



City of Lemon Grove  
City Council Regular Meeting Agenda  
Tuesday, June 2, 2015, 6:00 p.m.  
Lemon Grove Community Center  
3146 School Lane, Lemon Grove, CA

*The City Council also sits as the Lemon Grove Housing Authority, Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board, and Lemon Grove Successor Agency*

Call to Order

Pledge of Allegiance

Changes to the Agenda

Presentations

Annual Treganza History Essay Awards - Five award winners  
from Vista La Mesa Academy (Mrs. Pierre Finney, Teacher)

Helix Water District - Mike Uhrhammer

Public Comment

(Note: In accordance with State Law, the general public may bring forward an item not scheduled on the agenda; however, the City Council may not take any action at this meeting. If appropriate, the item will be referred to staff or placed on a future agenda.)

1. Consent Calendar

(Note: The items listed on the Consent Calendar will be enacted in one motion unless removed from the Consent Calendar by Council, staff, or the public. Items that are pulled will be considered at the end of the agenda.)

A. Approval of Meeting Minutes

May 19, 2015 – Regular Meeting

Members present: Sessom, Gastil, Jones, Mendoza, and Vasquez

Reference: Susan Garcia, City Clerk

Recommendation: Approve Minutes

B. City of Lemon Grove Payment Demands

Reference: Cathy Till, Finance Director

Recommendation: Ratify Demands

C. Waive Full Text Reading of All Ordinances on the Agenda

Reference: James P. Lough, City Attorney

Recommendation: Waive the full text reading of all ordinances included in this agenda; Ordinances shall be introduced and adopted by title only

D. Records Management Program and Retention Schedules

*The City Council will consider a resolution approving a records management program and records retention schedule.*

Reference: Susan Garcia, City Clerk

Recommendation: Adopt Resolution

- E. Memorandum of Understanding with Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters

*The City Council will consider a resolution approving a three-year Memorandum of Understanding between the City and the Lemon Grove Firefighters Association, Local 2728.*

Reference: Graham Mitchell, City Manager  
Recommendation: Adopt Resolution

- F. Job Descriptions Related to the Fiscal Year 2015-2016 Budget

*The City Council will consider a resolution approving three job descriptions that were discussed during the May 19, 2015 City Council budget agenda item. The positions include Assistant Planner, Human Relations Manager, and Administrative/Accounting Assistant.*

Reference: Corinne Russell, Human Resources Analyst  
Recommendation: Adopt Resolution

2. Fiscal Year 2015-2015 Consolidated Operating & Capital Budget

*The City Council will consider four resolutions related to the adoption of the Fiscal Year 2015-2016 Consolidated Operating & Capital Budget. The Roadway Lighting District Board and the Sanitation District Board will also consider resolutions related to the adoption of their respective budgets.*

Reference: Graham Mitchell, City Manager & Cathy Till, Finance Director  
Recommendation: Adopt Resolutions

3. City Council Salary

*The City Council will consider introducing an ordinance establishing City Council salaries after the 2016 municipal election and a resolution adjusting the automobile reimbursement allowance.*

Reference: Graham Mitchell, City Manager  
Recommendation: Introduce Ordinance No. 429 and Adopt Resolution

4. Recreation Focus Group

*The City Council will consider providing direction to staff regarding the scope of work for the Recreation Focus Group and the recruitment of community members to serve on the Focus Group.*

Reference: Graham Mitchell, City Manager  
Recommendation: Provide Direction

City Council Oral Comments and Reports on Meetings Attended at the Expense of the City.  
(GC 53232.3 (d))

*(53232.3.(d) states that members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.)*

Department Director Reports (Non-Action Items)

Closed Session

Pursuant to Government Code Section 54957: Public Employee Evaluation  
Title: City Attorney

Pursuant to Government Code Section 54957: Public Employee Appointment  
Title: City Manager

Adjournment

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**MINUTES OF A MEETING OF  
THE LEMON GROVE CITY COUNCIL**

**The City Council also sits as the Lemon Grove Housing Authority, Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board, and Lemon Grove Successor Agency**

**May 19, 2015**

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**Call to Order**

Members present: Mary Sessom, George Gastil, Jerry Jones, Jennifer Mendoza, and Racquel Vasquez.  
Members absent: None.

City Staff present: Graham Mitchell, City Manager; Carol Dick, Development Services Director; Susan Garcia, City Clerk; Mike James, Public Works Director; Lt. May, Sheriff's Department; Rick Sitta, Fire Chief; Cathleen Till, Finance Director; and Michael Wapner, City Attorney.

**Presentation**

Mayor Sessom presented the National Public Works Week proclamation to Mike James, Vivian Macias, Tom Bell, and Dave Huey.

**Public Comment**

John L. Wood expressed appreciation to the Public Works Department and commented on speed enforcement signs.

Helen Halmay, Lemon Grove Soroptimist, reported that they received the Desert Coast Region 2015 Communications Award for their website and social media outreach.

**1. Consent Calendar**

**A. Approval of City Council Minutes**

May 5, 2015 Regular Meeting

**B. Ratification of Payment Demands**

**C. Waive Full Text Reading of All Ordinances and Resolutions on the Agenda**

**D. Levy and Collection of Assessments within the Lemon Grove Wildflower Landscape Maintenance Assessment District 97-1 for Fiscal Year 2015-2016**

**E. On-Call Restoration Services Agreements**

**Action: Motion by Councilmember Jones, seconded by Councilmember Gastil, to approve the Consent Calendar passed, by the following vote:**

**Ayes: Sessom, Gastil, Jones, Mendoza, Vasquez**

**Resolution No. 2015 – 3333:** Resolution of the City Council of the City of Lemon Grove, California Approving the Levy and Collection of Assessments with the Lemon Grove Wildflower Landscape Maintenance Assessment District 97-1 for Fiscal Year 2015-2016

**Resolution No. 2015 – 3334:** Resolution of the City Council of the City of Lemon Grove, California Approving Agreements with Restoration Management Company and 911 Restoration of San Diego for On-Call Restoration Services in the City of Lemon Grove

**2. Draft Fiscal Year 2015-2016 Budgets for the City of Lemon Grove, Roadway Lighting District, Sanitation District, and Successor Agency**

Cathy Till explained that this report is a follow-up analysis regarding questions that the City Council posed at its May 5<sup>th</sup> meeting, as well as to present draft budgets for the General Fund, the General Reserve Fund, the other funds managed by the City, the Roadway Lighting District, the Sanitation District, and the Successor Agency for Fiscal Year 2015-2016 (FY 2015-16).

The May 5<sup>th</sup> budget staff report indicated General Fund surpluses of approximately \$737,200 in FY 2014-15 and approximately \$526,500 in FY 2015-16. Since that time, however, the latest Heartland JPA (JPA) reconciliation revealed that the City will owe approximately \$140,000 for its portion of the JPA shared costs in FY 2014-15 due to mid-year staffing changes. Staff presents both funds combined to reflect a full understanding of the surplus available for allocation. The table below shows the combined surplus of both funds for the current fiscal year and for the next fiscal year, along with combined fund balances:

	<b>FY 2014-15</b>	<b>FY 2015-16</b>
<b>Beginning Combined Balance</b>	<b>\$3,430,000</b>	<b>\$3,517,600</b>
General Fund	617,200	563,300
General Reserve Fund	<u>(529,600)</u>	<u>(260,300)</u>
<i>Combined Surplus</i>	<i>87,600</i>	<i>300,000</i>
<b>Ending Combined Balance</b>	<b>\$3,517,600</b>	<b>\$3,817,600</b>

Based on the current draft budget plan, the City's combined general reserves increase by approximately \$387,600 between July 1, 2014 and June 30, 2016. The negative surplus in the General Reserve Fund in FY 2014-15 is due mainly to the deferred maintenance projects (\$345,000) and payment for a new fire engine and equipment (\$114,000). In FY 2015-16, the negative surplus in the General Reserve is due mainly to setting aside \$150,000 for the General Plan Update project, \$65,000 for the installation of the exhaust system at the Fire Station, and \$17,500 for an executive search consulting firm. As a reminder, approximately \$200,000 of the General Fund surplus in FY 2015-16 is one-time funds resulting from a "true-up" from the State.

At the May 5<sup>th</sup> meeting, the City Council asked staff to present data related to law enforcement activity. Specifically, staff was asked to provide comparisons of law enforcement per capita ratios, calls for service at Citronica One and the Main Street Promenade, how calls are prioritized by the Sheriff's Department, data on response times, and historic law enforcement staffing levels in the City.

Although Lemon Grove has the lowest number of deputies per capita amongst the contract cities, the City's law enforcement complement is not dissimilar to five of the cities. Also, several of the comparison cities have deputies assigned to schools and paid for through other sources.

The City Council also asked about the number of calls for service to Citronica One and to the Main Street Promenade. In 2014, the Sheriff's Department was called to Citronica One a total of 13 times—about once per month. Interesting to note, that as Citronica One's management became more proactive with several problematic tenants, the calls for service have trended downward in 2015.



Staff compared calls for service with other similar sized apartment complexes in the City. Using call data from 19 other complexes, averaging 63 units (similar to Citronica One's 56 units), staff determined that there were 0.2 made per unit in 2014. Citronica One experienced 0.25 calls per unit. Using 2015 data in which Citronica One was able to reduce calls, the call ratio will be well below the average for similar sized complexes in Lemon Grove.

The Main Street Promenade experienced very high call volumes—a total of 133 calls in 2014 or 2.5 calls per week to the site. Calls to this site are heavily influenced by the volume of transit users. Staff also looked at 1<sup>st</sup> quarter data in 2014 and 2015 to identify any trends. Between 2014 and 2015, the calls for service at the Main Street Promenade dropped by 18 percent.

Approximately \$200,000 of the anticipated surplus in FY 2015-16 is derived from one-time revenue. Staff recommends that this amount be allocated to paying down the City's CalPERS Unfunded Actuarial Liability. A lump sum payment of \$200,000 next fiscal year will generate an approximate savings of \$650,000 over the next twenty years, given current investment and actuarial assumptions. If the City Council were to initiate this payment, staff recommends establishing a separate fund to manage the collection of funds and distributions of payments to CalPERS.

*Gas Tax Fund (2)* – in FY 2015-16, this fund has budgeted \$825,300 for street operations and maintenance. This amount is \$50,500 more than the anticipated FY 2014-15 budget, due partially to the the City retaining \$74,500 in unspent funds from FY 2014-15. However FY 2015-16 revenue is projected to be \$98,400 less than FY 2014-15 due to lower gas prices, an increase in fuel efficient automobiles, as well as a decrease in the excise tax rate.

*Street Construction Reserve Fund (3)* – In FY 2015-16, the budget reflects \$100,000 to be spent on the Lemon Grove Avenue Realignment Project.

*Park Land Dedication Ordinance Fund (5)* – these restricted funds may only be used for capital improvement projects associated with City parks. In FY 2015-16, staff recommends that \$64,200 be expended on continuing park improvements, which may include expanding the skate spot, replacing playground equipment, purchasing park furnishings, dog park play structures, exercise equipment, and refurbishing the civic center fountain.

*Grants Fund (8)* – this fund manages various grants totaling \$479,700, including \$225,000 to be spent on Safe Routes to School projects on Palm Street near the former Palm Middle School and Golden Avenue near Golden Avenue Elementary School. In addition, if SANDAG awards the City any or all of the grants that were applied for in April 2015, the revenue and expenditures will be affected.

*CDBG Fund (9)* – this fund will manage this year's Community Development Block Grant allocation in the amount of \$169,000 for street and sidewalk rehabilitation.

*TDA Fund (10)* – these funds must be expended on maintaining and/or improving public transit facilities. The fund has approximately \$130,000 in unspent funds saved from prior years, which must be expended on transit related improvements (bus shelter/pad upgrades). In addition, there is \$237,400 available for the Lemon Grove Avenue Realignment Project, which is projected to be expended in FY 2015-16.

*TransNet (14)* – In FY 2014-15 the budget reflects total expenditures of \$1,911,000. The expenditures are as follows: \$909,000 on the Lemon Grove Avenue Realignment Project, \$139,200 on traffic related projects, \$201,700 on storm drain maintenance and improvements, \$559,700 on traffic and pavement projects, and \$101,300 on administrative expenses.

*Integrated Waste Reduction (21)* – The purpose of this fund is to manage household hazardous waste. This budget projects revenue of \$22,300 and expenditures of \$42,300. The fund balance is projected to be \$46,700 at the end of FY 2015-16.

*Wildflower Assessment District (22)* – the budget reflects \$9,100 in revenue and \$7,700 in expenditures. The ending fund balance is projected to be \$6,800.

*Serious Traffic Offender Program (23)* – the budget reflects spending \$10,000 on traffic-related expenditures (supplies and equipment).

*Self-Insured Workers Compensation Reserve (25)* – the fund projects interest revenue of \$1,400, a transfer to the General Reserve Fund of \$25,000, no expenditures, and an ending fund balance of \$501,600. In addition, the fund has an accrued claims liability of approximately \$175,900, which represents the potential future cost of current claims.

*Storm Water Program Fund (26)* – in FY 2015-16, the budget reflects a total expenditure of \$217,000. This includes \$37,900 for staff costs, and \$179,100 for permitting, monitoring and reporting functions.

*Regional Transportation Congestion Improvement Program (27)* – this fund collects impact fees as required by the Regional Transportation Congestion Program. The budget projects spending \$34,000 on the Lemon Grove Avenue Realignment Project in FY 2015-16.

*Self-Insured Liability Reserve (29)* – the projected fund balance is \$449,800. This fund receives a dividend from the City's insurance pool, which is projected to be \$20,000. Offsetting that revenue are costs of \$20,000.

*PEG Fund (30)* – a Public Education and Governmental (PEG) fund was established to collect designated monies from cable franchisees that operate within the City. In FY 2015-16, the budget reflects \$56,400 in revenue. The budget projects \$36,000 to be spent on connection fees, \$3,000 on professional fees, and \$50,000 on one-time capital improvements to the Community Center audio infrastructure.

*Housing Fund (31)* – no activity is expected.

*Capital Reserve Fund* – staff recommends creating this new fund to allocate funds for future capital improvements and to account for multi-year projects. For example in FY 2014-15, the City Council allocated reserve funds for re-roofing City Hall. This project was not completed. Rather than re-budgeting the project, staff recommends transferring the General Reserve funds to this new fund to pay for the project.

*Community Facilities District (33)* – this fund collects assessments from properties adjacent to the Main Street Promenade. Expenditures in this fund are limited to contractual services, repair and maintenance, and utilities at the Main Street Promenade. The budget reflects total revenues of \$14,600 and expenditures of \$17,800. As the adjacent properties develop, the assessment revenue will increase, so the deficit will be eliminated.

The Lemon Grove Roadway Lighting District manages two funds for two separate lighting activities. Fund 11, the General Benefit Fund, provides funding for street light benefits throughout the community. Fund 12, the Local Benefit Assessment Fund, provides for enhanced lighting benefits at mid-blocks. Revenues in the two funds are expected to reach \$245,500 in FY 2015-16. The funds pay for repair, maintenance, and energy costs of street lights. The total expenditure is anticipated to be \$319,700 in FY 2015-16.

The Local Benefit Assessment District (Fund 12) has entered into a 40-month utility cost repayment agreement with San Diego Gas & Electric. The repayment plan will be completed in April 2017. The revenue generated by Fund 12 (\$87,100) is not sufficient to support its operating costs (\$195,800) over the long term. Staff recommends that a future agenda item address solutions to this issue. The projected combined fund balance in these two funds is projected to be \$367,300 (\$333,300 in Fund 11, \$34,000 in Fund 12).

The Lemon Grove Sanitation District manages two funds—an Operations Fund (15) and a Reserve Fund (16). In FY 2015-16, the District anticipates generating \$6.0 million in total revenue. Offsetting this revenue, the District anticipates expending \$5.2 million for operating costs and \$1.5 million for capital improvement projects. The revenue and expenditure plan will leave a balance of \$14.2 million in the District's reserves at the end of the fiscal year.

A portion of the City's CalPERS Unfunded Actuarial Liability (UAL) is attributable to the Sanitation District. The PERSable wages of the Sanitation District represent 33 percent of the City's total PERSable wages. This equates to the District's share of the UAL being approximately \$1.8. During the last auditor presentation, he indicated that enterprise districts, beginning in FY 2014-15, are required to report unfunded liabilities as an expenditure in the financial statement (this requirement is from GASB 68). The draft Sanitation District budget currently shows this expenditure as a line item in Fund 15 (operational budget). Fund 15 also includes an expenditure of \$4,000 for actuarial consulting services to determine the most cost effective and prudent strategy for paying off the District's liability. Staff recommends that a future Sanitation District Board agenda item be dedicated to this discussion.

In FY 2015-16, the Successor Agency anticipates receiving approximately \$3.1 million in Redevelopment Property Tax Trust Fund (RPTTF) proceeds from the County. The FY 2015-16 budget reflects bond interest payments totaling \$1.1 million, bond principal payments totaling \$660,000, various administrative costs totaling \$250,000, and a payment of \$694,400 to PERS to pay down the Successor Agency's share of the unfunded liability. Although it is unlikely the Successor Agency will receive the entire amount, due to the limited amount of RPTTF available, staff is including all of the items as placeholders, since all of them have been approved by the DOF. Bond payments will always be paid first.

In addition, staff anticipates spending \$500,000 on the Lemon Grove Avenue Realignment Project, which is funded with bond proceeds. Once the Lemon Grove Realignment Project is complete, the Successor Agency's primary activity will be making bond payments. This will result in minimal administrative reimbursements to the City. In addition, if approved, the Successor Agency will make loan repayments to the City to the extent funds are available—it is unknown when those payments will occur.

#### Public Speaker(s)

Brenda Hammond commented on the City's law enforcement, street lighting, and the crosswalk in downtown.

After the discussion, direction was given to staff to prepare a final budget for City Council consideration at the June 2<sup>nd</sup> meeting.

### **3. Ordinance No. 428 Amending Chapters 8.48 and 18.08 of the Lemon Grove Municipal Code with Reference to the Lemon Grove Best Management Practices (BMP) Manual**

On May 5, 2015, the City Council introduced Ordinance No. 428. The ordinance amends Sections of Chapter 8.48 (Stormwater Management and Discharge Control) and Chapter 18.08 (Excavation and Grading) of the Lemon Grove Municipal Code with reference to the Lemon Grove Best Management Practices (BMP) Manual. The amendments are required for compliance with the 2013 Municipal Stormwater Permit and are consistent with updates being made by other cities in the County. A full and detailed analysis was provided to the City Council in a staff report dated May 5, 2015, entitled Ordinance No. 428 Amending Chapters 18.08 and 8.48 of the Lemon Grove Municipal Code with Reference to the Lemon Grove Best Management Practices (BMP) Manual.

