenda, information for any public notices, meeting facilitation, and meeting summary with action items and next steps as appropriate.

2.2 Stakeholder Outreach

The Facilitator will assist the City in identifying Stakeholder engagement opportunities and with building relationships and communications channels. In addition, the Facilitator will provide timely information to Stakeholders to effectively inform and engage them throughout

the entirety of the project. The Facilitator will assist in interviewing and surveying stakeholders to hear perspectives on key issues, interests, and concerns.

2.3 Focus Group Meetings

The Facilitator will prepare for and facilitate up to ten (10) in-person, telephone conference, or webinar focus group meetings to identify Stakeholder issues, interests, and concerns to inform the Facilitator's design considerations for the memorial monument. During the course of these meetings, City staff will provide information and materials as appropriate. The Facilitator will prepare meeting agendas, information for any public notices, meeting facilitation, and meeting summary with action items and next steps as appropriate. Following these visionary focus group meetings, the Facilitator will draft for City review, the conclusions of each meeting and possible monument themes and narrative concepts that represent what was conveyed throughout the Phase 1 process.

2.4 Review Meeting with the Ad Hoc Committee

The Facilitator will prepare for and facilitate a meeting with the City Council Ad Hoc Committee after focus group meetings have been completed to review the Facilitator's findings and action items, as needed.

2.5 Final Report and City Council Presentation

The primary objective of the Facilitator is to lead a series of visionary focus groups among the various stakeholders, distill the input and feedback, and ultimately present a written statement of the monument theme and a narrative description of the concept and vision that captures as inclusively as possible, the perceptions, feelings and expectations of stakeholder groups. Following the conclusion of the up to ten (10) focus group meetings, the Facilitator will prepare a report and make a presentation to the City Council detailing the findings of each meeting and possible monument themes based on Stakeholder feedback. In addition, the Facilitator will include a recommended monument theme and narrative description of the concept and vision for the memorial, which will be integral to the Phase 2 Artist Selection Process and Commissioning.

3 SCHEDULE

The tentative schedule for this procurement process is as follows:

RFP Issued	February 6, 2020
RFP Questions Due	February 14, 2020 at 5 p.m.

Proposals Due	February 21, 2020 at 5 p.m.
Tentative Interviews	Week of March 2, 2020
City Council Award of Agreement	April 14, 2020
Start Date	March 25, 2020
Final Report and City Council Presentation	On or before September 8, 2020

4 PROPOSAL REQUIREMENTS

The Facilitator is responsible for preparing an effective, clear, well-organized and concise formal written proposal. In order to be considered for selection, consultant firms must submit a complete response to this RFP that includes the following mandatory information and/or requirements in the following format. Failure to provide any of the information requested below may be cause for the proposal to be rejected.

4.1 Transmittal Letter

A transmittal letter introducing the firm and the individual who will be the primary contact person.

4.2 Executive Summary

An executive summary.

4.3 Firm Background Information

Background information including specific qualifications and experience in conducting related work. The information below must be included:

- a. Describe the firm's organizational structure and explain how the firm is qualified to be responsive to the specific requirements of this RFP.
- b. Describe the firm's qualifications and experience providing similar services as required in this RFP.
- c. Provide a project staffing organizational chart listing proposed personnel assigned to this project. Include assigned duties, and comprehensive resumes for each individual listed. Resumes must list education, training, professional work experience, and a listing of work performed comparable to that described within this RFP.

- d. References: Provide a list of at least three (3) clients for whom you have conducted and completed a comparable project within the last five (5) years. Indicate client organization name, contact person, and phone number.
- e. Summary of RFP Requirements: Provide on no more than one (1) printed page of the firms' understanding of the requirements stated in this RFP.
- f. Approach to Scope of Work: Provide a detailed description of the steps that will be taken to complete all tasks identified in Section 2 of this RFP.
- g. Schedule of Performance: Provide a proposed Schedule of Performance, including a time line for project completion:
 - i. Provide a project schedule identifying start and end dates for each phase of the project – include milestones, submittal of deliverables, and each task required for the successful and timely completion of each phase of the project.
 - ii. Indicate the earliest date the firm would be able to commence work on this project.
- h. Use of Sub-Contractors or Sub-Consultants: Indicate in the firm's proposal any portion of work that would be performed by a sub-contractor. Provide information on all sub-contractors.
- i. Schedule of Compensation/Fees: Provide a separate sealed proposed Schedule of Compensation/Fees to perform all work identified in Section 2 within this RFP. Include all proposed incidental or professional hourly fees/rates.
- j. Financial Interests: A certificate, signed under penalty of perjury, regarding disclosure of financial interests of City/District officials or employees with the firm (See, **Exhibit II**).
- k. Authorized Signatory: The name, title and signature of a corporate officer that is authorized to contractually bind the firm. Please include a corporate resolution evidencing authorized signatory. The proposal must be a firm offer valid for a 60-day period.
- l. Proposal Copies: Submit one (1) original copy and three (3) copies of the proposal. Also include one copy in PDF format via USB drive or email.

5 SELECTION PROCESS

Each proposal received will be evaluated and reviewed to determine if it meets the stated requirements set forth in this RFP. The top finalists will be required to make an oral presentation to an evaluation team, which will be comprised of the City Council Ad Hoc Committee, the City's public art consultant, and City staff.