Public Speaker(s)

There were no requests from the public to speak.

**Action: Motion by Councilmember Jones, seconded by Councilmember Gastil, to adopt Ordinance No. 428 passed, by the following vote:**

**Ayes: Sessom, Gastil, Jones, Mendoza, Vasquez**

**Ordinance No. 428:** An Ordinance of the City Council of the City of Lemon Grove, California Amending Chapter 8.48 (Stormwater Management and Discharge Control) and Chapter 18.08 (Excavation and Grading) of the Lemon Grove Municipal Code with Reference to the Lemon Grove Best Management Practices (BMP) Manual

**4. Ordinance No. 427 Approving Zoning Amendment ZA150-0001 Amending the Zoning District from General Commercial (GC) to Residential Medium/High (RMH) for properties on the South Side of Broadway between 8305 Broadway and 8373 Broadway**

On May 5, 2015, the City Council introduced Ordinance No. 427 amending the Zoning District from General Commercial (GC) to Residential Medium/High (RMH) for the properties located on the south side of Broadway between 8305 Broadway and 8373 Broadway. The City Council also adopted a resolution approving General Plan Amendment GPA150-0001 which amended the General Plan Land Use Designation from Transportation and Retail Commercial to Medium/High Residential Density.

Public Speaker(s)

Theresa Bailey and Rebecca McElyea commented on a vacant parcel near their residences.

Andrea Riklin, Sandra Bush, and Winifred Green urged the City Council to adopt the ordinance amending the zoning in their neighborhood.

**Action: Motion by Councilmember Gastil, seconded by Councilmember Vasquez, to adopt Ordinance No. 427 passed, by the following vote:**

**Ayes: Sessom, Gastil, Jones, Mendoza, Vasquez**

**Ordinance No. 427:** An Ordinance of the City Council of the City of Lemon Grove, California Approving Zoning Amendment ZA150-0001 Amending the Zoning District from General Commercial (GC) to Residential Medium/High (RHM)

**City Council Oral Comments and Reports on Meetings Attended at the Expense of the City. (GC 53232.3 (d))**

Councilmember Jones attended the East County Mayors Lunch, SANDAG and MTS meetings, the Kiwanis Safety Officers Appreciation Dinner, Lemon Grove's Relay for Life, and the Soroptimist Annual Awards dinner.

Councilmember Mendoza attended Lemon Grove's Relay for Life and the Soroptimist Annual Awards dinner.

Councilmember Gastil attended a LOSSAN meeting.

Mayor Pro Tem Vasquez attended a LAFCO meeting, Lemon Grove's Relay for Life and the Soroptimist Annual Awards dinner.

Mayor Sessom attended Lemon Grove's Relay for Life.

### **Closed Session**

Pursuant to Government Code Section 54957.6: Conference with Labor Negotiators  
Agency Designated Representative: Graham Mitchell, City Manager  
Employee Organization: Local 2728 of the International Association of Firefighters

Pursuant to Government Code Section 54957: Public Employee Appointment  
Title: City Manager

Closed Session Report: No reportable action was taken.

### **Adjournment**

There being no further business to come before the City Council, Housing Authority, Sanitation District Board, Lemon Grove Roadway Lighting District Board, and the Lemon Grove Successor Agency the meeting was adjourned at 7:45 p.m.

*Susan Garcia*

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Susan Garcia, City Clerk

**City of Lemon Grove Demands Summary**

Approved as Submitted:

Cathleen Till, Finance Director

For Council Meeting: 06/02/15

ACH/AP Checks 05/07/15-05/14/15

778,164.66

Payroll - 05/12/15

113,253.07

Total Demands

891,417.73

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Apr 15	Calpers Supplemental Income 457	05/07/2015	457 Plan 4/1/15-4/28/15	14,469.04	14,469.04
ACH	4154920380	SDG&E	05/07/2015	Electric Usage:St Light 3/31/15-4/30/15	2,784.09	2,784.09
ACH	Apr 15	Wells Fargo Bank	05/11/2015	Bank Service Charge - Apr'15	996.19	996.19
ACH	1000132509	City of San Diego	05/13/2015	Metro Sewer System FY15 - 4th QTR	577,627.00	577,627.00
ACH	Arp1-28'15	Ca Public Empl Retirement System	05/13/2015	Pers Retirement 4/1/15-4/28/15	92,572.04	92,572.04
ACH	May12 15	Pitney Bowes Global Financial Services LLC	05/13/2015	Postage Usage 5/12/15	250.00	250.00
ACH	May12 15	Employment Development Dept	05/14/2015	State Taxes 5/12/15	5,467.59	5,467.59
3779	201504-1362	Alpha & Omega Respirator Fit Testing	05/13/2015	Quantitative Fit Tests	377.00	377.00
3780	L1072895PE	American Messaging	05/13/2015	Pager Replacement Program- May15	50.34	50.34
3781	May15	AT&T	05/13/2015	Phone Service- May'15	308.86	308.86
3782	4379426	Bearcom	05/13/2015	Portable Radios Monthly Contract- 4/22/15-5/21/15	150.00	150.00
3783	611002693 611002697	Broadway Auto Electric	05/13/2015	Power Inverter - LGPW#04 Install Strobe Light	378.00 150.00	528.00
3784	May12 15	California State Disbursement Unit	05/13/2015	Wage Withholding	267.00	267.00
3785	14862621	Canon Financial Services Inc.	05/13/2015	Canon Copier Contract Charge-Mar,Apr,May'15 Basement	257.07	257.07
3786	13026 13072 13083 13084 13085	City of El Cajon	05/13/2015	Overtime Reimbursement- Sean Hays 2/17/15 Overtime Reimbursement- Sean Hays 4/5/15 Overtime Reimbursement- Josh Royer 4/11/15, 4/12/15 Overtime Reimbursement- Derek Dozier 4/12/15 Overtime Reimbursement- Gabe Belloli- 4/11/15, 4/12/15	1,107.20 1,107.20 1,357.51 215.05 2,107.20	5,894.16
3787	17077 17078 17079 17080	City of La Mesa	05/13/2015	Overtime Reimbursement- Dominic Provence 4/11/15 Overtime Reimbursement- Chris Kleist 4/11/15 Overtime Reimbursement- Josh Mast 4/11/15 Overtime Reimbursement- Howard Gunter- 4/9/15	977.13 1,141.91 1,128.81 446.08	3,693.93
3788	1000133362	City of San Diego	05/13/2015	Metro Industrial Wastewater Program FY2014	2,457.00	2,457.00
3789	81440567 81474218 81475685	Corelogic Information Solutions Inc.	05/13/2015	RealQuest Graphics Package- Mar15 RealQuest Graphics Package - Apr'15 Image Requests - Apr'15	300.00 300.00 33.00	633.00
3790	15CTOFLGN10	County of San Diego- RCS	05/13/2015	800 MHZ Network - Apr'15	3,017.50	3,017.50
3791	201503223	County of San Diego-Recorder	05/13/2015	Recording Services- 4/7/15	256.00	256.00
3792	5/7/2015 5/7/2015 5/1/2015 5/1/2015 5/5/2015	Cox Communications	05/13/2015	Calsense Modem Line:2259 Washington 5/6/15-6/5/15 Calsense Modem Line:7071 Mt Vernon 5/6/15-6/5/15 Monthly Phone Serv:May'15 City Hall Fire Backup Phone Service- May'15 Phone Service 3131 School Ln - 5/4/15-6/3/15	19.57 19.57 565.64 387.24 97.36	1,089.38
3793	041015-9	Cutters Edge Fire Rescue Saws	05/13/2015	20" Bullet Chain	609.67	609.67

3794	2839	D- Max Engineering Inc.	05/13/2015	WQTR 1st Review-Center Hilltop Condominiums	1,702.10	1,702.10
3795	04150560	DAR Contractors	05/13/2015	Animal Disposal- Apr'15	162.00	162.00
3796	28907	Dokken Engineering	05/13/2015	Map Reviews/St Dedications - Apr'15	1,797.50	1,797.50
3797	0424152305 0508152305	Domestic Linen- California Inc.	05/13/2015	Shop Towels & Safety Mats 4/24/15 Shop Towels & Safety Mats 5/8/15	75.25 75.25	150.50
3798	05/04-07/15	Esgil Corporation	05/13/2015	75% Building Fees- 5/4/15-5/7/15	4,274.30	4,274.30
3799	338741 343054 51368	Ew Truck & Equipment Co Inc.	05/13/2015	Fluid Replacement Fluid Replacement Vehicle Repair	64.15 103.77 1,034.92	1,202.84
3800	73348 74687	Flre Etc.	05/13/2015	Suppression Agent Suppression Agent	1,105.92 1,105.92	2,211.84
3801	6389440	Globalstar USA, Inc	05/13/2015	Satellite Service- 3/16/15-4/15/15	85.17	85.17
3802	Uni-3/17/15	Govea, Garrett	05/13/2015	Uniform Allowance - Govea 3/17/15	71.62	71.62
3803	0021483-IN	HDL Coren & Cone	05/13/2015	Property Tax: Apr-Jun15	1,980.00	1,980.00
3804	May13 15 Jan-Mar15	Herring, Karlin	05/13/2015	Springbrook Conference May4-7 Portland,OR - Molina Mileage Reimbursement - 1/14/15-3/29/15 Molina	206.59 53.19	259.78
3805	109340 109341 109342	Knott's Pest Control, Inc.	05/13/2015	Monthly Bait Stations-Berry St - May'15 Monthly Bait Stations- Civic Center - May'15 Monthly Bait Stations- Sheriff - May'15	70.00 60.00 45.00	175.00
3806	07-1943 07-1944	Lemon Grove School District	05/13/2015	Fuel Services-PW: Apr'15 Fuel Services-FIRE: Apr'15	2,348.13 895.80	3,243.93
3807	Melendez	Melendez, Ramon	05/13/2015	Refund/APL-150-0001/Melendez,Ramon	75.00	75.00
3808	00623315_SNV 00625374_SNV	Municipal Emergency Services Inc.	05/13/2015	Fire Hose Field Repair Kit- Relief Valves	976.81 372.40	1,349.21
3809	May13 15	Pepin, Matt	05/13/2015	FSA#1- 2015- Pepin,Matt	1,035.00	1,035.00
3810	May 15	PLIC- SBD Grand Island	05/13/2015	Dental Insurance - May'15	3,754.03	3,754.03
3811	May12 15	Russell, Corinne	05/13/2015	Mileage- Russell 3/4/15-5/11/15	134.26	134.26
3812	2015-019676 2015-019677 2015-019678	SD County Treasurer Tax Collector	05/13/2015	Personal Property/Fixtures - 7/1/15-6/30/16 - 3232 Main St Personal Property/Fixtures - 7/1/15-6/30/16 - 7853 Central Ave Personal Property/Fixtures - 7/1/15-6/30/16 - 3232 Main St	132.28 32.60 50.57	215.45
3813	Apr15	SDG&E	05/13/2015	Gas & Electric - 3/23/15-4/22/15	20,212.02	20,212.02
3814	2831305103 2831305122	Sharp Rees-Stealy Medical Centers	05/13/2015	Pre Placement Exam Pre Placement Exam	58.00 100.00	158.00
3815	474811 475022	South Coast Emergency Veh Services	05/13/2015	Cover Plate, Round Hub Replacement Door	94.28 1,778.51	1,872.79
3816	5899 5921 6013	Spring Valley Lawn Mower Shop	05/13/2015	Tune up - Hand Blower Recoil Starter - Hand Blower Trimmer Line	98.69 27.83 47.46	173.98
3817	May 15	Standard Insurance Company	05/13/2015	Long Term Disability Insurance - May'15	1,735.58	1,735.58
3818	Apr15	Staples-Credit Plan	05/13/2015	Tempur-Pedic Chairs, Office Supplies - Apr15	1,221.65	1,221.65
3819	44801 44869	The East County Californian	05/13/2015	Notice of Public Hearing 4/27/15 Notice of Public Hearing 5/11/15	115.50 143.50	259.00
3820	0145097	The Light House	05/13/2015	Strobe Tube Light	477.04	477.04
3821	38142 38154	Uniforms Plus, Inc	05/13/2015	Uniform Purchase- Burkett Uniform Purchase- Medina	497.18 844.32	1,800.97

	38579			Uniform Allowance- Ek 4/15/15	50.00	
	38580			Uniform Purchase- Govea	25.00	
	38740			Uniform Purchase- Drum	384.47	
3822	CD0515-031	Urban Futures Inc	05/13/2015	Continuing Disclosure Svc: 2007,2010,2014 Bonds FY'15	5,250.00	5,250.00
3823	May12 15	Vantage Point Transfer Agents-457	05/13/2015	ICMA Deferred Compensation Pay Period Ending 5/12/15	280.77	280.77
3824	Apr20 15 Apr20 15	Verizon Wireless	05/13/2015	MDC Engine Tablets- 3/21/15-4/20/15 EMSTablets- 3/21/15-4/20/15	190.07 38.01	228.08
3825	75221016	Waxie Sanitary Supply	05/13/2015	Cleaning Supplies	470.42	470.42
3826	May13 15	Hayward, Brian	05/14/2015	Advance Per Diem: CFED Conference 5/17-20/15, Hayward	243.50	243.50
3827	May13 15	Drum, Daryn	05/14/2015	Advance Per Diem: CFED Conference 5/17-21/15, Drum	319.50	319.50
3828	May14 15	Alfaro Jr, Florentino	05/14/2015	Payroll Re-issue 4/29/15-5/12/15	664.81	664.81
3829	May14 15	Bell, Thomas L	05/14/2015	Payroll Re-issue 4/29/15-5/12/15	2,433.77	2,433.77
3830	May14 15	Dumas, Alexander	05/14/2015	Payroll Re-issue 4/29/15-5/12/15	656.25	656.25
3831	May14 15	Mendoza, Ricardo	05/14/2015	Payroll Re-issue 4/29/15-5/12/15	1,546.63	1,546.63
3832	May14 15	Sessom, Mary	05/14/2015	Payroll Re-issue 4/29/15-5/12/15	525.51	525.51
					778,164.66	778,164.66



**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

Item No. 1.D  
Mtg. Date June 2, 2015  
Dept. City Manager's Office

Item Title: **Records Management Program and Retention Schedules**

Staff Contact: Susan Garcia, City Clerk

**Recommendation:**

Adopt a resolution (**Attachment B**) approving the Records Management Program, Records Retention Schedules and rescind Resolution No. 2045.

**Item Summary:**

The City is upgrading its Records management program, including its records retention schedules and policies. Gladwell Governmental Services, Inc., an expert in local government records, was selected to upgrade the records management program.

The purpose of the records retention schedules are to apply efficient and economical methods to the creation, maintenance, preservation and disposal of all records managed by the City. The proposed retention schedules are in compliance with all laws and are standard business practice for California cities.

Lemon Grove will realize significant savings both in labor and storage expenses, including the prevention of future off-site storage and/or construction costs.

**Fiscal Impact:**

None.

**Environmental Review:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section   | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> None.                    | <input type="checkbox"/> Newsletter article   | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting |   |

**Attachments:**

- A. Staff Report
- B. Resolution – Exhibit A Records Retention Schedules.

## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 1.D

Mtg. Date June 2, 2015

Item Title: **Records Management Program and Retention Schedules**

Staff Contact: Susan Garcia, City Clerk

### **Discussion:**

The City is upgrading its records management program, including its records retention schedules and policies. The adoption of the resolution will result in efficiency gains and cost savings.

### **Background**

The City selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. The firm has provided like services for over 150 California special districts, counties and cities.

The President of Gladwell Governmental Services, Inc., Diane R. Gladwell, MMC, has met with each Department and/or Division to ensure the retention schedules met their business needs within legal guidelines and discussed "best practices" of like departments in other cities, to determine how to manage each records series. The department then reviewed and edited subsequent versions.

An upgrade to the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law. The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City.

The upgrade of the current records management systems are driven by many factors, including:

- Limited space in City facilities;
- Departments reported they are out of space to store their records;
- Many departments are filing and storing copies of the same records;
- The City produces and manages many records that law requires to be kept permanently;
- Escalating off-site records storage expenses;
- Technology advancements; and
- Changes in law.

### **Conclusion:**

Staff recommends that the City Council adopt the Resolution with Exhibit A, Records Retention Schedules.

## Attachment B

### RESOLUTION NO. 2015-

#### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPROVING RECORDS RETENTION SCHEDULES, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS, AND RESCINDING RESOLUTION NO. 2045

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**WHEREAS** the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Lemon Grove; and

**WHEREAS** Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

**WHEREAS** the State of California has adopted guidelines for the retention period for various government records; and

**WHEREAS** the City Council of the City of Lemon Grove previously adopted Resolution 2045, adopting a records retention schedule on May 16, 2000.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby:

1. Resolution No. 2045 is hereby rescinded.
2. The records of the City of Lemon Grove, as set forth in the Records Retention Schedules Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Lemon Grove.
3. With the consent of the City Clerk, City Manager, and City Attorney, updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council of the City of Lemon Grove.
4. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act. :

/////  
/////

## HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

### **STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS**

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

### **BENEFITS**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

### **Authorization to Destroy Records:**

All original records that have exceeded their retention period must be authorized according to City Policies & Procedures prior to destroying them.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is a **minimum** retention ("**Minimum 2 years**"), it must be authorized before it is destroyed, as it is an original record.
- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.
- On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or "record copy." Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

**Records Description:** The record series (a group of like records).

**Transitory Records** not retained in the ordinary course of business: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a "trusted system", etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Unalterable Media / Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:  
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other media which does not allow changes

**Scan / Import** (*guideline*):  
"S" indicates the record should be scanned into the document imaging system;  
"I" indicates the record should be electronically imported into the document imaging system;  
"M" indicates the record should be microfilmed

**Destroy Paper after Imaged & QC'd** (*guideline, if record is imaged*): QC'd=Quality Checked. "Yes" indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported) in accordance with the Trustworthy Electronic Records / ECMS / Document Imaging Policy and stored on Unalterable Media (Optical Disk – CD-R, WORM or DVD-R), and both the images and indexing Quality Checked ("QC'd").