Proposals timely submitted will be evaluated using the criteria listed below:

- Demonstrated understanding of the professional services requested.
- Prior experience in performing similar projects.
- Qualifications of the firm and assigned project consultants.
- Overall project design and methodology.
- Time line for project completion / proposed schedule.
- Professional Fees/Hourly Rates/Cost.
- Reference Checks.

Selection by the City for professional services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and shall not be awarded solely on the basis of cost. Selection will be made to ensure that such services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the City. The City shall consider price after the City is satisfied that the would-be person, company, corporation, contractor, consultant, or firm has demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required.

All questions concerning this RFP are to be made via email, or phone, and directed to:

Don White
 City Manager
 City of Laguna Hills
 24035 El Toro Road
 Laguna Hills, CA 92653
 949-707-2620
dwhite@lagunahillscsca.gov

Proposals must be received by the City of Laguna Hills City Clerk by 5:00 p.m., Friday, February 21, 2020. The Proposer must submit one (1) original, three (3) printed copies, and one (1) copy in PDF format via USB drive or email.

6 GENERAL INFORMATION

The City of Laguna Hills reserves the right to reject any or all proposals and will not be liable for any costs incurred by responding firms relating to the preparation of proposals or making of presentations.

- Costs for developing responses to this RFP or for attending bidder's meetings prior to the award of the contract are entirely the responsibility of the Proposer and shall not be chargeable to the City.
- Proposals must be valid for a minimum of 60 days.
- The City reserves the right to expand or diminish the Scope of Work subject to negotiation with the successful Proposer.
- The City is not required to select the proposal that may indicate the lowest price or costs. The City may reject all proposals when, in its sole discretion and opinion, none of them meet the requirements or specifications of this RFP, the benefits derived will be less than anticipated or desired, or the rejection is in the best interest of the City. If all proposals are rejected, the City may or may not request additional proposals.
- A copy of the City's Sample Draft Consulting Services Agreement has been included as an attachment to this RFP (**Exhibit III**). The successful firm shall be required to adhere to the provisions of the City's standard form Consulting Services Agreement, including providing the required proof of insurance coverages described therein. The attached sample draft Consulting Services Agreement is subject to revision and modification upon final.
- In the event it becomes necessary to revise any part of this RFP, addenda will be provided in writing to all Proposers.

Thank you very much for taking your valuable time to respond to this RFP.

Exhibits

- | | |
|-------------|---|
| Exhibit I | - Proposed Site. |
| Exhibit II | - Certificate of Employment Relationships and Financial Interest. |
| Exhibit III | - City's Sample Draft Consulting Services Agreement. |



Laguna Hills Civic Center
24035 El Toro Road

Plaza Sculpture Site Location
Photographs



Plaza Sculpture Site
12' x 17'

Laguna Hills Civic Center
24035 El Toro Road

Plaza Sculpture Site Location
Site Dimensions

Sculpture Base Dimension
12' x 17'

Sculpture Base Alternate
Dimension
12' x 8'8"

Exhibit II

CITY OF LAGUNA HILLS
 CERTIFICATE OF
 EMPLOYMENT RELATIONSHIPS
 AND FINANCIAL INTERESTS

NAME OF ENTITY: _____

EMPLOYMENT RELATIONSHIPS WITH CITY OFFICIALS OR CITY EMPLOYEES:

FINANCIAL INTERESTS OF CITY OFFICIALS OR CITY EMPLOYEES IN THE ENTITY:
 (If known and applicable, please state the percentage of ownership interest)

I declare, under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Signed this _____ day of _____, 2020, at
 _____, California.

Name: _____

Signature: _____

Title: _____

CONSULTING SERVICES AGREEMENT

(Company Name)

(XXX Services)

THIS AGREEMENT FOR XXXXXX SERVICES (hereinafter "Agreement") is made and entered into, to be effective this 1st day of July 2019, by and between the CITY OF LAGUNA HILLS, a municipal corporation organized and existing under the laws of the State of California (hereinafter referred to as "City"), and XXXXXXXX, a California corporation (hereinafter referred to as "Consultant"). City and Consultant are sometimes hereinafter individually referred to as "Party" and are hereinafter collectively referred to as the "Parties."

RECITALS

A. City has determined that there is a need to continue to retain the professional services of a qualified consultant equipped and specially trained in appropriate procedures to provide emotional aid and practical support services to victims of traumatic events and their families in the first few hours following tragedy in the City of Laguna Hills on an as-needed, on-call basis for FY 2019-2020 (the "Project").

B. Consultant has submitted to City a written proposal, dated May 1, 2019 to provide continued trauma victim intervention support services to City for the Project at the same cost pursuant to the terms and conditions of this Agreement.

C. Consultant represents and maintains that it is uniquely qualified by virtue of its experience, training, education, reputation, and expertise to provide these services to City for the Project and has agreed to provide such continued services as provided herein. City does not have the personnel, training, or specialized expertise able to perform the work and services contracted for herein.

D. City desires to continue to retain Consultant to provide such professional services for the Project.

NOW, THEREFORE, in consideration of the promises and mutual obligations, covenants, and conditions contained herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. SERVICES OF CONSULTANT

1.1 Scope of Services and Standard of Performance. In compliance with all terms and conditions of this Agreement, Consultant agrees to continue to provide and perform on an as-needed, on-call basis trauma victim intervention support services to City for the Project as described and as set forth in Consultant's Proposal/Scope of Work, dated May 1, 2019, as well as a one-page Scope of Services/Work Summary Sheet, which are attached hereto collectively

as Exhibit “A” and are incorporated herein by reference (hereinafter referred to as the “Scope of Services,” the “Services” or “Work”). As a material inducement to the City entering into this Agreement, Consultant acknowledges and understands that the Services and Work contracted for under this Agreement require specialized skills and abilities and that, consistent with this understanding, Consultant’s Services and Work shall be performed in a skillful and competent manner and shall be held to a standard of quality and workmanship prevalent in the industry for such Services and Work and with the standards recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and warrants that it is skilled in the professional discipline necessary to perform the Services and Work and that it holds the necessary skills and abilities to satisfy the standard of work as set forth in this Agreement. Consultant represents and warrants that it and all of its employees, subconsultants and subcontractors providing any Work or Services under this Agreement shall have sufficient skill and experience to perform the Work or Services assigned to them. All Services and Work shall be completed to the reasonable satisfaction of the City.

1.2 Contract Documents. The Agreement between the Parties shall consist of the following: (1) this Agreement; and, (2) the Consultant’s signed, original May 1, 2019 proposal submitted to the City (“Consultant’s Proposal”), as well as a one-page Scope of Services/Work Summary Sheet, which shall all be referred to collectively hereinafter as the “Contract Documents.” The Consultant’s Proposal, as well as the one-page Scope of Services/Work summary sheet, are each attached hereto as Exhibit “A” and are hereby incorporated by reference and made a part of this Agreement. All provisions of the Contract Documents shall be binding on the Parties. Should any conflict or inconsistency exist in the Contract Documents, the conflict or inconsistency shall be resolved by applying the provisions in the highest priority document, which shall be determined in the following order of priority: (1st) the terms of this Agreement; and, (2nd) the provisions of the Consultant’s Proposal.

1.3 Compliance with Law. Consultant shall comply at all times during the term of this Agreement with all applicable federal, state, and local laws, statutes, and ordinances and all lawful orders, rules, and regulations promulgated thereunder, including without limitation all applicable fair labor standards and Cal/OSHA requirements. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of the Work and Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with performing the Work and Services. If Consultant performs any Work or Services in violation of such laws, rules, and regulations, Consultant shall be solely responsible for all penalties and costs arising therefrom. Consultant shall defend, indemnify, and hold City, its officials, officers, employees, agents and volunteers, free and harmless from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules, or regulations.

1.4 Licenses, Permits, Fees, and Assessments. Prior to performing any Services or Work hereunder Consultant shall obtain all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the Work and Services required by this Agreement. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement

and any extension, any license, permit, qualification, or approval that is legally required for Consultant to perform the Work and Services under this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the Work and Services required by this Agreement, and shall defend, indemnify, and hold the City, its officials, officers, employees, agents and volunteers, free and harmless from and against any claim or liability arising out of any failure or alleged failure to obtain such license, permits, and approvals of whatever nature that are legally required to perform the Work or Services.

1.5 Familiarity with Work. By executing this Agreement, Consultant represents and warrants that it (a) has thoroughly investigated and considered the Scope of Work or Services to be performed, (b) has carefully considered how the Services should be performed and has carefully examined the location or locations at or with respect to where such Services or Work is to be performed, and (c) fully understands the facilities, difficulties, and restrictions attending performance of the Services under this Agreement.

1.6 Care of Work. Consultant shall adopt reasonable methods during the term of the Agreement to furnish continuous protection to the Work and the equipment, materials, papers, documents, plans, studies, and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the Work by the City, except such losses or damages as may be caused by City's own negligence.

1.7 Further Responsibilities of Parties. Both Parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both Parties agree to act in good faith to execute all instruments, prepare all documents, and take all actions as may be reasonably necessary to carry out the purposes of this Agreement.

1.8 Additional Services. City shall have the right at any time during the performance of the Services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services (Exhibit "A") or make changes by altering, adding to, or deducting from such Work. No such extra work may be undertaken unless a written order is first given by the City to the Consultant, incorporating therein any adjustment in (i) the Maximum Contract Amount, as defined below, and/or (ii) the time to perform this Agreement, which adjustments are subject to the written approval of the Consultant. It is expressly understood by Consultant that the provisions of this section shall not apply to the Work and Services specifically set forth in the Scope of Services or reasonably contemplated therein, regardless of whether the time or materials required to complete any Work or Service identified in the Scope of Services exceeds any time or material amounts or estimates provided therein.

1.9 Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other contractors, consultants, or vendors for services similar to the services that are the subject of this Agreement. Consultant further acknowledges that City may have its own employees perform services similar to the services that are the subject of this Agreement.