### Legend for legal citations (§: Section)

CC: Civil Code (CA)  
CFC: California Fire Code  
EVC: Evidence Code (CA)  
FTB: Franchise Tax Board (CA)  
HUD: Housing & Urban Develop. (US)  
PC: Penal Code (CA)  
USC: United States Code (US)

B&P: Business & Professions Code (CA)  
CCP: Code of Civil Procedure (CA)  
CFR: Code of Federal Regulations (US)  
FA: Food & Agriculture Code  
GC: Government Code (CA)  
LC: Labor Code (CA)  
R&T: Revenue & Taxation Code (CA)  
VC: Vehicle Code (CA)

CBC: California Building Code  
CCR: California Code of Regulations (CA)  
EC: Elections Code (CA)  
FC: Family Code (CA)  
H&S: Health & Safety Code (CA)  
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)  
UFC: Uniform Fire Code  
W&I: Welfare & Institutions Code (CA)

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	CW-001	Accident, Incident, Injury reports: <b>EMPLOYEES</b> , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Public Works / Risk Management	CW-002	Accident, Incident, Injury reports: <b>PUBLIC</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-003	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc.  <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept	CW-004	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk	CW-005	Agenda Packets / Staff Reports: <b>City Council / Redevelopment / Successor Agency / Oversight Board</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-006	Agreements & Contracts <b>ALL</b> <i>(Specifications / Scope of Work, Notices of Completion, etc.)</i>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completi on	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7
Lead Dept.	CW-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b> <i>(Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)</i>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completi on	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-008	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding)</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090



## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-009	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag. Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Finance	CW-010	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag. Ppr			Copies; GC §34090.7
	CW-011	Bids: See Agreements & Contracts								
Staffing Dept.	CW-012	Boards and Committees: <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-013	Boards, Commissions, & Committees: <b>City Council Subcommittees</b>  (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag. Ppr			All recommendations are presented to the City Council; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-014	Boards, Commissions, & Committees: <b>External Organizations</b>  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>AGENDAS, AGENDA PACKETS.</b>	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
	CW-017	Brochures: See Reference Manuals								
Finance	CW-018	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept. & Finance	CW-019	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Ppr			City preference (not all detail is sent to Finance); GC §34090
Lead Dept.	CW-020	City Attorney Opinions	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S		Department Preference; GC §34090
Public Works / Risk Management	CW-021	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead Dept.	CW-022	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Lead (Responding) Dept.	CW-023	Complaints / Concerns from Citizens Computer Tracking Software or Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-024	Contracts: See Agreements								
	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-026	Correspondence - <b>ROUTINE</b>  (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS,</b> Interagency and Intraagency Memoranda not retained in the ordinary course of business  (e.g. calendars, checklists, e-mail or social media posting <b>NOT made or retained for the purpose of preserving the informational content for future reference,</b> invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required		Mag. Ppr			Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that <b><u>ARE</u></b> <b>made or retained for the purpose of preserving the informational content for future reference</b> are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252
City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag. Ppr			Send all originals to the City Clerk; GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-029	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-030	Facility Use Applications / Facility Use Permits	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-031	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-032	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept.	CW-033	Grants / CDBG / Reimbursable Claims / FEMA Claims <b>(SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)</b>  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records  Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Human Resources	CW-034	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Attorney	CW-035	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-036	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
City Clerk	CW-037	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7



## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-038	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-039	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-040	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CW-041	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	CW-042	Personnel Files	Shred Upon Separation or Transfer		Shred Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Lead Dept.	CW-043	Personnel Files ( <b>Supervisor's Notes</b> )	After Incorporation into Performance Evaluation		After Incorporation into Performance Evaluation	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-044	Personnel Work Schedules	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-045	Prop. 218 Fees & Charges: <b>Ballots and/or protest letters, Mailing List</b>	2 years		2 years		Ppr			GC §53753(e)(2)
Lead Dept.	CW-046	Prop. 218 Fees & Charges: <b>Undeliverable Mail</b>	3 months		3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §34090
Lead Dept.	CW-047	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-048	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-049	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-050	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-051	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by <b>YOUR Department</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-053	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by <b>OTHER Departments</b>	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-054	Reference or Working Files: See Correspondence								
Lead Dept.	CW-055	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept.	CW-056	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-057	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-058	Special Projects / Subject Files / Issue Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-059	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules ("Desk Files")	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-060	Surveys / Questionnaires (that the City issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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	CW-061	Tapes / DVD Recordings: See Boards & Commissions								
Finance / Payroll	CW-062	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
Lead Dept.	CW-063	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / CODE ENFORCEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Code Enforce.	CE-001	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)  Send Liens to City Clerk	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>FINANCE / ADMINISTRATION</b>										
Finance / Admin.	FN-001	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7
Finance / Admin.	FN-002	Audit Work Papers	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-003	Budgets - Adjustments	5 years		5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference (Approved by the City Council); GC §34090 et seq.
Finance / Admin.	FN-004	Budgets - Adopted / Final	2 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Admin.	FN-005	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts; GC §34090
Finance / Admin.	FN-006	Single Audits / Transportation Audits / PERS Audit, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

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<b>FINANCE / GENERAL ACCOUNTING</b>										
Finance / General Accounting	FN-007	1099's / 1096's Issued / W-9s	5 years		5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / General Accounting	FN-008	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years. GC §34090
Finance / General Accounting	FN-009	Actuarial Valuation Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Finance / General Accounting	FN-010	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-011	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.



## RECORDS RETENTION SCHEDULE: FINANCE

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Finance / General Accounting	FN-012	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Business License Applications & Renewals	2 years	3 years	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-013	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-014	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FN-015	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-016	Investment Reports / Treasurer's Reports	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-017	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-018	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / General Accounting	FN-019	Reports, General Ledgers, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (Financial System qualifies as a trusted system); GC §34090
Finance / General Accounting	FN-020	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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<b>ACCOUNTS RECEIVABLE &amp; BUSINESS LICENSE</b>										
Finance / Accounts Receivable & Business Licenses	FN-021	Accounts Receivable - <b>ALL</b> - Transient Occupancy Tax (TOT) Applications & Returns, Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable & Business Licenses	FN-022	Bankruptcies - <b>NOT</b> pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Accounts Receivable & Business Licenses	FN-023	Bankruptcies - <b>Where a claim is filed</b>	2 years	3 years	5 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Accounts Receivable & Business Licenses	FN-024	Business License <b>Applications</b> (Originals with Planning and Fire Department Approvals)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; contains Zoning approvals; GC §34090 et seq.
Finance / Accounts Receivable & Business Licenses	FN-025	Business License <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

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Finance / Accounts Receivable & Business Licenses	FN-026	Business License Renewals	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S		Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable & Business Licenses	FN-027	Collections / Collection Agency Statements	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Accounts Receivable & Business Licenses	FN-028	Dog Licenses (can be up to a 3 year license)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S		Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable & Business Licenses	FN-029	Entertainers Permits	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090 et seq.
Finance / Accounts Receivable & Business Licenses	FN-030	Parking Citations	2 years		2 years		Mag, Ppr			GC §34090 et seq.

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<b>PAYROLL</b>										
Finance / Payroll	FN-031	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FN-032	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FN-033	Payroll Reports - Annual Detail	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-034	Payroll Reports - Periodic (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-035	W-2's	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference for PERS Buy-back purposes; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

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Lead Dept.	CC-001	Affidavits of Publications / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk	CC-002	Agendas / Agenda Packets / Staff Reports - <b>IMAGED</b> : C46	2 years	P	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department Preference; GC §34090 et seq.
City Clerk	CC-003	Agreements / Contracts - <b>ALL - Professional Services, Non- Infrastructure that are <u>NOT</u> Imaged</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i>  <b>Examples of NON-Infrastructure:</b> Consulting, disposal, leases, loans, mutual aid, professional services, settlement, services, etc.	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Department Preference; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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City Clerk	CC-004	<p>Agreements / Contracts - <b>ALL - Projects, Development, If Imaged, Infrastructure, CIPs, DDAs, OPAs, MOUs, MOAs</b></p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i></p> <p><b>Examples of Infrastructure:</b> Architects, CIPs (Capital Improvement Projects,) City Manager employment contracts, franchise agreements, subdivision improvement agreements, development, Joint Powers, MOUs, retirement, water rights, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	<p>Department Preference; All infrastructure, JPAs, &amp; Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors &amp; Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703</p>
City Clerk	CC-005	Board & Commission <b>Recruitments:</b> Applications, correspondence, notices, etc.	2 years		2 years		Mag, Ppr			GC §34090

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City Clerk	CC-006	Committee Rosters / Boards, Commissions and Committees (Maddy Act)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-007	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(d)
City Clerk	CC-008	Ethics Training Certificates	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	GC §§12946, 29 USC 1113
City Clerk	CC-009	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; FPPC Opinion; 2 CCR 18944(c)(3)(G)
City Clerk	CC-010	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr			Should post on website for 4 years; GC §81009(e)
City Clerk	CC-011	FPPC Form 803 (Behested Payment Report)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-012	FPPC Form 804 (Agenda Report of New Positions)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-013	FPPC Form 805 (Agency Report of Consultants)	7 years		7 years		Mag, Ppr			GC §34090; GC §81009(e)
City Clerk	CC-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18705.5; GC §34090; GC §81009(e)



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<b>ELECTIONS - CONSOLIDATED</b>										
City Clerk	CC-015	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-016	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-019	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-020	Elections - <b>HISTORY</b> Files (Sample Ballot, Results)	P		P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090

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City Clerk	CC-021	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 mo.		Results or Final Examination if No Election + 8 mo.		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200, 17400
<b>(End of Elections Section)</b>										
City Clerk	CC-022	Historical Records & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-023	Litigation / Lawsuits: Final Settlements, Significantly Historical Documents	Final Resolution + 5 years	P	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5

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City Clerk	CC-024	Minutes - City Council, Community Development Agency (CDA) / Redevelopment, Successor Agency, Oversight Board, Lemon Grove Sanitation District, Lemon Grove Roadway Lighting District	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-025	Municipal Code <b>Administration</b> , Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-026	Municipal Code and <b>History</b> File (always retain 1 supplement)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-027	Ordinances (City Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-028	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.)  See Elections for Initiative, Recall or Referendum Petitions	1 year		1 year		Ppr			Law requires 1 year for petitions; GC §50115

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Lead Dept.	CC-029	Proof of Publication / Public Hearing Notices / Certificate of Posting / Legal Advertising (Usually kept with Project Files)	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CC-030	Recorded Documents / Real Property - Records that Affect the Title to Real Property (Deeds, Easements, Liens, Rights of Way, etc.)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-031	Recordings / Tapes of City Council Meetings - <b>Audio Recordings</b>	10 years		10 years		Mag, OD			Department Preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-032	Records Destruction Lists / Certificates of Records Destruction	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
City Clerk	CC-033	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	I		GC §34090 et. seq.
City Clerk	CC-034	Redevelopment Plans	5 years		5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-035	Redevelopment Project Files & Project Plans	5 years		5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

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City Clerk	CC-036	Relocation Files Where Redevelopment was the Lead	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Ppr			Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
City Clerk	CC-037	Request for Public Records / Subpoenas	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-038	Resolutions - City Council, Community Development Agency (CDA) / Redevelopment, Successor Agency, Oversight Board, Lemon Grove Sanitation District, Lemon Grove Roadway Lighting District	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-039	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / ENGINEERING

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Develop Services / Engineering	ENG-001	Abandonments / Vacations (Streets) / Survey File  (City Clerk is the Office of Record for all Recorded Documents)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Develop Services / Engineering	ENG-002	Aerial Maps / Photographs - Analog or Digital & Index to Aerials	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Engineering	ENG-003	Assessment District / Community Facilities Districts / Maintenance District / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts <b>(FORMATION, BOUNDARIES, ENGINEERS REPORTS, MAPS)</b>	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Develop. Services / Engineering	ENG-004	Benchmarks	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

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Develop. Services / Engineering OR Public Works / Operations	ENG-005	Capital Improvement Projects (CIP): <u>Maintenance Projects (All Records)</u>	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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Develop. Services / Engineering OR Public Works / Operations	ENG-006	Capital Improvement Projects (CIP) - <b>Infrastructure Modifications - Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090



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Develop. Services / Engineering OR Public Works / Operations	ENG-007	Capital Improvement Projects (CIP): <b>Infrastructure Modifications - Permanent File</b>  Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, Water Quality Technical Reports, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Comple. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Lead Dept.	ENG-008	Correspondence - <b>Regulatory Agencies</b>	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
City Clerk	ENG-009	Deeds, Easements, Liens, Permanent Encroachments / EMRA (Encroachment Management Removal Agreement)  (City Clerk is the Office of Record for all Recorded Documents)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.

# **RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / ENGINEERING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Engineering	ENG-010	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Engineering	ENG-011	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Land Develop.	ENG-012	Encroachment Permits: <b>ALL</b> (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts, etc.)  EMRAs are recorded, and filed with the City Clerk.	Expiration + 4 years		Expiration + 4 years	Yes: Until Completion	Mag, Ppr			Covers statute of limitations for contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090
Develop. Services / Engineering	ENG-013	Engineering Studies / Surveys - Preliminary Studies / Project Assessments ( <b>Not Acquired or Developed</b> )	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Engineering	ENG-014	Engineering Studies / Surveys ( <b>City Built Projects</b> )	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Engineering	ENG-015	Geotechnical and Soils Reports; Hydrology Reports (Authorized by the City or their contractors)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Engineering	ENG-016	Grading Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	ENG-017	Plan Checks for Building Permits	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090 et seq.
Develop. Services / Engineering or Planning	ENG-018	Private Land Developer Trust Accounts / Deposits	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Develop. Services / Engineering	ENG-019	Private Land Development Bonds: Subdivision Bonds/ Letters of Credit	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Engineering	ENG-020	Private Land Development Projects / Job Files: <b>Administration File</b>  Construction Inspections, Photos, Project Schedules, etc.  <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Engineering	ENG-021	Private Land Development Projects / Job Files: <b><u>Permanent Files</u></b>  Drainage, Driveway, Encroachments, Grading Plans, Rights of Way, Stormwater, Studies, Reports, Water Quality Technical Reports, etc.  Dedications, Easements, Abandonments (City Clerk is OFR)  <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Develop. Services / Engineering	ENG-022	Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
State of California	ENG-023	SWITRS - Statewide Integrated Traffic Records System	When No Longer Required		When No Longer Required		Mag Ppr			Non-Records (Sheriff)
Develop. Services / Engineering	ENG-024	Traffic Complaints	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Engineering	ENG-025	Traffic Signal Inventory	Superseded		Superseded	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Develop. Services / Engineering	ENG-026	Traffic Signal Locations	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Develop. Services / Engineering	ENG-027	Traffic Signal Timing	Replaced + 5 years		Replaced + 5 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Develop. Services / Engineering	ENG-028	Traffic Speed Surveys	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Develop. Services / Engineering	ENG-029	Traffic Studies / Traffic Counts / Transportation Studies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Develop. Services / Engineering	ENG-030	Transportation Master Plans / Traffic Master Plans	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Lead Dept.	ENG-031	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
<b>ADMINISTRATION</b>										
Fire / Admin.	FR-001	Apparatus & Equipment Records & Testing	Disposal + 2 years		Disposal + 2 years		Mag, Ppr			Department Preference; Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years; 8 Cal Code Reg. §3203(b)(1), CCP §340.5, GC §34090
Fire / Admin.	FR-002	Employee <b>Background</b> File / Pre-employment physicals / Applications - <b>UNSUCCESSFUL, NON-SELECTS, DISQUALIFIED</b>	3 years		3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7( c), GC §§12946, 34090
Fire / Admin.	FR-003	Fire Incident Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr			Preliminary drafts; Original reports / data is in RMS database; GC §34090 et seq.
Fire / Admin.	FR-004	Fire Incident RMS Database (Firehouse)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-005	ISO Insurance Ratings	15 years		15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-006	Monthly Statistical Report / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-007	Mutual Aid Agreements, Joint Power Authorities / Heartland Fire Agreements	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Fire / Admin.	FR-008	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-009	Subpoenas (all Fire Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090
<b>EMERGENCY MEDICAL SERVICES</b>										
Fire / EMS	FR-010	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090
Fire / EMS	FR-011	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	24 CFR 164.530(j)
Fire / EMS	FR-012	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): ALL (medical and non-medical.)  When Field Saver is contracted to maintain PCRs	Contracted with Field Saver		Contracted with Field Saver		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	



## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
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<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / EMS	FR-013	Patient Care Reports / PCR's / Paramedic Release Forms (EMS transportation): <b>ALL</b> (medical and non-medical )  <b>PRIOR</b> to Contracting with Field Saver	3 years	17 years	20 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CCR 1100.7, CCP §340.5, GC §34090, 60201 et seq.; H&S §123145

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
<b>FIRE MARSHAL / FIRE PREVENTION</b>										
Fire / Fire Marshal & Fire Prevention	FR-014	Citizen's Emergency Response Training (CERT) / Neighborhood Training Course Records, Roster, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded	Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-015	Emergency Plans / Disaster Preparedness Manuals, etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After Superseded	Department Preference (copies); GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-016	Fire Code Permits / Special Event Permits / Fire Works Permits / Explosives Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	5 years		5 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-017	Fire Inspections / Business Inspection Files / Citations / Notice of Violations	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	California Fire Code requires 5 years; Allows the removal and purging of these records in the event the address file is too large; CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-018	Fire Investigations - Arson & Capital Crimes Only	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-019	Fire Investigations - OTHER Than Arson & Capital Crimes Only	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>									
Fire / Fire Marshal & Fire Prevention	FR-020	Juvenile Fire starter Program	10 years		10 years		Mag, Ppr		Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-021	Pre-plan Sheets	When Superseded		When Superseded		Mag, Ppr		Preliminary drafts; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-022	Public Information / Education (when produced internally)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Department Preference; GC §34090
Building	FR-023	Record Drawings ("As-Built") and CAD drawings of buildings	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr		GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-024	Weed Abatement	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Department Preference; GC §34090
City Clerk	FR-025	Weed Abatement Liens	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr		GC §34090.7