2. COMPENSATION

2.1 Maximum Contract Amount. For the Services and Work rendered pursuant to this Agreement, Consultant shall be compensated by City for the services performed in accordance with the rates and charges set forth in the Schedule of Compensation/Fees, which is attached hereto as Exhibit "A" and is incorporated herein by reference, but not exceeding the total maximum contract amount of Three Thousand Six Hundred Forty Dollars (\$3,640.00) (hereinafter referred to as the "Maximum Contract Amount"). The method of compensation shall be as set forth in Exhibit "A". The maximum amount of City's payment obligation under this Agreement is the amount specified in this section.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation/Fees (Exhibit "A"), in any month in which Consultant wishes to receive payment, no later than the tenth (10th) working day of such month, Consultant shall submit to the City, in a form approved by the City's Finance Director, an invoice for services rendered prior to the date of the invoice. Such requests shall be based upon the amount and value of the services performed by Consultant and accompanied by such reporting data including an itemized breakdown of all costs incurred and tasks performed during the period covered by the invoice, as may be required by the City. City shall use reasonable efforts to make payments to Consultant within forty-five (45) days after receipt of the invoice or a soon thereafter as is reasonably practical.

2.3 Changes in Scope. In the event any change or changes in the Scope of Services is requested by the City, the Parties shall execute a written amendment to this Agreement, setting forth with particularity all terms of such amendment, including, but not limited to, any additional professional fees. An amendment may be entered into: (a) to provide for revisions or modifications to documents or other work product or work when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product, or work; and/or (b) to provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Consultant's profession.

2.4 Appropriations. This Agreement is subject to and contingent upon funds being appropriated therefore by the Laguna Hills City Council for each fiscal year covered by the Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the City.

3. SCHEDULE OF PERFORMANCE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement. The time for completion of the services to be performed by Consultant is an essential condition of this Agreement. Consultant shall prosecute regularly and diligently the Work of this Agreement according to the agreed upon Schedule of Performance.

3.2 Schedule of Performance. Consultant shall commence the Services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all Services within the time period(s) established in the Schedule of Performance, which is attached hereto as

Exhibit "A" and is incorporated herein by reference. When requested by Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer; however, the City shall not be obligated to grant such an extension.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the Services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant (financial inability excepted), including, but not limited to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, and/or acts of any governmental agency, including the City, if Consultant, within ten (10) days of the commencement of such delay, notifies the City Manager in writing of the causes of the delay. The City Manager shall ascertain the facts and the extent of delay, and extend the time for performing the Services for the period of the enforced delay when and if in the judgment of the City Manager such delay is justified. The City Manager's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this section.

3.4 Term. Unless earlier terminated as provided elsewhere in this Agreement, this Agreement shall continue in full force and effect for a period of twelve (12) months, commencing on July 1, 2019 and ending on June 30, 2020, unless extended by mutual written agreement of the Parties.

[-OR- ... shall continue in full force and effect until the Project is completed.]

4. COORDINATION OF WORK

4.1 Representative of Consultant. The following principal of Consultant is hereby designated as being the principal and representative of Consultant authorized to act in its behalf with respect to the Services to be performed under this Agreement and make all decisions in connection therewith: Wayne Fortin, Founder & CEO. It is expressly understood that the experience, knowledge, education, capability, expertise, and reputation of the foregoing principal is a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the Work or Services performed hereunder. The foregoing principal may not be changed by Consultant without prior written approval of the Contract Officer.

4.2 Contract Officer. The Contract Officer shall be such person as may be designated by the City Manager of City, and is subject to change by the City Manager. It shall be the Consultant's responsibility to ensure that the Contract Officer is kept fully informed of the progress of the performance of the Services, and the Consultant shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority to sign all documents on behalf of the City required hereunder to carry out

the terms of this Agreement.

4.3 Prohibition Against Subcontracting or Assignments. The experience, knowledge, capability, expertise, and reputation of Consultant, its principals and employees, were a substantial inducement for City to enter into this Agreement. Therefore, Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, voluntarily or by operation of law, without the prior written consent of City. Consultant shall not contract with any other entity to perform the Services required without prior written consent of City. If Consultant is permitted to subcontract any part of this Agreement by City, Consultant shall be responsible to City for the acts and omissions of its subcontractor(s) in the same manner as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationships between any subcontractor and City. All persons engaged in the Work will be considered employees of Consultant. City will deal directly with and will make all payments to Consultant.

4.4 Independent Contractor.

A. The legal relationship between the Parties is that of an independent contractor, and nothing herein shall be deemed to make Consultant a City employee. During the performance of this Agreement, Consultant and its officers, employees, and agents shall act in an independent capacity and shall not act as City officers or employees. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officials, officers, employees, agents or volunteers shall have control over the conduct of Consultant or any of its officers, employees, or agents, except as set forth in this Agreement. Consultant, its officers, employees or agents, shall not maintain a permanent office or fixed business location at City's offices. City shall have no voice in the selection, discharge, supervision, or control of Consultant's officers, employees, representatives or agents or in fixing their number, compensation, or hours of service. Consultant shall pay all wages, salaries, and other amounts due its employees in connection with the performance of Services under this Agreement and shall be responsible for all reports and obligations respecting them, including but not limited to social security income tax withholding, unemployment compensation, workers' compensation, and other similar matters. City shall not in any way or for any purpose be deemed to be a partner of Consultant in its business or otherwise a joint venturer or a member of any joint enterprise with Consultant.

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

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

Work or Services hereunder. If for any reason any court or governmental agency determines that the City has financial obligations, other than pursuant to Section 2 and Subsection 1.8 herein, of any nature relating to salary, taxes, or benefits of Consultant's officers, employees, representatives, agents, or subconsultants or subcontractors, Consultant shall defend, indemnify, and hold harmless City from and against all such financial obligations.

4.5 PERS Eligibility Indemnification.

A. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing any Work or Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employee Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

B. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing any Work or Services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

5. INSURANCE

5.1 Compliance with Insurance Requirements. Consultant shall obtain, maintain, and keep in full force and effect during the term of this Agreement, at its sole cost and expense, and in a form and content satisfactory to City, all insurance required under this section. Consultant shall not commence any Work or Services under this Agreement unless and until it has provided evidence satisfactory to City that it has secured all insurance required under this section. If Consultant's existing insurance policies do not meet the insurance requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

5.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement, and without limiting the indemnity provisions set forth in this Agreement, Consultant shall obtain and maintain in full force and effect during the term of this Agreement, including any extension thereof, the following policies of insurance:

A. **Commercial General Liability Insurance.** Consultant shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Commercial General Liability Insurance written on an occurrence basis with limits of at least one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) in the general aggregate, and one million dollars (\$1,000,000.00) for products and completed operations. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or

provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Agreement.

B. Automobile Liability Insurance. Consultant shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Automobile Liability Insurance written on a per occurrence basis with limits of at least one million dollars (\$1,000,000.00) combined limit for each occurrence covering bodily injury and property damage. The policy shall specifically include coverage for owned, non-owned, leased, and hired automobiles.

C. Workers' Compensation Insurance. Consultant shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Workers' Compensation Insurance in at least the minimum statutory amounts, and in compliance with all other statutory requirements, as required by the State of California. Consultant agrees to waive and obtain endorsements from its workers' compensation insurer waiving all subrogation rights under its workers' compensation insurance policy against the City, its officials, officers, employees, agents and volunteers, and to require each of its subconsultants and subcontractors, if any, to do likewise under their workers' compensation insurance policies. Consultant shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Employer's Liability Insurance written on a per occurrence basis with limits of at least one million dollars (\$1,000,000.00) per accident for bodily injury or disease.

5.3 Acceptability of Insurers. Insurance required by this section shall be issued by a licensed company authorized to transact business in the state by the Department of Insurance for the State of California with a current rating of A-:VII or better (if an admitted carrier), or a current rating of A:X or better (if offered by a non-admitted insurer listed on the State of California List of Approved Surplus Lines Insurers (LASLI), by the latest edition of A.M. Best's Key Rating Guide, except that the City will accept workers' compensation insurance from the State Compensation Fund. In the event the City determines that the Work or Services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Consultant agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the City. Consultant shall immediately substitute any insurer whose A.M. Best rating drops below the levels specified herein.

5.4 Insurance Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for written approval. Required insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms approved by the City to add the following provisions to the insurance policies:

A. The policy or policies of insurance required by this section for Commercial General Liability and Automobile Liability Insurance shall be endorsed to provide the following:

1. Additional Insured: The City, its officials, officers, employees, agents and volunteers, shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement; and

2. Additional Insured Endorsements: Additional insured endorsements shall not (1) be restricted to “ongoing operations”, (2) exclude “contractual liability”, (3) restrict coverage to “sole” liability of Consultant, or (4) contain any other exclusions contrary to the Agreement; and, the coverage shall contain no special limitations on the scope of protection afforded to additional insureds.

3. Notice: The policy or policies of insurance required by this section for Commercial General Liability and Automobile Liability Insurance shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or modified, or reduced in coverage or in limits, except after thirty (30) days prior written notice by First Class U.S. Mail, postage-prepaid, has been provided to the City. Notwithstanding the foregoing, if coverage is to be suspended, voided, or cancelled because of Consultant’s failure to pay the insurance premium, the notice provided to City shall be by ten (10) days prior written notice.

B. For all policies of Commercial General Liability Insurance, Consultant shall provide endorsements for ongoing operations and completed operations to effectuate this requirement.

5.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the City in advance and shall protect the City, its officials, officers, employees, agents and volunteers, in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

5.6 Primary and Non-Contributing Insurance. All policies of Commercial General Liability Insurance and Automobile Liability Insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees, agents or volunteers, shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

5.7 Waiver of Subrogation. All policies of Commercial General Liability and Automobile Liability Insurance shall contain or be endorsed to waive subrogation against the City, its officials, officers, employees, agents and volunteers, or shall specifically allow Consultant or others providing insurance evidence in compliance with the requirements set forth in this section to waive their right to recovery prior to a loss. Consultant hereby agrees to waive its own right of recovery against the City, its officials, officers, employees, agents and volunteers, and Consultant hereby agrees to require similar written express waivers and insurance clauses from each of its subconsultants or subcontractors.

5.8 Evidence of Coverage. Concurrently with the execution of the Agreement, Consultant shall deliver certificates of insurance together with original endorsements affecting each of the insurance policies required by this section. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted

to the City for written approval. The certificates of insurance and original endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. Consultant shall promptly furnish, at City's request, copies of actual policies including all declaration pages, endorsements, exclusions and any other policy documents City requires to verify coverage.

5.9 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Nothing in this section shall be construed as limiting in any way the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

5.10 Enforcement of Agreement (Non-Estoppel). Consultant acknowledges and agrees that actual or alleged failure on the part of the City to inform Consultant of any non-compliance with any of the insurance requirements set forth in this section imposes no additional obligation on the City nor does it waive any rights hereunder.