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
<b>OPERATIONS / SUPPRESSION</b>										
Fire / Operations	FR-026	Daily Roster (Telestaff Database)	Indefinite		Indefinite	Yes: Before Event	Mag			Data is interrelated; GC §34090 et seq.
Fire / Operations	FR-027	Station Log Books / Station Journals (Incidents - kept at Fire Stations)	2 years		2 years		Mag, Mfr, OD, Ppr	S/I	No	GC §34090
Lead Dept.	FR-028	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager	CM-001	City Council Correspondence / Mayors Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Manager	CM-002	City Manager / Economic Development Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager	CM-003	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Manager	CM-004	Department Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-005	Economic Development Projects	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Manager	CM-006	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / HOUSING RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Housing Resources	HOU-001	Housing Loan Applications <b>Rejected</b> (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Develop. Services / Housing Resources	HOU-002	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc.  <b>WITH a Recapture / Resale Restriction</b>  Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090
Develop. Services / Housing Resources	HOU-003	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc.  <b>WITHOUT a Recapture / Resale Restriction</b>  Deeds and Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-002	CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, etc.)	6 years		6 years		Mag, Ppr			Department Preference; 6 years for retirement benefits; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-003	CalPERS Reports - Annual Employer Statements	5 years		5 years		Mag, Ppr			Department Preference; Retained to match other auditing periods; GC §34090
Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Human Resources	HR-005	Classification Specifications	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	HR-006	Compensation Surveys & Studies	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-007	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Separation + 10 years	20 years	Separation + 30 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Human Resources	HR-008	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Human Resources	HR-009	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-010	I-9s	Separation + 10 years	20 years	Separation + 30 years		Mag, Ppr			Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 34090
Human Resources	HR-011	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-012	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources	HR-013	Personnel Files - <b>Employee / Benefit File</b> Includes Application, Evaluations, Policies Oaths of Office, Transaction Forms, Benefit Enrollment Forms, etc.	Separation + 10 years	20 years	Separation + 30 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113
Human Resources	HR-014	Personnel Files - <b>Medical</b> File (all employees) Pre-employment Clearances, ADA Accommodations, Incidents / Accidents where no medical services were provided, etc.	Separation + 10 years	20 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-015	Recruitment and Testing File  (Includes Advertisements, Applications for Unsuccessful Candidates, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	3 years		3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090
Human Resources	HR-016	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Ppr			Department preference; GC §34090
Human Resources	HR-017	Workers Compensation Claim Runs	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources	HR-018	Workers Compensation Claims	Separation + 10 years	20 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept.	HR-019	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Lead Dept.	HR-020	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community Services	CS-001	Activity / Special Programs / Special Event Files & Reports Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference; GC §34090
Community Services	CS-002	Contracts: Class Instructors Includes Insurance Certificates and Administration Records	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Community Services	CS-003	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Community Services	CS-004	Facility Use Rental Contracts / Field Use Contracts	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Lead Dept.	CS-005	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Community Services	CS-006	Park & Recreation Facility History Files	P		P		Mag, Mfr, OD, Ppr	S/I	No	Department preference; GC §34090
Community Services	CS-007	Recreation Database	Indefinite		Indefinite		Mag			Department Preference; data is interrelated; GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Community Services	CS-008	Registration Forms / Reservation Forms / Day Camps & Classes / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years		Ppr			GC §34090
Community Services	CS-009	Special Event Permits & Programs	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference; GC §34090
Community Services	CS-010	Waivers of Liability	2 years		2 years		Mag, Ppr			GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Develop. Services / Planning	PL-001	Affidavits of Publications / Public Hearing Notices / Legal Advertising	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Develop. Services / Planning	PL-002	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
	PL-003	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Develop. Services / Planning	PL-004	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Inside City boundaries</b>	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Develop. Services / Planning	PL-005	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Outside City boundaries</b>	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
City Clerk	PL-006	General Plan, Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / PLANNING

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Develop. Services / Planning	PL-007	Master Plans, Specific Plans, Bikeway Plans, Landscaping Plans, Street Master Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Planning	PL-008	Planning Commission <b>AGENDAS</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Develop. Services / Planning	PL-009	Planning Commission <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	10 years		10 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Develop. Services / Planning	PL-010	Planning Commission <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090



# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / PLANNING

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Develop. Services / Planning	PL-011	<b>Planning Project Files - Permanent Entitlements</b>  (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps)  Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
Develop. Services / Planning	PL-012	Pre-Application Review / Preliminary Review File / Letters	5 years	P	P		Mag, Ppr			Department preference; Preliminary Documents (no application submitted); GC §34090
Develop. Services / Engineering or Planning	PL-013	Private Land Developer <b>Trust Accounts</b> / Deposits	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Develop. Services / Planning	PL-014	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Planning	PL-015	Special Studies	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
Develop. Services / Planning	PL-016	<b>Temporary Entitlements</b> (Approved & Unapproved):  <b>Christmas Tree Lots</b> , Banner Permits, Pumpkin Lots, Temporary Signs, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Develop. Services / Planning	PL-017	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Develop. Services / Planning	PL-018	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS / OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Develop. Services / Engineering OR Public Works / Operations	PW-001	Capital Improvement Projects (CIP) - <b>Infrastructure Modifications - Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS / OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Engineering OR Public Works / Operations	PW-002	Capital Improvement Projects (CIP): <b>Infrastructure Modifications - Permanent File</b>  Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, Water Quality Technical Reports, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Comple. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS / OPERATIONS

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Develop. Services / Engineering OR Public Works / Operations	PW-003	Capital Improvement Projects (CIP): <u>Maintenance Projects (All Records)</u>	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Operations	PW-004	Community Outreach / Notification of Projects	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Operations	PW-005	Complaints	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Operations	PW-006	Confined Space Entries	3 years		3 years		Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Lead Dept.	PW-007	Correspondence - <b>Regulatory Agencies</b>	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS / OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Operations	PW-008	Equipment History Files (See Fleet for Vehicles)	Disposal of Equipment + 2 years		Disposal of Equipment + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Operations	PW-009	Hazardous Waste Manifests / Certificates of Disposal	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Lead Dept.	PW-010	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Public Works / Operations	PW-011	Playground Inspections	2 years		2 years		Ppr			GC §34090
Lead Dept.	PW-012	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090; 3 CCR 1234(3)
Lead Dept.	PW-013	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS / OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Operations	PW-014	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Division Providing Service / Work	PW-015	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-016	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-017	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

# **RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING & SAFETY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Building	BLD-001	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Develop. Services / Building	BLD-002	Building Permits / Address Files	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Statewide guidelines propose permanent; GC §34090, H&S §19850
Develop. Services / Building	BLD-003	Building Plans - <b>Expired or Withdrawn</b>	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Develop. Services / Building	BLD-004	Building Plans and Construction Documents - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090



# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING & SAFETY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Develop. Services / Building	BLD-005	Building Plans and Construction Documents - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS</b>  (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090
Develop. Services / Building	BLD-006	<b>Construction Notices / Inspection Notices</b> (correction notices, compliance orders, stop work notices, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090
Develop. Services / Building	BLD-007	<b>Reports:</b> Building Activity	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Develop. Services / Building	BLD-008	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Develop. Services / Building	BLD-009	Uniform Building Codes / California Building Codes	P		P		Mag, Ppr			GC §50022.6

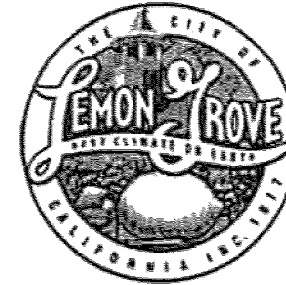
# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / STORMWATER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	STM-001	Correspondence - <b>Regulatory Agencies</b>	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Develop. Services / Stormwater	STM-002	NPDES Monitoring, Inspections, Audits, Corrective Actions, Violations - Stormwater	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Develop. Services / Stormwater	STM-003	NPDES Permits - Stormwater	Superseded + 3 years		Superseded + 3 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.

# Accounts Payable

## To Be Paid Proof List

User: gzafigo  
 Printed: 05/18/2015 - 9:28AM  
 Batch: 00024.05.2015 - ACH - 457 4/1-28/15



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
Calpers Supplemental Income 457 Plan									
47									
Apr1-Apr28	4/28/2015	5,884.72	0.00	05/07/2015				False	0
01-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	1,296.71	0.00	05/07/2015				False	0
02-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	1,205.45	0.00	05/07/2015				False	0
01-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	188.27	0.00	05/07/2015				False	0
10-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	51.85	0.00	05/07/2015				False	0
11-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	207.40	0.00	05/07/2015				False	0
12-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	108.50	0.00	05/07/2015				False	0
14-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	2,980.03	0.00	05/07/2015				False	0
15-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	51.25	0.00	05/07/2015				False	0
21-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	3.00	0.00	05/07/2015				False	0
22-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	1,433.27	0.00	05/07/2015				False	0
60-00-00-2060 Deferred Comp-Employee Funds				457 Plan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	298.94	0.00	05/07/2015				False	0
02-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	31.02	0.00	05/07/2015				False	0
10-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	9.37	0.00	05/07/2015				False	0
11-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Apr1-Apr28	4/28/2015	37.43	0.00	05/07/2015				False	0
12-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	33.90	0.00	05/07/2015				False	0
14-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	424.04	0.00	05/07/2015				False	0
15-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	4.90	0.00	05/07/2015				False	0
21-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	12.04	0.00	05/07/2015				False	0
22-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28	4/28/2015	206.95	0.00	05/07/2015				False	0
60-00-00-2050 457 Employee Loan Pass Thru				457 Loan 4/1/15-4/28/15					
Apr1-Apr28 Total:		14,469.04							
Calpers Supplemental Inco		14,469.04							
Report Total:		14,469.04							

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS / RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Risk Manage.	RM-001	Accident Reports / Incident Reports - PUBLIC Where a Claim is Not Filed	2 years		2 years		Ppr			GC §34090
Public Works / Risk Manage.	RM-002	Claims (Liability Claims)	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Resolution	Mag, Ppr			Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Public Works / Risk Manage.	RM-003	Insurance Policy Applications / Insurance Policies (City-owned Policies)	P		P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Attorney	RM-004	Lawsuits / Litigation	Fully Resolved + 5 years		Fully Resolved + 5 years	Yes: Until Resolution	Mag, Ppr			Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Public Works / Risk Manage.	RM-005	Loss Runs	When No Longer Required		When No Longer Required		Mag Ppr			Department Preference (the Claims Management System is the original); GC §34090
Public Works / Risk Manage.	RM-006	Safety Inspections	5 years		5 years		Ppr			Department preference (Meets OSHA requirements); GC §34090

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

Item No. 1.E  
Mtg. Date June 2, 2015  
Dept. City Manager's Office

Item Title: **Memorandum of Understanding with Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters**

Staff Contact: Graham Mitchell, City Manager

**Recommendation:**

Adopt a resolution (**Attachment B**) approving the Memorandum of Understanding between the City and Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters.

**Item Summary:**

The current labor Memorandum of Understanding (MOU) between the City and Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters (Local 2728) expires on June 30, 2015. The City Council appointed Graham Mitchell and Corinne Russell to represent the City in negotiating terms of a new MOU.

Staff has completed negotiations and presents a resolution (**Attachment B**) approving a three-year MOU (included as an exhibit to the resolution) for City Council consideration. The staff report (**Attachment A**) provides an analysis of the MOU.

**Fiscal Impact:**

In Fiscal Year 2015-16, the City will experience an increase of approximately 2 percent (\$42,200) in total labor costs with the approval of the MOU.

**Environmental Review:**

☒ Not subject to review

☐ Categorical Exemption, Section

☐ Negative Declaration

☐ Mitigated Negative Declaration

**Public Information:**

☒ None

☐ Newsletter article

☐ Notice to property owners within 300 ft.

☐ Notice published in local newspaper

☐ Neighborhood meeting

**Attachments:**

A. Staff Report

B. Resolution (MOU is included as Exhibit 1)

## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 1.E

Mtg. Date June 2, 2015

Item Title: **Memorandum of Understanding with the Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters**

Staff Contact: **Graham Mitchell, City Manager**

### Discussion:

The purpose of this agenda item is to present a resolution and Memorandum of Understanding (MOU) between the City and Lemon Grove Firefighters Association; Local 2728 of the International Association of Firefighters (Local 2728). The MOU serves as a labor agreement between both parties. The staff report includes background information and a summary of negotiated changes to the previous MOU.

On September 3, 2013, the City and Local 2728 entered into a two-year labor MOU. On April 7, 2015, the City Council designated City Manager Graham Mitchell and Human Resources Analyst Corinne Russell to represent the City in order to negotiate a new MOU. The City and Local 2720 representatives have been negotiating terms of a revised agreement and are prepared to present a document for City Council consideration.

The following describes significant changes to the previous MOU:

*Battalion Chief (Article 1.1)* – to mirror language as the other Heartland cities (El Cajon and La Mesa) fire MOUs, Article 1.1 includes any employees holding the office of Battalion Chief as a represented employee of the MOU.

*Term (Article 3)* – the MOU is for a three-year term, expiring on June 30, 2018.

*Shift Bidding (Article 6)* – the MOU reflects modified language related to how fire personnel bid for shift assignments. The modified language mirrors language found in fire labor MOUs with the cities of El Cajon and La Mesa.

*Employee Salaries (Article 7)* – the MOU reflects the following cost of living adjustments: 2 percent commencing July 1, 2015, 2 percent commencing July 1, 2016, and 2.25 percent commencing July 1, 2017.

*Emergency Incident Compensation (Article 45)* – in order to receive full reimbursement from the State when sending staff to State-declared emergencies, it is necessary to include State-mandated language in the MOU.

All other sections remain the same as the previous MOU.

### Conclusion:

Staff recommends that the City Council consider a resolution (**Attachment B**) approving the three-year MOU (included as Exhibit 1 to the attached resolution).

## Attachment B

### RESOLUTION NO. 2015-\_\_\_\_\_

#### RESOLUTION OF THE LEMON GROVE CITY COUNCIL APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND LEMON GROVE FIREFIGHTERS ASSOCIATION, LOCAL 2728 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

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**WHEREAS**, a Memorandum of Understanding (MOU), defining wages, benefits and working conditions, between the City and Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters (Local 2728) became retroactively effective on June 30, 2013; and

**WHEREAS**, the term of the 2013 MOU is set to expire on June 30, 2015; and

**WHEREAS**, the City Council authorized the City Manager to lead a negotiation team to negotiate a new MOU with Local 2728; and

**WHEREAS**, the City's negotiation team and representatives from Local 2728 have completed negotiations and have developed a MOU for consideration; and

**WHEREAS**, the members of Local 2728 have approved the negotiated MOU; and

**WHEREAS**, the City Council has considered the proposed MOU and has determined that its approval is in the best interest of the City.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby:

1. Approves the attached Memorandum of Understanding with Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters (Exhibit 1); and
2. Authorizes the City Manager to execute said Memorandum of Understanding.

/////  
/////



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
CITY OF LEMON GROVE  
AND THE  
LEMON GROVE FIREFIGHTERS ASSOCIATION, LOCAL 2728 OF THE  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS**

**2015-2018**

This Memorandum of Understanding ("Agreement") between the City of Lemon Grove (hereinafter "City"), and the Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters (hereinafter "Local 2728"), sets forth the full and entire understanding of the parties regarding the City's fire services and other matters set forth herein. Prior or existing understanding or agreements by parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

**PREAMBLE**

This Agreement is entered into pursuant to Government Code §§ 3500-3510 and has been jointly prepared by the duly appointed representatives of the City and Local 2728. It is the purpose of this Agreement to achieve and maintain harmonious relations between the City and Local 2728 to provide for equitable and peaceful adjustment of differences that may arise and to establish proper standards of wages, hours, and other conditions of employment.

The parties have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment of the employees represented by Local 2728, have freely exchanged information, opinions, and proposals, and have endeavored to reach agreement on all matters relating to employment conditions and employee/City relations of such employees.

**ARTICLE 1 – RECOGNITION**

- 1.1 The City recognizes Local 2728 as the "meet and confer" representative for represented public safety employees of the City involved in fire suppression. This Agreement shall be applicable to the Battalion Chief, Captain, Engineer, and

Firefighter/Paramedic classifications. This Agreement shall not apply to any other classifications within the City including any substitute or temporary employees.

## **ARTICLE 2 – MANAGEMENT RIGHTS**

2.1 The City, on its own behalf and on behalf of the electors of the City, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by federal, state and local laws and ordinances, the Constitution of the State of California, and the Constitution of the United States, including, but without limitation, the rights:

- A. To determine and administer City policies, procedures, rules and regulations.
- B. Subject to the provisions of the law, to hire all employees, to determine their qualifications and the conditions of their layoff, dismissal or demotion, and to promote and to transfer all employees.
- C. To determine the number and kinds of personnel necessary for the efficient operation of the City and to direct their activities.
- D. To determine staffing patterns and work schedules.
- E. To determine City programs.
- F. To build, move, or modify City facilities.
- G. To develop and administer the City budget.
- H. To determine the methods of raising revenue.
- I. To take action on any matter in the event of an emergency.
- J. To determine the need for technology and equipment upgrades.
- K. To delegate to the City Manager, Fire Chief, and other legally appointed officers, the operation of the City, its properties and facilities, including but not limited to innovative and experimental uses of the City's facilities and experimental and pilot investigation of new fire science programs.

- 2.2 Employees may be assigned City-owned vehicles, lockers, desks, cabinets and cases for the mutual convenience of the City and its personnel. All personnel are admonished that the retention of personal items in such vehicles, containers or facilities is at the risk of the employee and the City will not be responsible for any losses other than as specified in Article 20 (Reimbursement for Lost, Stolen or Damaged Property). Vehicles, containers or facilities in which equipment is stored shall be subject to entry by the City. A employee shall not have his or her locker or other space for storage that may be assigned to him or her searched except in his or her presence, or with his or her consent, or unless a valid search warrant has been obtained and unless he or she has been notified that a search will be conducted. This section shall apply only to lockers or other space for storage that are owned or leased by the City. It shall be the policy of the City to conduct searches in the presence of two City officers and the employee. If requested by the employee, the search must also be conducted in the presence of one Local 2728 representative.
- 2.3 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the City, the adoption of policies, rules and regulations, and practice in the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with federal and state law.

### **ARTICLE 3 – TERM OF AGREEMENT**

- 3.1 This Memorandum of Understanding shall be effective as of 0001 hours on July 1, 2015, and shall remain in effect until 2359 hours on June 30, 2018. All financial terms of this contract shall remain in place unless agreed upon by both parties. On or about March 15 of each year, either party may choose to re-open the MOU in order to meet and confer on any non-financial items by notifying the other party in writing.

## **ARTICLE 4 – RULES AND REGULATIONS**

- 4.1 Local 2728 agrees that all of its members shall comply with all City policies, procedures, rules and regulations, including those relating to conduct and work performance. Unless specifically modified or superseded by this Agreement, all employees covered hereunder shall be subject to the rules established in the Lemon Grove Personnel Policies Manual (Manual) under Resolution No. 3085, as amended. Local 2728 also agrees to comply with the provisions of Chapter 2.32 (City-Employee Relations) of the Lemon Grove Municipal Code, which is incorporated herein by reference as amended.

## **ARTICLE 5 – HOURS OF EMPLOYMENT**

- 5.1 The average workweek computed over a one-year period shall be 56 hours. The schedule shall consist of a system of three platoons, 4's and 6's (based on a 24-day work cycle). The work cycle is established as follows:

Four shifts (24 hours on, 24 hours off)

Four consecutive days off

Four shifts (24 hours on, 24 hours off)

Six consecutive days off

- 5.2 Personnel may be assigned to a temporary, modified workweek to accomplish needed work for the City. The terms and conditions of assignment to such workweek shall be mutually agreed upon between the local and management.

## **ARTICLE 6 – SHIFT BIDDING**

- 6.1 To accommodate staffing in the fire department, the department uses a "bid" system process. This system allows employees to bid for a station assignment for the upcoming year. On or around January 1, every other year, all employees shall be allowed to bid for shift assignments based on seniority in rank. Any changes will be effective on or around February 1 of the same year. In the event that openings occur in between bid cycles, they will be filled in a similar fashion based on seniority.

The following guidelines are used in the annual bid system process:

- A. In years ending in an even number, the bid will be department wide with members allowed to move from shift to shift. In years ending with an odd number, the bid will be shift wide with members allowed to move within their shift only.
- B. The Deputy Fire Chief or his designee will conduct the bid each year.
- C. Captains will be allowed to select first based on seniority within the rank, with the senior Captain selecting first. All Captain will select a station prior to Engineers.
- D. Engineers will be allowed to select next based on seniority within the rank, with the senior Engineer selecting first. All Engineers will select a station prior to Firefighters.
- E. Firefighter will be allowed to select next based on seniority with the rank, with the senior Firefighters selecting first.
- F. New hires or promotions will be placed by management regardless of date, month or year.
- G. The Fire Chief reserves the right to make changes in station assignments, or place personnel to meet the needs of the department at anytime.

## **ARTICLE 7 – EMPLOYEE SALARIES**

- 7.1 On or about July 1, 2015, all covered members under this MOU shall receive a 2 percent cost of living allowance. The FY 2015-16 salaries are referenced on the City's Salary and Classification Summary. On or about July 1, 2016 all covered members under this MOU shall receive a 2 percent cost of living allowance, and then a 2.25 percent cost of living allowance on or about July 1, 2017.

## **ARTICLE 8 – OVERTIME COMPENSATION**

- 8.1 The City shall comply with the Fair Labor Standards Act (FLSA) as amended and as it applies to the fire service.
- 8.2 FLSA - Under the Fair Labor Standards Act, generally, an employer must pay an employee overtime for hours worked in excess of 40 hours per week. This overtime pay is one and one half (1½) times the regular compensation rate.

Under Section 207(k) of the FLSA, as interpreted by the Department of Labor, employees engaged in fire protection or law enforcement activities with 28 consecutive day work periods are entitled to one and one half (1½ ) times their regular compensation rate if they work excess hours. For fire protection employees, overtime must be paid for hours worked beyond 212 hours during the 28-day work period.

Approved leave time is considered as hours worked for the purposes of FLSA overtime calculation.

- 8.3 Every full time employee covered by this Agreement shall be eligible for overtime pay. There are three types of overtime: scheduled, voluntary and recall.

Scheduled overtime is the term used for the three hours worked each workweek in addition to the regular 53 hours, paid at time and one half.

Voluntary overtime includes all overtime worked to fill normal positions whether a full or partial shift. Voluntary overtime begins when the employee reports to the work location where the position is being filled. All forcebacks to cover normal shifts are considered voluntary. Employees reporting for voluntary overtime shall be paid a minimum of two hours.

Recall overtime includes all overtime for which the employee is called back to work due to an emergency. The Fire Chief or his/her designee determines what constitutes an emergency. Recalled employees shall be paid overtime from the time of recall, for a minimum of two hours, for each recall and hour for hour beyond two hours. Employees on recall overtime shall be paid their current hourly rate. Recall of off duty personnel shall, in each instance, be followed by reports showing who reported and the time they were called to report. This information shall be entered on the daily attendance report. (The employees' immediate supervisor shall manage this.)

- 8.4 It is the intent of the City to not compensate more than one employee to fill a normal position whether with regular or overtime pay.

- 8.5 Recalled employees shall be entitled to reimbursement for meals during the emergency for which they are recalled.
- 8.6 Employees shall not work more than 96 consecutive hours except during extreme emergencies as directed by the Fire Chief. Four hours is normally considered a minimum break in duty.

#### **ARTICLE 9 – TIME REPORTING AND USE OF LEAVE CREDITS**

- 9.1 All hours worked and leave credits taken shall be reported in 30-minute increments. 15 minutes or less shall not be reported. More than 15 minutes and less than 45 minutes shall be reported as 30 minutes. More than 45 minutes shall be reported as one hour.

#### **ARTICLE 10 – EXCHANGE OF SHIFTS/EARLY RELIEF**

- 10.1 Exchange(s) of shift/early relief are privileges granted by the Fire Chief or his/her designee. The Fire Chief or his/her designee may deny shift exchange(s) at the time of request; the reason(s) for denial shall be substantiated at the time of denial.
- 10.2 Shift exchanges (“trade time”) shall follow these guidelines:
  - A. The Company Captain may grant shift exchange requests of less than 24 hours.
  - B. Shift exchange requests of 24 hours or more must be approved by the Company Captain and the Fire Chief or his/her designee and must be submitted, in writing, at least 24 hours prior to the planned exchange of shift.
  - C. All shift exchanges shall be rank for rank, inclusive of acting positions.
  - D. Shift exchanges that would require a firefighter to work in excess of 72 consecutive hours shall be denied.
  - E. All exchanges shall be completed within 12 months of the initial exchange.
  - F. The responsibility to cover an assigned work shift remains with the employee assigned to such shift.

Approved shift exchanges shall be considered a normal, scheduled work assignment. If for any reason a shift exchange or any portion thereof is not worked, the employee that accepted the shift exchange for that shift shall be charged annual leave. If this occurs with an original shift exchange, a payback shift exchange shall still be owed for the full amount of hours agreed upon between the parties. All payback shift exchanges are considered fulfilled with hours worked or charged annual leave. In the event of an on-duty injury during a shift exchange, the City shall cover the remaining portion of such shift. Anyone who fails to fulfill a shift exchange (original or payback) twice in a six-month period may not be allowed to participate in any new shift exchanges for one year after the date of such failure.

- G. Shift exchanges of more than four hours are not allowed while an employee is working overtime.

#### **ARTICLE 11 – MINIMUM SUPPRESSION STAFFING**

- 11.1 The City agrees that the use of a constant minimum staffing model is more cost effective than utilizing an overstaffing model during the term of this Memorandum of Understanding. The City, therefore, shall utilize a constant minimum staffing model. Minimum daily staffing for the City shall be six members of the bargaining unit per shift. The six shift positions shall be two captains, 2 engineers, and 2 firefighter/paramedics per shift. Except in the case of an anticipated absence of at least six months, as a result of injury, illness, military service, jury duty, or any other similar event, the City reserves the right to use temporary firefighters to fill the temporary vacancy.

#### **ARTICLE 12 – FIRST RESPONDER AND PARAMEDIC TERMS AND CONDITIONS**

- 12.1 The minimum first responder standard for all classifications covered by this Agreement shall be EMT-DC (Emergency Medical Technician with Defibrillator and Combitude endorsements). The City shall pay an EMT-DC incentive of 1 percent of top Firefighter/Paramedic annual salary in December of each year to



each employee currently certified as an EMT-DC, except if ineligible as provided in 12.3.

- 12.2 The City shall provide on duty time and the necessary materials and instructors for employees to maintain their EMT-DC standard once achieved. Employees missing scheduled training must make up such training on their own time. Employees failing City provided EMT-DC recertification shall obtain such recertification on their own time and at their own expense.
- 12.3 A base annual paramedic recertification incentive of 3.3 percent of top Firefighter/Paramedic annual salary shall be paid in December. Any employee receiving this incentive is not eligible for the EMT/DC incentive identified in Article 12.1.
- 12.4 Employees who maintain their paramedic status after reassignment or promotion shall receive the paramedic recertification incentive listed in Article 12.3.
- 12.5 Those employees originally hired as Firefighters/Paramedic shall maintain their certification as a minimum job requirement until promotion or separation.
- 12.6 Employees may not use City training or education reimbursement funds, referred to in Section 21.1, for the costs associated with EMT or paramedic recertification course, training or testing.

#### **ARTICLE 13 – ACTING POSITIONS**

- 13.1 Those acting in positions of a different rank shall comply with the regulations and orders of the position in which they are acting and shall be required to have knowledge of and be responsible and accountable for the proper execution of the duties of such rank. They shall be accorded all authority and privileges of the office in which they are acting, and shall be obeyed and respected accordingly.
- 13.2 Employees of a higher rank may voluntarily work in a position of lower rank (i.e., an Engineer working in a Firefighter/Paramedic position) only after the overtime list has been exhausted and prior to any forcebacks. Overtime voluntarily worked in a lower rank shall not prejudice the employee's position on the overtime list for their rank.

13.3 Employees being trained for another position shall not be compensated for the position for which they are being trained as long as the position is presently filled. The intent of this Article is to prevent two or more employees from being compensated for the same position at the same time.

13.4 Vacancies occurring on a planned or daily basis will normally be filled rank for rank from the voluntary overtime list. This would include any vacation or short-term sick leave or leave of absence. This does not preclude the ability of the City to fill long-term vacancies occurring due to sick leave, leave of absence or other circumstances with move up or qualified acting personnel. Long-term vacancies are normally defined as eight shifts or longer.

The City may use other methods of filling vacancies if it has knowledge that the vacancy will exist for eight shifts or longer. If no one from the vacant rank is signed up for voluntary overtime, then others of higher rank shall be offered the overtime prior to any forceback.

If no employee, on or off duty, of equivalent rank or certified to act in the vacant position is available, the Fire Chief or his/her designee shall appoint the employee he/she feels most qualified to fill the vacant position until an equivalent or certified employee is available.

#### **ARTICLE 1 – LIMITED DUTY**

1.1 Personnel on sick leave due to an off-duty injury or a non-contagious illness, and with the written consent of their physician, may, at the discretion of the Fire Chief, be allowed to return to work in a limited duty status.

1.2 Limited duty may include any one or more of the following or within the City operations, but shall not include emergency duties:

- A. Clerical duties,
- B. Station maintenance,
- C. Hydrant maintenance,
- D. Department runner (parts, supplies, mail delivery, etc.),
- E. Drafting,

- F. Fire prevention duties,
- G. Installation and checking of smoke detectors,
- H. Other duties that may appropriately fall within limited duty status.

- 1.3 Limited duty is available at the discretion of the City and is contingent upon a need existing for both the City and the employee.
- 1.4 The existing needs of the City and the utilization of an eligible employee's special skills shall be a determining factor in the assignment of limited duty. Limited duty assignments may include assignments to duties in other City departments where the employee's special skills may be utilized. If more than one employee is on sick leave and limited duty is available, the alternating of personnel may be required. Other factors being equal, the employee with the longest sick leave should receive first consideration.
- 1.5 Limited duty shall not extend beyond 30 calendar days, unless reviewed and approved for extension by the Fire Chief in the same manner as the original request.
- 1.6 The granting of limited duty is with the understanding that the employee's injury or illness is of a temporary or nonpermanent nature only and the employee shall be expected to be able to return to full duty when physically able.
- 1.7 Return to full duty can only be accomplished by obtaining written clearance from the physician treating the employee. The employee shall, as soon as possible, notify the City regarding his/her medical status.
- 1.8 Personnel on limited duty shall continue to accrue annual and sick leave based on the prevailing workweek for that employee's full duty status.
- 1.9 Suppression personnel assigned to limited duty will be assigned to a 40-hour duty week and will not be eligible for time and one-half (1½) compensation until they exceed 40 hours per week.
- 1.10 The formula for converting a 56-hour workweek to a 40-hour workweek and back to a 56-hour workweek for sick leave and annual leave is (with all calculations rounded to the nearest one half hour):

Total hours divided by 56 times 40 equal total hours on 8-hour day (subtract time)

Total hours divided by 40 times 56 equal total hours on 24-hour day (add time)

- 1.11 Employees on leave due to an on-duty injury may be brought back on limited duty as soon as allowed by the treating physician. This may extend beyond the 30-day limit stated in Article 14.5.

## **ARTICLE 1- PERSONAL EXPOSURE RECORD**

The City shall fund the cost of The California Professional Fire Fighters Personal Exposure Record for each employee covered by this agreement.

## **ARTICLE 1 – INSURANCE BENEFITS**

- 16.1 During the term of this Agreement, the City agrees to provide each employee with health coverage pursuant to the Plans currently offered. City shall contribute \$150.00 per month towards the cost of health insurance coverage for the employee.
- 16.2 Employee must participate in one of two dental insurance plans.
- 16.3 The City contributes \$750.00 per month towards a flexible benefits package. The employee may contribute this amount plus any of his/her own funds towards any of the offered pre-tax benefits. The employee will receive up to \$250.00 in cash if any of the \$750.00 remains following selection of benefits. Certain premiums may be paid with pre-tax dollars. Two types of Flexible Spending Accounts are offered: Medical Expense Reimbursement and Dependent Care Reimbursement accounts.
- 16.4 The City will directly pay a separate health insurance benefit to all current and future retirees that are or have been employed by the City as of July 1, 2010. The separate health insurance benefit, which will be paid on a six-month basis, will be in the amount of \$200.00.
- 16.5 The City shall provide a \$10,000.00 Whole Life Insurance Policy to each covered employee.

- 16.6 Each covered employee hired after April 1, 1986 shall contribute 1.45 percent of salary for Medicare coverage. City shall contribute 1.45 percent of the salary of each covered employee for Medicare coverage.
- 16.7 If employees affirmatively elect, through a union-wide vote, to establish a Retiree Savings Accounts, City shall administer said program through payroll deductions on behalf of the employees.

#### **ARTICLE 17 – RETIREMENT BENEFITS**

- 17.1 The retirement benefits for the employees covered by this Agreement are as specified in the contract with the Public Employees' Retirement System (PERS). Said contract shall form part of, and be subject to all provisions of this Agreement.
- 17.2 If hired on or before December, 31, 2012, the employee shall pay the employee's 9 percent share of the retirement contribution.
- 17.3 The retirement benefit for employees hired on or before December 31, 2012 shall be based on a 3%@55 retirement formula and shall include:
- Final Compensation – 1 Year
  - Sick Leave Credit
  - Military Service Credit
  - 1959 Survivor Benefit, Fourth Level
  - EPMC Conversion
- 17.4 Retirement benefits of employees hired on or after January 1, 2013 shall be regulated through the Public Employees' Pension Reform Act (PEPRA). CALPERS will determined if a new employee is a "classic member" (due to reciprocity) or a "new member."
- 17.5 PEPRA regulations shall be determined by CALPERS. As of July 1, 2013, "new members" shall have benefits which include:
- 2.7%@57 retirement formula,

- Final compensation is the average of the last three years of employment,
- Employee is to pay an employee contribution equal to 50 percent of “normal cost,” and
- There shall be no Employee Paid Member Contribution (EPMC) for employees hired on or after January 1, 2013. The City shall not report any EPMC as special compensation or compensation earnable for employees hired on or after January 1, 2013.

17.6 Deferred compensation plans are available for employee participation through payroll deduction.

## **ARTICLE 18 – UNIFORM ALLOWANCE**

- 18.1 All protective clothing and/or protective devices required of employees in the performance of their duties shall be furnished and maintained by the City, without cost to the employees, in accordance with State law and CAL-OSHA regulations. All footwear with the exception of turnout boots are not considered protective devices for the purposes of this article although such footwear shall still meet any applicable safety standards.
- 18.2 Suppression personnel shall be reimbursed a sum no greater than \$1,000 annually as a uniform allowance for the purchase, alteration, maintenance, and replacement of the Class “B” (work) uniform; dry cleaning and replacement of the Class “A” (dress) uniform, and all footwear.
- 18.3 The City shall reimburse employee for eligible uniform purchases with proof of receipt or shall pay pre-established vendors with a purchase order.
- 18.4 The City shall provide a Class “A” uniform to each employee upon completion of the Fire Specialist requirements. Maintenance and repair of the Class “A” uniform shall be in accordance with Article 18.5.
- 18.5 The minimum amounts of uniform items in good repair maintained by each employee shall be established by City policy. Management, to ensure compliance with developed policy, shall conduct periodic inspections.

## **ARTICLE 19 – REIMBURSEMENT FOR LOST, STOLEN OR DAMAGED PERSONAL PROPERTY**

- 19.1 Replacement of personal property lost, stolen, or damaged while on duty shall be compensated at full replacement value. These items would include eyeglasses, hearing aids, wristwatches damaged or destroyed (in a manner other than normal wear and tear), and items of personal property authorized to be in the station that are stolen while the on-duty employee is out of quarters. Required uniform items damaged on emergency incidents shall be replaced on a prorated basis.
- 19.2 Lost, stolen or damaged items must be verified by a Captain or the Fire Chief or his/her designee during the shift the alleged loss, theft or damage occurred.
- 19.3 Items lost, stolen or damaged due to negligence are not covered.
- 19.4 Employees are responsible for securing personal items and ensuring station security to avoid loss or theft of personal items.

## **ARTICLE 20 - EDUCATION AWARD**

- 20.1 Employees hired on or before December 31, 2013 are eligible for an education award who have achieved Fire Specialist rating (3 years of service), on or before December 1st of the year in which the award is given. Payment shall be made in a lump sum during the first pay period in December each year. The employee must present proof of degree completion to the HR Analyst prior to November 1<sup>st</sup> to be eligible for that year.
- 20.2 Those employees referred to in Section 20.1, that have earned AA/AS shall receive 1 percent of top Firefighter/Paramedic annual salary. Those employees referred to in Section 20.1 that have earned a BA/BS or higher shall receive 2 percent of top Firefighter/Paramedic annual salary. The education award shall be paid in December of each year.
- 20.3 Employees hired on or after July 1, 2013, after completing their probation period, shall receive a one-time education award of \$1,500.00 for possessing or earning

a AA/S and \$3,000.00 for possessing or earning a BA/S. The employee must present proof of degree completion to the HR Analyst

#### **ARTICLE 21- EDUCATIONAL REIMBURSEMENT**

- 21.1 The City shall provide \$1,000.00 for educational reimbursement for each employee according to the following schedule and requirements.
- 21.2 Courses specifically related to enhancing the employee's knowledge or skill in Fire Fighting or Fire Science shall be eligible for reimbursement under this policy. The California Fire Instructors Workshop or similar conferences are eligible for reimbursement. Costs covered by this article include but are not limited to the following: tuition or registration fees, books, and reasonable travel expenses including lodging, travel and meals.
- 21.3 Classes or seminars available on a local basis must be taken locally to qualify for reimbursement. Reimbursement for attendance in these classes must be pre-approved by the Fire Chief or his/her designee. Any dispute may be handled through the grievance process.