5.11 Insurance for Subconsultants. Consultant shall either: (1) include all subconsultants or subcontractors engaged in any Work or Services for Consultant relating to this Agreement as additional named insureds under the Consultant's insurance policies; or (2) Consultant shall be responsible for causing its subconsultants or subcontractors to procure and maintain the appropriate insurance in compliance with the terms of the insurance requirements set forth in this section, including adding the City, its officials, officers, employees, agents and volunteers, as additional insureds to their respective policies. All policies of Commercial General Liability Insurance provided by Consultant's subconsultants or subcontractors performing any Work or Services related to this Agreement shall be endorsed to name the City, its officials, officers, employees, agents and volunteers, as additional insureds. Consultant shall not allow any subconsultant or subcontractor to commence any Work or Services relating to this Agreement unless and until it has provided evidence satisfactory to City that the subconsultant or subcontractor has secured all insurance required under this section.

5.12 Other Insurance Requirements. The following terms and conditions shall apply to the insurance policies required of Consultant pursuant to this Agreement:

A. Consultant shall provide immediate written notice to City if (1) any of the insurance policies required herein are terminated, cancelled or suspended, (2) the limits of any of the insurance coverages required herein are reduced, or (3) the deductible or self-insured retention is increased.

B. All insurance coverage and limits provided by Consultant and available or applicable to this Agreement are intended to apply to each insured, including additional insureds, against whom a claim is made or suit is brought to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations shall limit the application of such insurance coverage.

C. None of the insurance coverages required herein will be in compliance with the requirements of this section if they include any limiting endorsement which substantially impairs the coverages set forth herein (e.g., elimination of contractual liability or reduction of discovery period), unless the endorsement has first been submitted to the City and approved in writing.

D. Certificates of insurance will not be accepted in lieu of required endorsements, and submittal of certificates without required endorsements may delay commencement of the Project. It is Consultant's obligation to ensure timely compliance with all insurance submittal requirements as provided herein.

E. Consultant agrees to ensure that subconsultants and subcontractors, if any, and any other parties involved with the Project who are brought onto or involved in the Project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subcontractors and others engaged in the Project will be submitted to the City for review.

F. Consultant agrees to provide immediate written notice to City of any claim, demand or loss against Consultant arising out of the Work or Services performed under this Agreement and for any other claim, demand or loss which may reduce the insurance available to pay claims, demands or losses arising out of this Agreement.

6. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall defend (at Consultant's sole cost and expense with legal counsel reasonably acceptable to City), indemnify, protect, and hold harmless City, its officials, officers, employees, agents and volunteers (collectively the "Indemnified Parties"), from and against any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses including legal costs and attorney fees (collectively "Claims"), including but not limited to Claims arising from injuries to or death of persons (Consultant's employees included), for damage to property, including property owned by City, or from any violation of any federal, state, or local law or ordinance, which Claims arise out of, pertain to, or are related to Consultant's performance under this Agreement. Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Consultant's indemnification obligation or other liability hereunder.

7. **REPORTS AND RECORDS**

7.1 Accounting Records. Consultant shall keep complete, accurate, and detailed accounts of all time, costs, expenses, and expenditures pertaining in any way to this Agreement. Consultant shall keep such books and records as shall be necessary to properly perform the Services required by this Agreement and to enable the Contract Officer to evaluate the performance of such Services. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

7.2 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the Services required by this Agreement as the Contract Officer shall require.

7.3 Ownership of Documents. All drawings, specifications, reports, records, documents, memoranda, correspondence, computations, and other materials prepared by Consultant, its employees, subcontractors, and agents in the performance of this Agreement shall be the property of City and shall be promptly delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder.

7.4 Release of Documents. All drawings, specifications, reports, records, documents, and other materials prepared by Consultant in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Contract Officer. All information gained by Consultant in the performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization.

7.5 Audit and Inspection of Records. After receipt of reasonable notice and during the regular business hours of City, Consultant shall provide City, or other agents of City, such access to Consultant's books, records, payroll documents, and facilities as City deems necessary to examine, copy, audit, and inspect all accounting books, records, work data, documents, and activities directly related to Consultant's performance under this Agreement. Consultant shall maintain such books, records, data, and documents in accordance with generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during the term of this Agreement and for a period of three (3) years from the date of final payment by City hereunder.

8. **ENFORCEMENT OF AGREEMENT**

8.1 California Law and Venue. This Agreement shall be construed and interpreted both as to validity and as to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such County, and Consultant covenants and agrees

to submit to the personal jurisdiction of such court in the event of such action.

8.2 Interpretation. This Agreement shall be construed as a whole according to its fair language and common meaning to achieve the objectives and purposes of the Parties. The terms of this Agreement are contractual and the result of negotiation between the Parties. Accordingly, any rule of construction of contracts (including, without limitation, California Civil Code Section 1654) that ambiguities are to be construed against the drafting Party, shall not be employed in the interpretation of this Agreement. The caption headings of the various sections and paragraphs of this Agreement are for convenience and identification purposes only and shall not be deemed to limit, expand, or define the contents of the respective sections or paragraphs.