#### **ARTICLE 22 – HOLIDAYS AND MODIFIED WORK SCHEDULES**

- 22.1 Holidays recognized by the City are as follows:
- |                               |                            |
|-------------------------------|----------------------------|
| 1. New Year's Day             | 8. Thanksgiving Day        |
| 2. Martin Luther King Jr. Day | 9. Day after Thanksgiving  |
| 3. Presidents' Day            | 10. Christmas Eve – ½ day  |
| 4. Memorial Day               | 11. Christmas Day          |
| 5. Independence Day           | 12. New Year's Eve – ½ day |
| 6. Labor Day                  | 13. Floating Holiday       |
| 7. Veterans' Day              |                            |
- 22.2 Modified work schedules shall be observed on all Sundays and Department Holidays.
- 22.3 Modified work schedule is defined as the completion of daily equipment check and physical fitness. Any reporting requirement necessitated by emergency activities shall be fulfilled. No other mandatory work requirements are normally



scheduled during these days. Employees are encouraged to use this time for personal training or other constructive purposes.

22.4 The Duty Chief or Station Captain may suspend the modified work schedule privilege due to unexpected or urgent Department needs. If such suspension occurs, every effort shall be made to grant a modified work schedule day to those employees affected by such suspension within a reasonable time following the suspension of the modified work schedule.

22.5 The Fire Chief may order a modified work schedule day whenever he/she deems it appropriate.

22.6 The department may conduct one multi-company drill per quarter per shift on Sunday without necessitating a rescheduling of the modified work schedule day. Modified work schedules shall be observed in the station on the following recognized legal holidays (not the day before or after):

- |     |                            |                                 |
|-----|----------------------------|---------------------------------|
| 1.  | New Year's Day             | January 1                       |
| 2.  | Martin Luther King Jr. Day | the third Monday in January     |
| 3.  | Presidents' Day            | the third Monday in February    |
| 4.  | Memorial Day               | the last Monday in May          |
| 5.  | Independence Day           | July 4                          |
| 6.  | Labor Day                  | the first Monday in September   |
| 7.  | Veterans' Day              | November 11                     |
| 8.  | Thanksgiving Day           | the fourth Thursday in November |
| 9.  | Day after Thanksgiving     | the fourth Friday in November   |
| 10. | Christmas Eve (½ day)      | December 24                     |
| 11. | Christmas Day              | December 25                     |
| 12. | New Year's Eve (½ day)     | December 31                     |

22.7 No later than the second pay period in January of each year, each suppression employee shall be compensated at straight time for 6 holidays (144 hours) as compensation for holidays worked during the previous calendar year (January through December). This time will be put in their leave bank as holiday hours.

- 22.8 Suppression employees with less than five years of employment with the City may use holiday leave throughout the year at a 1:1 ratio up to three shifts. After three shifts have been used, the remainder of the holiday hours can be used at a 1:1.5 ratio, if needed. At the end of each calendar year, suppression employees with less than five years of employment will have the option to cash out the remaining hours or in lieu of cash compensation, elect to convert three holidays to three days of annual leave at a 1:1 ratio. Suppression employees with more than five years of employment with the City may use the holiday leave throughout the year at a 1:1.5 ratio. At the end of each calendar year, suppression employees with more than five years employment will have the option to cash out any remaining hours or in lieu of cash compensation, elect to convert the holiday hours (144) to annual leave at the ratio of one hour of annual leave for each one and one-half (1:1.5) hours of holiday time (maximum 96 hours credited to annual leave).

#### **ARTICLE 23 – ANNUAL LEAVE**

23.1 Annual Leave Earn Rates:

<u>YEAR</u>	<u>56-HOUR EMPLOYEES</u>
1-5	11.00 hours per month
6-10	15.00 hours per month
11-15	20.00 hours per month
16-20	22.00 hours per month
21+	24.00 hours per month

Employees begin earning the higher rate during the pay period in which his/her anniversary date falls (i.e., five years and one day = 14 hours per month earn rate).

- 23.2 All annual leave is to be charged on an hour-for-hour basis to the nearest half hour consistent with Article 9. No employee may accumulate more annual leave hours than he/she would earn in a two-year period. Forty (40) hour employees

may not take more than four weeks off at any one time on their first choice of annual leave.

#### **ARTICLE 24 – ILLNESS/INJURY WHILE ON ANNUAL LEAVE**

- 24.1 Employees who are on authorized vacation and become ill or otherwise disabled through an accident may make a request to the Fire Chief to charge such sickness or disablement to credited sick leave, provided a physician's statement is presented to the Fire Chief.

#### **ARTICLE 25 – SICK LEAVE**

- 25.1 Employees working a 56-hour duty week earn twenty (20) hours of sick leave per month.
- 25.2 Sick leave is to be charged at the rate of hour for hour at the nearest half hour consistent with Article 9.
- 25.3 Safety employees covered by Labor Code section 4850 shall not be allowed to use sick leave for on-duty injuries.
- 25.4 In the event that an employee uses sick leave for more than three consecutive shifts, the City may require a health care providers' confirmation prior to any additional sick leave usage.
- 25.5 For those employees who have sick leave hours transferred from the San Miguel Consolidated Fire Protection District, those hours are locked for use, except in the event the employee has used all available sick leave earned as an employee of the City.

#### **ARTICLE 26 – FAMILY CARE LEAVE**

- 26.1 It is the policy of the City to grant 56-hour employees up to two cycles (eight shifts) and 40-hour employees up to three weeks of his/her sick leave per occurrence for providing required care to a family member who is ill or injured and unable to care for him/herself. The employee shall provide a physician's substantiation of the family member's illness or injury if so requested by his/her supervisor.

- 26.2 For the purposes of this Article, "family member" is defined as the employee's spouse, child, brother, sister, parent, parent-in-law, grandparent, grandchild or any person who is significant to the employee and is living in the same household.
- 26.3 The City shall periodically review its policy regarding Family Care Leave to ensure conformance with all current state and federal laws that apply and shall provide amended verbiage for this Article if necessary to comply with such state or federal law.

#### **ARTICLE 27 – SICK LEAVE UPON RETIREMENT OR SEPARATION**

- 27.1 Upon retirement or separation (having worked for the City for a period of not less than five years), employees shall be paid for one-half of their accumulated sick leave hours. Pay shall be based upon vested amounts at the employee's pay rate at the time the hours were earned (using the final pay rate each fiscal year for all time earned in that fiscal year).
- 27.2 Upon retirement or separation, employees who have had sick leave hours transferred to the City from the San Miguel Consolidated Fire Protection District, shall be paid for one-third of the hours at the hourly rate of pay earned the last day of employment with the District.
- 27.3 Upon retirement, employees have the option to apply accumulated sick leave time toward retirement service credit on an hour-for-hour basis.

## **ARTICLE 28 – BEREAVEMENT LEAVE**

- 28.1 In addition to annual and sick leave, employees shall be granted three consecutive working shifts leave with pay within a two-week period of a death of a family member (a maximum of 72 hours for 56-hour personnel, and 24 hours for 40-hour personnel). Additional leave is allowed, provided the employee uses his/her available annual or sick leave. Employees learning of the death of a family member while on duty shall, in addition, be given the remainder of that shift off.
- 28.2 For the purposes of this Article, “family member” is defined as the employee’s spouse, child, brother, sister, parent, parent-in-law, grandparent, grandchild or any person who is significant to the employee and is living in the same household.
- 28.3 Employees may use available sick or annual leave credits for time off due to the death of other family members not listed in Article 28.2.

## **ARTICLE 29 – EMERGENCY TIME OFF**

- 29.1 Any emergency time off, not qualifying under the “Sick Leave,” “Family Care Leave,” or “Bereavement Leave” provisions, shall be charged against the employee’s available annual leave.

## **ARTICLE 30 – LEAVE FOR JURY DUTY AND SUBPOENAED WITNESS SERVICE**

- 30.1 The City cooperates fully with local, state and federal courts in allowing employees to serve on juries without any financial loss. Any regular or probationary full-time employee who is required to serve as a juror, or who is subpoenaed as a witness in any court in a cause related to City matters, shall be entitled to a leave of absence with pay while performing services as a juror or as a witness.
- 30.2 Employees who are called for jury duty will receive full compensation according to Article 30.1 above, for that period of absence, provided they furnish verification of jury service to the Finance Department.

- 30.3 In the event that the absence of an employee from work would cause a hardship on the City, the City may petition the Jury Commissioner to excuse the employee from jury duty.
- 30.4 To insure proper shift coverage, an employee who receives a notice of jury duty shall, within 24 hours of receipt of notice, notify and present the notice to the Fire Chief or his/her designee.

#### **ARTICLE 31 – LEAVE FOR MILITARY SERVICE**

- 31.1 An employee requesting a leave of absence to meet military requirements shall be granted such leave without pay, together with reemployment rights as provided by federal and state laws in effect at the time.
- 31.2 An employee who wishes to voluntarily incur military obligation involving one or more periods of active duty must obtain prior approval of the City Manager. (Such voluntary military service shall be without pay.)
- 31.3 An employee, who wishes to voluntarily serve in the Military Reserve, National Guard, etc., shall be required to provide for his/her own time off. It shall not be the City's responsibility to provide time off, time off with pay, or standby overtime coverage for the employee. If the employee wishes, a leave of absence may be requested pursuant to Article 34.

#### **ARTICLE 32 – MATERNITY LEAVE**

- 32.1 An employee who becomes pregnant must notify her immediate supervisor of the pregnancy and the approximate date of delivery or such earlier date as she expects to begin a leave of absence.
- 32.2 An employee, who is disabled from performing her duties because of pregnancy, childbirth, or related medical conditions, may have a leave of absence without pay for the period of such disability not to exceed a total of four months. The employee may use any accrued paid leave, such as annual or sick leave, before beginning an unpaid leave.

The four-month period of pregnancy disability leave of absence is a cumulative period, including all absences caused by the pregnancy. Within a reasonable

time after delivery (usually six to eight weeks) the City may require an employee on pregnancy disability leave to provide her health care provider's statement of her fitness to return to work, ongoing disability, or work restrictions, if any. Before returning to work, the employee must provide her health care provider's statement of her fitness for duty.

- 32.3 A pregnant employee who wishes to continue working, but has work limitations resulting from the pregnancy, shall provide the City with a statement from her health care provider indicating all work limitations or restrictions. The City will make a reasonable effort to provide the employee with work that meets the limitations but, if no such work is available, the employee will be eligible to begin her pregnancy disability leave of absence. See Article 14 (Limited Duty) for additional information.

#### **ARTICLE 33 – CATASTROPHIC LEAVE BANK**

- 33.1 The City Manager may authorize the establishment of a catastrophic leave bank to benefit an employee stricken with a debilitating disease or illness, who has exhausted his/her own leave time, and who is not eligible for long term disability benefits. A donor employee may authorize the use of up to 25 percent of his/her accrued annual or sick leave by the catastrophic leave bank.
- 33.2 The catastrophic leave bank shall function until the leave time is no longer needed by the employee, the employee is eligible for long-term disability benefits, or the donated hours are exhausted.
- 33.3 The Finance Department will convert the donated time to its value, and reduce the donor employee's leave balance during the payroll process. If an individual employee's donated value exceeds the amount needed by the catastrophic leave bank, the donor employee's leave balance will not be reduced by the excess.

#### **ARTICLE 34 – UNPAID LEAVE OF ABSENCE**

- 34.1 On occasion, it may be necessary for an employee to be absent from work for an extended period. A leave of absence for a limited period is permitted depending on the reasons and circumstances prompting such request. A leave of absence

must be supported by valid reasons and approved by the City. Such leave shall be without pay.

- A. An employee desiring a leave of absence must present a written request to his/her immediate supervisor. The written request must contain the anticipated length of the absence with dates and circumstances prompting such a request.
- B. The immediate supervisor will forward the request to the Fire Chief, who shall review and act upon the request considering the following factors:
  - 1. The purpose for which the leave is requested.
  - 2. The length of time the employee will be away.
  - 3. The effect the leave will have on the ability of the Division to carry out its responsibilities.
  - 4. The employee's position and length of service.
- C. To be valid, a leave of absence must be confirmed in writing. An approved leave of absence will not be extended beyond the date of the initial written request without further written approval.
- D. An employee who has been granted a leave of absence shall give two weeks notice of intent to return to work and the City shall be under no obligation to reemploy him/her before the expiration of the approved return to work date. Failure to notify the City two weeks in advance may result in a delay of reinstatement of up to two weeks.
- E. A leave of absence for up to 30 calendar days may be approved by the Fire Chief. A leave of absence over 30 calendar days must be approved by the City Manager.



**ARTICLE 35 – EFFECT OF UNPAID LEAVE OF ABSENCE ON EMPLOYEE  
BENEFITS**

- 35.1 Time spent on unpaid leave of absence, except a mandatory military leave of absence, will not be counted as time employed or in determining an employee's eligibility for benefits that accrue based on length of employment.
- 35.2 An employee on unpaid leave of absence for one full pay period or longer, which includes the first day of a month is not entitled to the flexible benefit allowance. The City will pay the health insurance benefit only for the first month following the start of the leave of absence, providing the employee prepay the balance of the premium.
- 35.3 An employee on unpaid leave of absence may have his/her health and dental benefits continue, providing the employee prepay monthly in full the amount of premium necessary to maintain such benefits.
- 35.4 While on unpaid leave of absence, an employee shall not accrue or be paid for any holiday, annual or sick leave that he/she may have otherwise accumulated.

**ARTICLE 36 – REINSTATEMENT TO POSITION FOLLOWING UNPAID LEAVE OF  
ABSENCE**

- 36.1 The City will make every effort to reinstate an employee to the same position he/she previously occupied or to a similar position following an unpaid leave of absence.
- If the City cannot guarantee that the same or a similar position will be immediately available at the time an employee desires to return to work, the employee shall be notified in advance of taking an unpaid leave of absence.
- 36.2 All personnel on an unpaid leave of absence of over 60 calendar days must have a routine physical examination, at his/her expense, prior to returning to work. Such employees must produce a signed copy of the Physician's Release of Ill or Injured Worker.

## **ARTICLE 37 – EMPLOYEE ACCESS TO PERSONNEL RECORDS**

- 37.1 A employee shall not have any comment adverse to his or her interest entered in his or her personnel file, or any other file used for any personnel purposes by his or her City, without the employee having first read and signed the instrument containing the adverse comment indicating he or she is aware of the comment. However, the entry may be made if after reading the instrument the employee refuses to sign it. That fact shall be noted on that document, and signed or initialed by the employee.
- 37.2 A employee shall have 30 days within which to file a written response to any adverse comment entered in his or her personnel file. The written response shall be attached to, and shall accompany, the adverse comment.
- 37.3 Personnel Files shall be available to a employee under the following conditions:
- A. The City shall, at reasonable times and at reasonable intervals, upon the request of an employee, during usual business hours, with no loss of compensation to the employee, permit that employee to inspect personnel files that are used or have been used to determine that employee's qualifications for employment, promotion, additional compensation, or termination or other disciplinary action.
  - B. The City shall keep each employee's personnel file or a true and correct copy thereof, and shall make the file or copy thereof available within a reasonable period of time after a request by the employee.
  - C. If, after examination of the employee's personnel file, the employee believes that any portion of the material is mistakenly or unlawfully placed in the file, the employee may request, in writing, that the mistaken or unlawful portion be corrected or deleted. Any request made pursuant to this subdivision shall include a statement by the employee describing the corrections or deletions from the personnel file requested and the reasons supporting those corrections or deletions. A statement submitted pursuant to this subdivision shall become part of the personnel file of the employee.

D. Within 30 calendar days of receipt of a request made pursuant to subdivision (c), the City shall either grant the employee's request or notify the officer of the decision to refuse to grant the request. If the City refuses to grant the request, in whole or in part, the City shall state in writing the reasons for refusing the request, and that written statement shall become part of the personnel file of the employee.

37.4 It shall be understood that all such materials shall be available for use in promotional considerations; however, no material shall be considered after three years from the date of occurrence.

37.5 In addition to all adverse action documents placed in an employee's file, all corrective measures taken to assist. An employee with rehabilitation and/or to improve poor job performance shall be documented and placed in the employee's personnel file. It is the intent of this measure to show an employee's effort to correct any unacceptable job performance and/or behavior problems. It is the employee's responsibility to provide documentation of corrective measures taken outside of City direction or knowledge.

## **ARTICLE 38 – GRIEVANCE PROCEDURE**

38.1 Applicability of Article. To the extent that the Firefighters Procedural Bill of Rights Act (Government Code Section 3250 *et. seq.*, as amended, "FPBORA") is applicable to the imposition of discipline of covered firefighters under this agreement, the remaining sections of this Article shall be applicable to the imposition of discipline. As to all other matters, Resolution Number 1723 shall be applicable to grievances and discipline not covered by the Firefighters Procedural Bill of Rights. Nothing herein is intended to limit the rights afforded to employees under FPBORA. An employee is not required to utilize and/or exhaust the grievance process when seeking to exercise the rights and protections afforded by FPBORA.

38.2. Definitions applicable to Article 38. For purposes of this Article, the following definitions apply:

- A. "Firefighter" means any firefighter employed by a public agency, including, but not limited to, any firefighter who is a paramedic or emergency medical technician, irrespective of rank. Sections 38.2 – 38.6, inclusive, do not apply to any employee unless they have successfully completed the probationary period established by his or her City as a condition of employment. If the City has decided to initiate a formal investigation of an employee who has not completed his or her initial probationary period, the probationary employee shall be considered a "firefighter", of the purposes of this Article and this Article shall apply to the conduct of the formal investigation. No provision of this Article shall be applicable to review procedures normally associated with an employee's initial probationary period.
- B. "Punitive action" means any action that may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment.

38.3 Investigation Procedures. When any firefighter is under investigation and subjected to interrogation by his or her commanding officer, or any other member designated by the City, that could lead to punitive action, the interrogation shall be conducted under the following conditions:

- A. The interrogation shall be conducted at a reasonable hour, at a time when the firefighter is on duty, unless an imminent threat to the safety of the public requires otherwise. If the interrogation does occur during off-duty time of the firefighter being interrogated, the firefighter shall be compensated for any off-duty time in accordance with regular department procedures and the provisions of this MOU. The firefighter's compensation shall not be reduced as a result of any work missed while being interrogated.
- B. The firefighter under investigation shall be informed, prior to the interrogation, of the rank, name, and command of the officer or other person in charge of the interrogation, the interrogating officer, and all other

persons to be present during the interrogation. All questions directed to the firefighter under interrogation shall be asked by and through no more than two interrogators at one time.

- C. The firefighter under investigation shall be informed of the nature of the investigation prior to any interrogation.
- D. The interrogating session shall be for a reasonable period taking into consideration the gravity and complexity of the issue being investigated. The person under interrogation shall be allowed reasonable breaks to attend to his or her own personal physical necessities.
- E.
  - (1) The firefighter under interrogation shall not be subjected to offensive language or threatened with punitive action. A promise of reward shall not be made as an inducement to answering any question. The City shall provide to, and obtain from, an employee a formal grant of immunity from criminal prosecution, in writing, before the employee may be compelled to respond to incriminating questions in an interrogation. Subject to that grant of immunity, a firefighter refusing to respond to questions or submit to interrogations shall be informed that the failure to answer questions directly related to the investigation or interrogation may result in punitive action.
  - (2) The City shall not cause the firefighter under interrogation to be subjected to visits by the press or news media without his or her express written consent free of duress, and the firefighter's photograph, home address, telephone number, or other contact information shall not be given to the press or news media without his or her express written consent.
- F. A statement made during interrogation by a firefighter under duress, coercion, or threat of punitive action shall not be admissible in any subsequent judicial proceeding, subject to the following qualifications:

- (1) This subdivision shall not limit the use of statements otherwise made by a firefighter when the employing fire department is seeking civil service sanctions against any firefighter, including disciplinary action brought under California Government Code Section 19572.
  - (2) This subdivision shall not prevent the admissibility of statements otherwise made by the firefighter under interrogation in any civil action, including administrative actions, brought by that firefighter, or that firefighter's exclusive representative, arising out of a disciplinary action.
- G. The complete interrogation of a firefighter may be recorded. If a recording is made of the interrogation, the firefighter shall have access to the recording if any further proceedings are contemplated or prior to any further interrogation at a subsequent time. The firefighter shall be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigators or other persons, except those portions that are otherwise required by law to be kept confidential. Notes or reports that are deemed to be confidential shall not be entered in the firefighter's personnel file. The firefighter being interrogated shall have the right to bring his or her own recording device and record any and all aspects of the interrogation.
- H. If, prior to or during the interrogation of a firefighter, it is contemplated by the City that he or she may be charged with a criminal offense, he or she shall be immediately informed of his or her constitutional rights.
- I. Upon the filing of a formal written statement of charges, or whenever an interrogation focuses on matters that may result in punitive action against any firefighter, that firefighter, at his or her request, shall have the right to be represented by a representative of his or her choice who may be present at all times during the interrogation. The representative shall not be a person subject to the same investigation. The representative shall not

be required to disclose, or be subject to any punitive action for refusing to disclose, any information received from the firefighter under investigation for noncriminal matters. This section shall not be construed to apply to counseling, instruction, or informal verbal admonishment by, or other routine or unplanned contact with, a supervisor or any other firefighter.

- J. A firefighter shall not be loaned or temporarily reassigned to a location or duty assignment if a firefighter in his or her department would not normally be sent to that location or would not normally be given that duty assignment under similar circumstances.

#### 38.4 Punitive Action – Procedures.

- A. A firefighter shall not be subjected to punitive action, or denied promotion, or be threatened with that treatment, because of the lawful exercise of the rights granted under this Article, FPBORA, or the exercise of any rights under any existing administrative grievance procedure.
- B. Punitive action or denial of promotion on grounds other than merit shall not be undertaken by the City against any firefighter who has successfully completed the probationary period without providing the firefighter with an opportunity for administrative appeal.
- C. Punitive action or denial of promotion on grounds other than merit shall not be undertaken for any act, omission, or other allegation of misconduct if the investigation of the allegation is not completed within one year of discovery by the City. This one-year limitation period shall apply only if the discovery of the act, omission, or other misconduct occurred on or after January 1, 2008. If the employing department or licensing or certifying agency determines that discipline may be taken, it shall complete its investigation and notify the firefighter of its proposed disciplinary action within that year, except in any of the following circumstances:

1. If the firefighter voluntarily waives the one-year time period in writing, the time period shall be tolled for the period of time specified in the written waiver.
  2. If the act, omission, or other allegation of misconduct is also the subject of a criminal investigation or criminal prosecution, the time during which the criminal investigation or criminal prosecution is pending shall toll the one-year time period.
  3. If the investigation is a multijurisdictional investigation that requires a reasonable extension for coordination of the involved agencies.
  4. If the investigation involves an employee who is incapacitated or otherwise unavailable.
  5. If the investigation involves a matter in civil litigation where the firefighter is named as a party defendant, the one-year time period shall be tolled while that civil action is pending.
  6. If the investigation involves a matter in criminal litigation in which the complainant is a criminal defendant, the one-year time period shall be tolled during the period of that defendant's criminal investigation and prosecution.
  7. If the investigation involves an allegation of workers' compensation fraud on the part of the firefighter.
- E. If a predisciplinary response or grievance procedure is required or utilized, the time for that response or procedure shall not be governed or limited by this provision.
- F. If, after investigation and any predisciplinary response or procedure, the City decides to impose discipline, that agency shall notify the firefighter in writing of its decision to impose discipline within 30 days of its decision, but not less than 48 hours prior to imposing the discipline.



G. Notwithstanding the one-year time period specified in subdivision (d), an investigation may be reopened against a firefighter if both of the following circumstances exist:

1. Significant new evidence has been discovered that is likely to affect the outcome of the investigation.
2. One of the following conditions exists:
  - a) The evidence could not reasonably have been discovered in the normal course of investigation without resorting to extraordinary measures by the agency.
  - b) The evidence resulted from the firefighter's predisciplinary response or procedure.

38.5 Administrative Appeal Rights. An administrative appeal instituted by a firefighter under this Article or the FPBORA shall be conducted in conformance with rules and procedures adopted by the employing department or licensing or certifying agency that are in accordance with California Government Code Section 11500 *et. seq.* (Chapter 5 of Part 1 of Division 3 of Title 2).

38.6 Performance of Official Duties. The rights and protections described in this chapter shall only apply to a firefighter during events and circumstances involving the performance of his or her official duties.

38.7 Except as set forth above, Resolution 1723 shall set forth the Grievance Procedure. This, or subsequent revisions, shall be applicable to all covered employees subject to this Memorandum of Understanding.

## **ARTICLE 39 – UNION BUSINESS**

39.1 Employees, on a voluntary basis, may donate hours of annual leave, to provide time for their officers to conduct Local 2728 business.

39.2 Employees shall notify the Finance Department in writing of the amount of hours to be donated to the Local 2728 time bank. Once donated, all time remains in the bank. The City shall convert all hours donated into a monetary amount equal

to the donating employee's hourly rate times the hours donated. The monetary amount necessary to cover the absence of a Local 2728 officer using the Local 2728 time bank would then be subtracted from the time bank as the time is approved and used. Only officers of the Local 2728, upon written request approved by the Local 2728 president and one other Local 2728 officer could draw time from this bank.

- 39.3 The Finance Director shall be responsible to maintain the Local 2728 time bank. The Local 2728 president shall notify the Finance Director regarding use of the Local 2728 time bank by any Local 2728 officer.

#### **ARTICLE 40 - DISCRIMINATION**

- 40.1 The City of Lemon Grove and the Lemon Grove Firefighters' Local 2728 shall not discriminate against any employee per Lemon Grove Personnel Policies Manual.
- 40.2 The City and Local 2728 shall reopen any provision of this Agreement for complying with any final order of a federal or state agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with state or federal anti-discrimination laws.

#### **ARTICLE 41 – PROVISIONS OF LAW**

- 41.1 This Agreement is subject to all current and future applicable federal, state, and local laws and regulations of the City. If any part or provision of this Agreement is in conflict or inconsistent with such applicable federal, state, or local laws and regulations, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction such a part or provision shall be suspended and superseded by such applicable law or regulation, and the remainder of the Agreement shall not be affected thereby.
- 41.2 If any Article, part or provision of this Agreement will operate to withhold or prohibit the receipt of any state or federal funds, such Article, part or provision shall be suspended to the extent that the Article, part or provision operates to withhold or prohibit the receipt of such funds. In such instance, the City and

Local 2728 will immediately meet and confer to discuss alternative proposals submitted by either party.

- 41.3 Should either the federal or state government or both, enact any mandatory wage and/or benefit freeze which would void, suspend or alter any part or provision of this Agreement, the City and Local 2728 agree that at such time as the provision of the wage and/or benefit freeze is lifted, the affected provision of this Agreement shall be restored as originally agreed upon, retroactively to the date of suspension or alteration insofar as allowable by law. Alternatively, should the parties mutually agree, they may jointly elect to renegotiate any provision voided, suspended or altered by such wage and/or benefit freeze.

#### **ARTICLE 42 – RENEGOTIATION**

- 42.1 In the event Local 2728 desires to meet and confer in good faith on the provisions of a successor Agreement, it shall serve upon the City its written request to commence meeting and conferring in good faith for such successor Agreement. Negotiations shall begin at a time mutually agreeable to the parties.
- 42.2 The City and Local 2728 agree to open negotiations for the next contract on or about March 1, 2018.

#### **ARTICLE 43 – IMPASSE PROCEDURES**

- 43.1 Either party may initiate impasse procedures pursuant to Lemon Grove Municipal Code section 2.32.130.
- 43.2 Nothing in this Article shall prohibit a more expeditious resolution of the impasse if such resolution is mutually agreed by both of the parties.

#### **ARTICLE 44 – LODGING DURING EMERGENCY INCIDENTS**

- 44.1 Whenever an employee is assigned to an out-of-the-City emergency incident for more than 24 hours and remains assigned to the incident, a motel room shall be provided for rest periods by the responsible agency whenever logistically feasible and provided for others assigned to that incident.

## **ARTICLE 45 – EMERGENCY INCIDENT COMPENSATION**

- 45.1 Suppression staff covered under this MOU shall be compensated at 1.5 times at the regular rate of hours in excess of the normal work schedule when assigned to support emergency incidents. Compensatory time shall include the entire time of commitment, beginning at the time of initial dispatch from home base to the time of return to home base upon completion of assignment.
- 45.2 Battalion Chiefs and/or other staff on a scheduled 40-hour work week shall be compensated at 1.5 times at the regular rate of hours in excess of the normal work schedule when assigned to support emergency incidents. Compensatory time shall include the entire time of commitment, beginning at the time of initial dispatch from home base to the time of return to home base upon completion of assignment.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereof on this — day of June, 2015.

CITY OF LEMON GROVE

LEMON GROVE FIREFIGHTERS  
ASSOCIATION

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Graham Mitchell, City Manager

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Chris Wilson, President

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 1.F  
**Mtg. Date** June 2, 2015  
**Dept.** City Manager's Office

**Item Title:** Job Descriptions Related to the Fiscal Year 2015-2016 Budget

**Staff Contact:** Corinne Russell, Human Resources Analyst

**Recommendation:**

Adopt a resolution (**Attachment B**) approving two new job descriptions and a job description update that were presented as part of the budget on May 19, 2015.

**Item Summary:**

On May 19, 2015, staff presented the draft FY 2015-16 budget, which included two new job descriptions (Assistant Planner and Human Resources Manager) and a job description update (Administrative/Accounting Assistant). Staff has prepared a resolution (**Attachment A**) approving these two new job descriptions and the job description update. Attached to the resolution are the job description details.

**Fiscal Impact:**

None.

**Environmental Review:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Not subject to review<br><input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Negative Declaration<br><input type="checkbox"/> Mitigated Negative Declaration |
|--|--|

**Public Information:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> None                     | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper |   | <input type="checkbox"/> Neighborhood meeting                     |

**Attachments:**

- A. Resolution
- B. Assistant Planner Job Description
- C. Human Resources Manager Job Description
- D. Administrative/Accounting Assistant Job Description

# Attachment A

## RESOLUTION NO. 2015-

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPROVING ASSISTANT PLANNER, HUMAN RESOURCES MANAGER, AND ADMINISTRATIVE/ACCOUNTING ASSISTANT JOB DESCRIPTIONS

---

**WHEREAS**, on May 19, 2015, the City Council was presented with the draft FY 2015-2016 Budget; and

**WHEREAS**, said Budget included the addition of two new position titles: Assistant Planner and Human Resources Manager; and

**WHEREAS**, said Budget included the update of one job description: Administrative/Accounting Assistant; and

**WHEREAS**, the City Council finds it in the public interest to approve the two new job descriptions for Assistant Planner and Human Resources Manager and the update for Administrative/Accounting Assistant position.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby:

1. Approves the attached Assistant Planner job description (**Attachment B**); and
2. Approves the attached Human Resources Manager job description (**Attachment C**); and
3. Approves the attached update for Administrative/Accounting Assistant job description (**Attachment D**).

# Attachment B

## CITY OF LEMON GROVE

Class Title: Assistant Planner  
Department: Development Services

### **GENERAL PURPOSE**

Perform a variety of administrative, technical and professional work in any and all planning programs of the city related to development of land and implementation of city land use policies and procedures.

### **SUPERVISION RECEIVED AND RESPONSIBILITIES**

This position works under the general supervision of the Development Services Director and under immediate direct supervision of the Senior or Principal Planner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops and assists with the development of planning studies and reports in support of new and updated plans, programs and regulations
- Conducts environmental analysis pursuant to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA)
- Reviews or assists in the review of simple to moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Prepares and presents or aids in the preparation or presentation of detailed reports on development proposals to government bodies
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, business history and occupancy rates
- Evaluates or assists in the evaluation of rezoning projects or zone amendments, ordinance amendments, site plans, use permits, variances and other proposals
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations
- Assists in resolving citizen and customer issues
- Oversees the work of consultants and interns
- Conducts field evaluations and assessments
- Organizes records and files for existing and new projects and programs
- Attends substantial number of evening and weekend meetings

### **EDUCATION AND EXPERIENCE**

Any combination of education, training and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. A typical way to obtain the knowledge and abilities would be:

## **Attachment B**

- Equivalent to a Bachelors degree from an accredited college or university with a major course work in land-use planning, urban planning, landscape architecture or a related field; and
- One year of planning experience, preferably within a local government environment.

### **LICENSES AND CERTIFICATION**

Possession of a valid Class C California driver's license, or ability to obtain one.

AICP Certification or progress toward AICP Certification is desirable

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Principles and practices of planning
- Land development processes and techniques
- Principles and practices of research and data collection  
Effective writing and presentation techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Willingness to learn computer hardware and software programs, which include Microsoft Programs (Word, Outlook, Excel, PowerPoint), permitting software, Internet applications, graphic programs and GIS.

#### **Ability to:**

- Communicate rules and procedures clearly to the public
- Problem-solve to gather relevant information to solve vaguely defined practical problems
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Create graphic illustrations or designs, development strategies, and render site plans via sketches and/or computer graphics
- Prepare memorandums, correspondence, reports, notices and presentation materials.
- Work on several projects or issues simultaneously
- Work independently or in a team environment as needed
- Attend to details while keeping big-picture goals in mind
- Learn new computer systems
- Research and interpret Federal, State and local laws, programs, and policies
- Collaborate effectively and courteously with the public and colleagues on a variety of tasks

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and database software including Office 2000, office telephone, digital camera, microfiche, television, video cassette recorder, 10-key calculator, facsimile, copier, and postage machine.



# Attachment B

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **Physical Demands**

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods while generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to contractors, the general public and City staff on the telephone and in person. Read documents, plans, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on construction blueprints and other documents. Operate a multitude of office equipment. Some outdoor work is required in the inspection of various land use developments and constructions sites.

### **Work Environment**

- Office environment that can be fast paced; and
- Travel from site to site; use of personal vehicle may be required.
- Some outside exposure which can be wet, hot and/humid conditions or airborne particles.

## **GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council:

# Attachment C

## City of Lemon Grove

**Class Title: Human Resources Manager**

**Department: City Manager/Finance**

Under general supervision, perform responsible personnel and financial work, including recruitment, examining, selection, labor negotiations, classification, wage and salary administration, employee inductions, administration of employee benefits, training and employer-employee relations, payroll and related functions. To provide information and assistance to City Employees and the general public regarding human resources activities, processes, policies and procedures.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the City Manager and Finance Director.

May exercise direct supervision over clerical staff in Finance or City Manager's Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan recruitments with direction from Department Directors
- Administers Affordable Care Act requirements
- Maintains Workers Compensation files and acts as City's liaison between TPA
- Composes, reviews and determines distribution of examination announcements and related recruiting strategies;
- Constructs and revises written tests, performance tests, patterned orals, assessment centers; and other selection instruments;
- Analyzes test results to determine item validity and reliability, difficulty level and pass points;
- Prepares written reports and correspondence, job announcements and recruiting publicity; prepares new hire offer letters and pre-employment materials;
- Plans, coordinates, and conducts employee orientation and exit interviews.
- Receive, verify and process employee payroll transactions; coordinate the City's leave administration program; coordinate the annual sick leave conversions and vacation conversion programs;
- Coordinate and administer the day-to-day activity of the City's group benefits and retirement programs; conduct annual open enrollment; may conduct presentations regarding benefits and retirement programs;
- Ensure compliance with COBRA and HIPAA regulations, and State and Federal laws;
- Coordinate and monitor City-wide performance evaluation notification
- Maintain employee information and records requiring confidentiality;
- Conduct and respond to salary, benefit and classification surveys and keep IEDA
- Maintain database with all Fire and Public Works credentials, certificates and training
- Schedule and track mandatory ICS course for key staff
- Assists administrators of operating departments in the solution of personnel problems;

# Attachment C

- Coordinate and serve as primary point of contact for City-wide medical examinations, including new employee medical examinations, DMV and DOT examinations, and physicals.
- Maintains liaison with departments and other agencies;
- Conducts special projects, investigations not limited to but including disciplinary cases;
- Assist in employee-employer labor negotiations with various bargaining units, conduct a variety of surveys to gather and compile information for negotiation purposes
- Determines needs and coordinates general employee training;
- Responsible for the salaries and benefits portion of the budget
- Consult with and advise City staff on policies, procedures and employee relations; provide guidance and assistance on personnel issues;
- Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resource issues and topics; make oral presentations as required; update and revise written directive, rules, and regulations and various handbooks as appropriate.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment, resolve complaints in an efficient and timely manner.
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining personnel records; and
- Perform related work as required.