8.3 Termination. City may terminate this Agreement for any reason, with or without cause, upon giving Consultant thirty (30) days written notice. Upon such notice, City shall pay Consultant for Services performed through the date of termination. Upon receipt of such notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. Thereafter, Consultant shall have no further claims against the City under this Agreement. Upon termination of the Agreement pursuant to this section, Consultant shall submit to the City an invoice for work and services performed prior to the date of termination. In addition, Consultant reserves the right to terminate this Agreement at any time upon sixty (60) days written notice to the City, except that where termination is due to material default by the City, the period of notice may be such shorter time as the Consultant may determine.

8.4 Waiver. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought. Any waiver by the Parties of any default or breach of any covenant, condition, or term contained in this Agreement, shall not be construed to be a waiver of any subsequent or other default or breach, nor shall failure by the Parties to require exact, full, and complete compliance with any of the covenants, conditions, or terms contained in this Agreement be construed as changing the terms of this Agreement in any manner or preventing the Parties from enforcing the full provisions hereof.

8.5 Rights and Remedies Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

8.6 Legal Action. In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

8.7 Attorneys' Fees. In the event any dispute between the Parties with respect to this Agreement results in litigation or any non-judicial proceeding, the prevailing Party shall be entitled, in addition to such other relief as may be granted, to recover from the non-prevailing Party all reasonable costs and expenses, including but not limited to reasonable attorneys' fees,

expert consultant fees, court costs and all fees, costs, and expenses incurred in any appeal or in collection of any judgment entered in such proceeding. To the extent authorized by law, in the event of a dismissal by the plaintiff or petitioner of the litigation or non-judicial proceeding within thirty (30) days of the date set for trial or hearing, the other Party shall be deemed to be the prevailing Party in such litigation or proceeding.

9. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

9.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor-in-interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

9.2 Conflict of Interest. No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which effects his or her financial interest or the financial interest of any corporation, partnership, or association in which they are, directly or indirectly, interested in violation of any state statute or regulation. Consultant represents and warrants that it has not paid or given and will not pay or give any third party any money or other consideration in exchange for obtaining this Agreement.

9.3 Covenant Against Discrimination. In connection with its performance under this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, disability, medical condition, religion, color, sex, sexual orientation, age, marital status, ancestry, or national origin. Consultant shall ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, disability, medical condition, religion, color, sex, sexual orientation, age, marital status, ancestry, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10. MISCELLANEOUS PROVISIONS

10.1 Notices. All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered, sent by registered or certified mail, postage prepaid, return receipt requested, or delivered or sent by facsimile with attached evidence of completed transmission, and shall be deemed received upon the earlier of (i) the date of delivery to the address of the person to receive such notice if delivered personally or by messenger or overnight courier; (ii) five (5) business days after the date of posting by the United States Post Office if by mail; or (iii) when sent if given by facsimile. Notices or other communications shall be addressed as follows:

<u>To City:</u>	City of Laguna Hills Attention: City Manager 24035 El Toro Road Laguna Hills, California 92653
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Telephone: (949) 707-2600
 Facsimile: (949) 707-2633

To Consultant:

Trauma Intervention Programs, Inc.
 Attention: Wayne Fortin, Founder & CEO
 24301 Airporter Way
 Laguna Niguel, California 92677
 Telephone: (714) 314-0744

10.2 Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, arrangements, agreements, representations, and understandings, if any, made by or among the Parties with respect to the subject matter hereof. No amendments or other modifications of this Agreement shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

10.3 Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be determined to be invalid by a final judgment or decree of a court of competent jurisdiction, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of that provision, or the remaining provisions of this Agreement unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

10.4 Successors in Interest. This Agreement shall be binding upon and inure to the benefit of the Parties' successors and assignees.

10.5 Third Party Beneficiary. Nothing contained in this Agreement is intended to confer, nor shall this Agreement be construed as conferring, any rights, including, without limitation, any rights as a third-party beneficiary or otherwise, upon any entity or person not a party hereto.

10.6 Recitals. The above-referenced Recitals are hereby incorporated into the Agreement as though fully set forth herein and each Party acknowledges and agrees that such Party is bound, for purposes of this Agreement, by the same.

10.7 Corporate Authority. Each of the undersigned represents and warrants that (i) the Party for which he/she is executing this Agreement is duly authorized and existing, (ii) he/she is duly authorized to execute and deliver this Agreement on behalf of the Party for which he/she is signing, (iii) by so executing this Agreement, the Party for which he/she is signing is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the Party for which he/she is signing is bound.

[SIGNATURES ON NEXT PAGE]

SIGNATURE REQUIREMENTS --

For Consultants that are a corporation, two (2) Corporate Officers must sign and staff may request that a copy of their corporate resolution confirming the names and titles of their authorized signatories be provided to the City in advance for review and approval, and the signature requirements are as follows:

1) One signature by the Chairman of the Board, the President, or the Vice President,

-And-

2) One signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or an Assistant Treasurer.

For Consultants that are not a corporation, signature requirements are as follows: the person who has authority to bind the business entity must sign.

IN WITNESS WHEREOF, the Parties have executed and entered into this Agreement as of the date first written above.

“CITY”
City of Laguna Hills,
 a California municipal corporation

 [Per Procurement Authority]
 [City Manager / or Mayor]

ATTEST:

 (SEAL)

MELISSA AU-YEUNG,
 Deputy City Manager/City Clerk

APPROVED AS TO FORM:

 GREGORY E. SIMONIAN,
 City Attorney

“CONSULTANT”
Trauma Intervention Programs, Inc.
 a California corporation

By: _____
 WAYNE FORTIN, Founder & CEO

By: _____
 ANNE EBERWEIN,
 Admin Secretary/Assistant Treasurer

Attachment: RFP for Public Art Facilitator (2049 : 3/5 Memorial Monument RFP for Public Art Facilitator)

EXHIBIT “A”

**CONSULTANT’S PROPOSAL,
DESCRIPTION OF SCOPE OF SERVICES/WORK,
AND**

MAY 1, 2019 REQUEST FOR CONTRACT RENEWAL AND FY 2019/20 FEES

**SCOPE OF SERVICES/WORK SUMMARY SHEET FOR PROJECT
INCLUDING,
SCHEDULE OF PERFORMANCE
AND
SCHEDULE OF COMPENSATION/ FEES**



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Deputy City Manager

ISSUE: Direction Regarding Unscheduled Vacancy for Traffic Commission

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.

SUMMARY:

On January 6, 2020, the City received a letter of resignation from Traffic Commissioner Len Herman, creating an unscheduled vacancy on the Traffic Commission. It is recommended that the City Council accept the resignation of Mr. Herman and direct staff to proceed with the process to fill the unscheduled vacancy per Government Code Section 54974 and the Laguna Hills Municipal Code Section 2-28.080.

BACKGROUND:

Mr. Herman was appointed to the Traffic Commission on January 23, 2017, and took his Oath of Office on February 22, 2017. Mr. Herman is currently serving his first term, which is scheduled to expire on January 31, 2021. Mr. Herman currently serves as Chair of the Traffic Commission.

Policy 201, adopted by the City Council for filling vacancies on City Commissions, adopts a procedure for filling the vacancy, as well as a timeline. Specifically, Policy 201 states that once an unscheduled vacancy exists, "then, the same procedure that is followed

Unscheduled Vacancy for Traffic Commission

January 28, 2020

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during the biennial process for appointing Commissioners will be necessary to fill the vacancy.”

The timeline for the process for appointing Commissioners is as follows:

January 29, 2020	Open of application period. Notices will be posted in the City Clerk’s office and forwarded to the newspaper for publication. Notices will also be forwarded to homeowners’ associations in Laguna Hills and to the Laguna Hills Technology Library, as well as made available on the City’s website.
March 1, 2020	Close of application period; thirty days is the standard application period for the City’s biennial Commission appointment process.
March 10, 2020	The City Council conducts interviews and appoints new Commissioner.
March 18, 2020	New Traffic Commissioner attends first Traffic Commission meeting. Commissioner will be sworn in prior to attending this meeting.
March 24, 2020	New Commissioner provided with Certificate of Appointment at City Council meeting.

It is recommended that the City Council direct staff to proceed with the process to fill the unscheduled vacancy per Government Code Section 54974 and the Laguna Hills Municipal Code Section 2-28.080.

ATTACHMENTS:

- Letter of Resignation

From: Len Herman <len@lenherman.com>

Sent: Friday, January 3, 2020 3:32 PM

To: Don White <dwhite@lagunahillsca.gov>; Janine Heft <jheft@pmeloans.com>

Subject: Traffic Commission

Don and Janine,

I am sad to inform you that I need to resign from my role as a Laguna Hills Traffic Commissioner. I have taken on a new role at my real estate office teaching classes for prospective real estate licensees, which has created a schedule conflict. I enjoyed serving my community and hopefully I will be able to do so again in the future.

Best regards,

Len Herman

REALTOR® CalDRE #01373008

Keller Williams Realty

949-436-1604 Cell

Len@LenHerman.com

949-362-5052 Office

www.LenHerman.com

Download my free home search mobile app: <https://mls-client.com/9723468F>



Len Herman Scott White / real estate group

Len Herman 949-436-1604

Len@LenHerman.com
www.LenHerman.com
 CalDRE #01373008

Keller Williams Realty
 23807 Aliso Creek, #100
 Laguna Niguel, CA 92677
 CalDRE #01934115

kw
 KELLER WILLIAMS



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020
TO: Mayor and Council Members
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Movies at Cabot Park and Community Center Park

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.

SUMMARY:

Costs to have movies in the park will include, but not be limited to:

Initial cost:

- Cost for two screens.
- Cost for sound at both parks.
- Cost for projector at both parks.
- Cost to clean up and prepare food stands at both parks.

Individual screening:

- Cost per movie (approx) to have large viewings.
- Cost for staff to set up and tear down per movie and location.
- Cost for a staff member to hand out goodie bags, popcorn etc.
- Cost for additional trash cans, toilet paper and paper towels.

Movies at Cabot Park and Community Center Park

January 28, 2020

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-
- Costs associated to have childcare at the community center park so adults may turn it into a date night. Perhaps look into a YMCA volunteers or staff.

(Total costs per screening in packages so sponsor may fund the movies.)



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: January 28, 2020
TO: Mayor and Council Members
FROM: Melissa Au-Yeung
Deputy City Manager
ISSUE: Open Seat on the Laguna Hills Chamber of Commerce Board of Directors

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