## **EDUCATION AND EXPERIENCE**

*Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Human Resource Management Certificate or degree in related field; and
- Five years of increasingly responsible human resource experience, preferably in a governmental or municipal setting.

## **LICENSES OR CERTIFICATION**

Possession of a valid Class C California driver's license

## **KNOWLEDGE OF:**

- Public sector human resources policies, practices, and wage and salary administration
- Basic understanding of employee classification, compensation and benefits, recruitment, selection, training, and labor relations;
- Principles and procedures of personnel record keeping and reporting;
- Principles and practices of computer-based automated payroll systems;
- Principles and practices of human resource administration;
- Federal, State and local legislation and regulations related to human resource operations
- Modern office procedures, methods and equipment, including computer equipment; and
- Microsoft Office programs, including Word, Excel, and Outlook.

# Attachment C

## **ABILITY TO:**

- Perform detailed and accurate work;
- Communicate clearly and concisely, both orally and in writing;
- Produce professional presentations, research/analytic studies, correspondence and other forms of communication;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding personnel issues.

## **TOOLS AND EQUIPMENT USED**

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.

## **PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate a multitude of office equipment.

## **WORK ENVIRONMENT**

- Generally quiet office environment that can be fast paced; and
- May require minor travel with use of personal vehicle.

## **GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council:

# Attachment D

## CITY OF LEMON GROVE

Class Title: **Administrative/Accounting Assistant**  
Department: **Finance**

### **GENERAL PURPOSE**

Under general supervision, perform a variety of routine and complex administrative work in keeping official records, providing administrative support to the Finance Director and perform responsible financial clerical work in the keeping and/or processing of financial records, maintain the City's website and providing IT assistance as support for the Finance Department.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Finance Director and the Accounting Analyst.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Respond professionally and efficiently to public inquiries by phone and in person;
- Perform responsible activities of the Finance Department including general accounting, purchasing, fixed asset management, budget analysis, and grant accounting;
- Respond to inquiries regarding Accounts Payable, Accounts Receivable and citations;
- Provide responsible staff assistance to the Finance Director and Accounting Analyst;
- Prepare a variety of financial reports;
- Maintain fixed asset records;
- Process departmental requisitions;
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining records;
- Maintain the City's website
- Provide basic IT support
- Act as City's liaison between software vendors; and
- Perform related work as required.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- College course work, an associate's degree or a bachelor's degree from an accredited college with emphasis in accounting or related field; and
- Two years of increasingly responsible clerical accounting experience, preferably in a governmental or municipal setting.

### **LICENSES OR CERTIFICATION**

Possession of a valid Class C California driver's license

# Attachment D

## **KNOWLEDGE OF:**

- General and fund accounting procedures and terminology;
- Principles and procedures of financial record keeping and reporting;
- Principles and practices of computer-based automated accounting systems;
- Modern office procedures, methods and equipment, including computer equipment; and
- Microsoft Office programs, including Word, Excel, and Outlook.
- Website design and maintain
- Basic IT functions

## **ABILITY TO:**

- Perform detailed and accurate work;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding personnel issues.

## **TOOLS AND EQUIPMENT USED**

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.

## **PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate office equipment.

## **WORK ENVIRONMENT**

- Generally quiet office environment that can be fast paced; and
- May require minor travel with use of personal vehicle.

## **GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **Attachment D**

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council:

**LEMON GROVE CITY COUNCIL, ROADWAY LIGHTING DISTRICT BOARD,  
SANITATION DISTRICT BOARD, AND SUCCESSOR AGENCY |  
AGENDA ITEM SUMMARY**

**Item No.** 2  
**Mtg. Date** June 2, 2015  
**Dept.** City Manager's Office

**Item Title:** **Fiscal Year 2015-2016 Consolidated Operating and Capital Budget**

**Staff Contact:** Graham Mitchell, City Manager and Cathy Till, Finance Director

**Recommendation:**

- 1) Adopt a resolution (**Attachment C**) approving the Fiscal Year 2014-15 and Fiscal Year 2015-16 City of Lemon Grove Budget;
- 2) Adopt a resolution (**Attachment D**) approving the Salary Plan & Classification Summary;
- 3) Adopt a resolution (**Attachment E**) approving the FY 2015-16 Appropriations Limit;
- 4) Adopt a resolution (**Attachment F**) approving the Fiscal Year 2014-15 and Fiscal Year 2015-16 Lemon Grove Roadway Lighting District Budget;
- 5) Adopt a resolution (**Attachment G**) approving the Fiscal Year 2014-15 and Fiscal Year 2015-16 Lemon Grove Sanitation District Budget.
- 6) Adopt a resolution (**Attachment H**) approving the Fiscal Year 2015-16 Master Fee Schedule

**Item Summary:**

Staff presents the final Fiscal Year 2014-15 (FY 2014-15) and the Fiscal Year 2015-16 (FY 2015-16) Consolidated Budget (**Attachment B**) for the City of Lemon Grove, the Lemon Grove Roadway Lighting District, and the Lemon Grove Sanitation District. The staff report addresses six resolutions related to the adoption of the FY 2014-15 and FY 2015-16 consolidated budget.

**Fiscal Impact:**

The consolidated budget reflects an expenditure plan of \$28.5 million in Fiscal Year 2015-16.

**Environmental Review:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section   | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> None   | <input checked="" type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input checked="" type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting          |   |

**Attachments:**

- |  |  |
|--|--|
| A. Staff Report  | E. Resolution – Appropriations Limit             |
| B. Fiscal Year 2014-15 and Fiscal Year 2015-16 Consolidated Operating and Capital Budget | F. Resolution – Roadway Lighting District Budget |
| C. Resolution – City Budget  | G. Resolution – Sanitation District Budget       |
| D. Resolution – Salary Plan & Classification Summary                                     | H. Resolution – Master Fee Schedule              |



**LEMON GROVE CITY COUNCIL, ROADWAY LIGHTING DISTRICT BOARD,  
SANITATION DISTRICT BOARD, & THE SUCCESSOR AGENCY |  
STAFF REPORT**

**Item No.** 2

**Mtg. Date** June 2, 2015

**Item Title:** **Fiscal Year 2015-2016 Consolidated Operating and Capital Budget**

**Staff Contact:** Graham Mitchell, City Manager and Cathy Till, Finance Director

**Discussion:**

On May 5 and May 19, 2015, staff presented the Fiscal Year 2015-16 (FY 2015-16) budgets for all City funds as well as the Sanitation District and the Roadway Lighting District for feedback. Based on feedback received, staff presents the anticipated FY 2014-15 consolidated budget as well as the FY 2015-16 consolidated budget for approval by the City Council, the Roadway Lighting District Board, the Sanitation District Board, and the Successor Agency. This staff report provides a summary of each of the six resolutions presented for consideration.

During the May 5<sup>th</sup> and May 19<sup>th</sup> discussions, the City Council provided feedback regarding paying down the PERS Unfunded Actuarial Liability (UAL), adding an Assistant Planner position, implementing a 2 percent cost of living adjustment for miscellaneous employees, reclassifying two positions, and adding a Streets Tech I position. The consolidated budget reflects all of these changes.

***Budget Resolutions***

Staff presents a resolution (**Attachment C**) approving the budget for 25 funds operated by the City, as well as resolutions (**Attachments F and G**) approving the budgets of the Roadway Lighting Districts and the Sanitation District. The FY 2014-15 and FY 2015-16 consolidated budget (**Attachment B**) includes anticipated revenues and projected expenditures for all of these funds. The budget document follows a pattern similar to previous budget documents. The budget overview, which begins on page 3 of the consolidated budget, provides a description of the revenue and expenditures for each fund.

***Salary Plan & Classification Summary***

Staff presents a resolution (**Attachment D**) approving a Salary Plan & Classification Summary for FY 2015-16. The Salary Plan & Classification Summary reflects the proposed positions and pay schedules for FY 2015-16, including a cost of living adjustment of 2 percent for both fire personnel and miscellaneous employees, as well as adding and reclassifying several positions.

***Appropriations Limit***

As part of considering the budget, State Constitution Article XIII-B (Propositions 4 and 111) requires the City Council to establish an Appropriations Limit. The limit is adjusted each year by multiplying the previous year's limit by a factor based on either the change in the California Per Capita Personal Income (CPCPI) or the Non-Residential Construction Valuation by the population change of the City. Staff presents a resolution (**Attachment E**) for City Council approval that establishes the FY 2015-16 Appropriations Limit at \$43,261,317. The proposed FY 2015-16 budget is within that limit.

***Roadway Lighting District Budget***

The Lemon Grove Roadway Lighting District manages two funds for two separate activities. Fund 11, the General Benefit Fund, provides funding for street light benefits throughout the

# Attachment A

community. Fund 12, the Local Benefit Assessment Fund, provides for enhanced lighting benefits at the mid-block. Staff recommends that the Lemon Grove Roadway Lighting District Board adopt the resolution (**Attachment F**), approving the District's budget for FY 2015-16.

## ***Sanitation District Budget***

The Lemon Grove Sanitation District manages two funds—an Operations Fund (15) and a Reserve Fund (16). As stated in the May 19, 2015 staff report, in FY 2015-16, the District anticipates generating \$5.7 million in total revenue, and \$5.2 million in operating costs. In addition, the District anticipates spending \$1.5 million on capital improvement projects and on \$20,000 equipment replacement purchases. This revenue and expenditure plan will leave a combined balance of \$12.7 million in the Sanitation District (Funds 15 and 16) at the end of the fiscal year. Staff recommends that the Lemon Grove Sanitation District Board adopt the resolution (**Attachment G**), approving the District's budget for FY 2015-16.

## ***Successor Agency Budget***

The Successor Agency budget reflects the following expenditures related to the Lemon Grove Successor Agency:

- ✓ Bond Debt Service – the budget reflects bond debt service payments for the 2007, 2010, and 2014 bonds, totaling \$1,752,100.
- ✓ Administrative Fee – the budget reflects \$250,000 in fees paid to the City of Lemon Grove for staff, overhead costs, and administrative reimbursement.
- ✓ PERS Unfunded Actuarial Liability – the budget reflects a payment of \$694,400 for the unfunded liability. This represents the Successor Agency's share of the City's obligation.
- ✓ Capital Projects from Bonds – the budget reflects an expenditure of \$500,000 for the Lemon Grove Realignment Project.

The Successor Agency's budget approval is part of the resolution approving the City's Budget (**Attachment C**).

## ***Master Fee Schedule***

Each year, the City Council updates the City's Master Fee Schedule as part of the budget process. The purpose of the Master Fee Schedule is to recover direct costs for the services provided by the City. There were no changes to the schedule this year. The full proposed Master Fee Schedule is found as an exhibit in **Attachment H**.

## ***Conclusion:***

Staff recommends that the City Council adopt four resolutions:

- 1) resolution (**Attachment C**) approving the Fiscal Year 2014-15 and Fiscal Year 2015-16 City of Lemon Grove Budget,
- 2) resolution (**Attachment D**) approving the Salary Plan & Classification Summary,
- 3) resolution (**Attachment E**) approving the Fiscal Year 2015-16 Appropriations Limit, and
- 4) resolution (**Attachment H**) approving the Master Fee Schedule for Fiscal Year 2015-16.
- 5) resolution (**Attachment I**) approving the Job Descriptions for the Administrative/Accounting Assistant, the Human Resources Manager, and the Fire Inspector.

Staff also recommends that the Roadway Lighting District Board adopt a resolution (**Attachment F**) approving its Fiscal Year 2014-15 and FY 2015-16 budget. Finally, staff

## **Attachment A**

recommends that the Sanitation District Board adopt a resolution (**Attachment G**) approving its Fiscal Year 2014-15 and Fiscal Year 2015-16 budgets.

**EXHIBIT 1**

**FISCAL YEAR 2015-16 CONSOLIDATED OPERATING & CAPITAL BUDGET  
(INCLUDING THE SALARY PLAN & CLASSIFICATION SUMMARY)**

# CITY OF LEMON GROVE, CALIFORNIA

Fiscal Year 2015-2016

Consolidated Operating & Capital Budget



3232 Main Street, Lemon Grove, CA 91945  
(619) 825-3800 [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)



# **CITY OF LEMON GROVE, CALIFORNIA**

## **Fiscal Year 2015-2016 Consolidated Operating & Capital Budget**

City of Lemon Grove  
Lemon Grove Roadway Lighting District  
Lemon Grove Sanitation District  
Lemon Grove Successor Agency

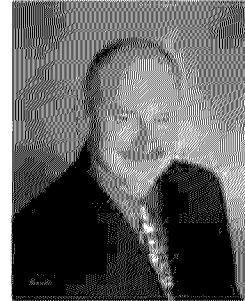
### **CITY COUNCIL**



Racquel Vasquez



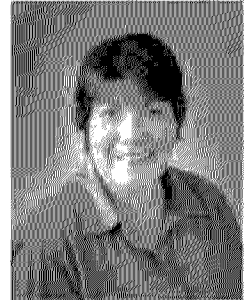
Mary Teresa Sessom



Jerry Jones



George Gastil



Jennifer Mendoza

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June 2, 2015

Dear Honorable Mayor and Members of the City Council:

I am pleased to present the City of Lemon Grove Consolidated Operating & Capital Budget for Fiscal Year 2015-2016 (FY 2015-16). The consolidated budget includes budgets for the City's General Fund and the other 23 funds managed by the City. It also includes budgets for the Lemon Grove Roadway Lighting District, the Lemon Grove Sanitation District, and the Lemon Grove Successor Agency. The purpose of this letter is to introduce the FY 2015-16 consolidated budget and present themes for this year's budget.

*FY 2015-16 Consolidated Budget Document*

The FY 2015-16 budget document follows a pattern similar to budgets from previous fiscal years. Following this transmittal letter, the budget includes a budget overview and analysis, a description of the funds within the budget, the salary plan and classification summary, a City organizational chart, and budget details for each fund managed by the City or related boards. It is City staff's aim to present a budget document that is accessible to Lemon Grove stakeholders.

*FY 2015-16 Budget Themes*

The City's General Fund, the primary budget for the general municipal services provided by the City, continues to experience a growth in revenues in FY 2015-16. Its significant revenue sources (sales tax, property tax, and vehicle license fees) all show positive gains over the previous fiscal year—6.4 percent, 4.2 percent and 2.5 percent, respectively. Overall revenue—derived from taxes, fees for services, franchise fees, fines and forfeitures, and miscellaneous sources—are anticipated to decrease by a total of 6.1 percent over last fiscal year, primarily due to an anticipated drop in development fees.

Projected anticipated revenues in FY 2015-16 surpass the revenues received at the height of the housing bubble before the commencement of the Great Recession. Other non-General Fund revenue sources are mostly constant with declines in some revenue sources, such as Gas Tax proceeds.

With the growth in revenue, the FY 2015-16 budget enables the City to meet some of the demands of the community that were not possible during the Great Recession. Also, the FY 2015-16 budget ensures that several critical deferred maintenance projects are completed and that the City's CalPERS Unfunded Actuarial Liability is proactively addressed. The FY 2015-16 budget reflects a 4.1 percent increase in General Fund expenditures.

*Conclusion*

In conclusion, the FY 2015-16 budget continues to reflect fiscal constraint, similar to budgets during and since the Great Recession. The budget provides the City the resources needed to maintain and expand basic services and programs. City staff looks forward to serving the residents, business owners and visitors of Lemon Grove in the upcoming year.

Sincerely,

A handwritten signature in black ink, appearing to read "Graham Mitchell". The signature is fluid and cursive, with the first name "Graham" and last name "Mitchell" clearly distinguishable.

Graham Mitchell  
City Manager

## BUDGET OVERVIEW & ANALYSIS

In Fiscal Year 2015-2016 (FY 2015-16), the total expenditure plan for the City and its related districts is approximately \$28.5 million. Of that, \$19.5 million will be spent on operational expenditures, \$4.7 million on capital purchases or improvements, \$2.7 million on paying down the PERS Unfunded Actuarial Liability, and \$1.8 million on debt service. The operating budget covers the day-to-day costs of providing services, such as law enforcement, fire and emergency services, park maintenance, recreation services, sewer services, planning and code enforcement services, and stormwater programming.

The City uses a fund accounting system, which segregates revenues and expenditures by specific activities. Under this standard government accounting system, the funding source determines how the money can be spent. The *General Fund* is the City's primary funding source for fire protection, law enforcement, park maintenance, recreation programming, planning and engineering services, and general administration. *Enterprise Funds* are used to separate and account for operations that are self-supporting, such as the Lemon Grove Sanitation District. For these funds, costs are fully recovered from user charges which may only be used to support that particular service. *Special Revenue Funds* are used to account for activities paid from dedicated revenue sources with specific limitations, such as grants.

In addition to the different funds, the City operates as an independent entity, as do the Lemon Grove Roadway Lighting District, the Lemon Grove Sanitation District, and the Successor Agency to the former Lemon Grove Community Development Agency. However, the Sanitation District and Roadway Lighting District rely on the City for support services, such as operations, finance, IT, human resources, and general administration.

The City's General Fund represents \$12.2 million (42.7 percent) of total FY 2015-16 expenditures, the Lemon Grove Sanitation District represents \$6.8 million (23.7 percent), the Lemon Grove Roadway Lighting District represents \$328,300 (1.2 percent), and the other funds managed by the City represent \$9.2 million (32.4 percent) of the total FY 2015-16 budget.

The City groups expenditures into six categories: Salary & Benefits, Services & Supplies, Contracted Services, Capital Projects/Purchases, Unfunded Pension Liability Payoff, and Debt Service. The table below compares FY 2015-16 and FY 2014-15 expenditures by these expenditure categories.

<b>Expenditure Category</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>Percent of FY 2015-16 Budget</b>
Salary & Benefits	\$6,844,300	\$7,151,000	25.1%
Services & Supplies	4,366,700	4,564,700	16.0%
Contracted Services	7,554,400	7,640,000	26.8%
Capital Projects/Purchases	3,242,400	4,708,100	16.5%
Unfunded Pension Liability Payoff	0	2,694,400	9.5%
Debt Service	1,748,500	1,752,100	6.1%
<b>TOTAL</b>	<b>\$23,756,300</b>	<b>\$28,510,300</b>	<b>100%</b>

## BUDGET OVERVIEW & ANALYSIS

### ***General Fund (Fund 1)***

The General Fund budgets for FY 2014-15 and FY 2015-16 shows surpluses in revenue over expenditures. This is attributed to the ongoing recovery of the economy at the national, state and local levels. This portion of the Budget Overview & Analysis includes the following sub-sections:

- ◆ General Fund Summary,
- ◆ Anticipated Revenues,
- ◆ Expenditure Plan, and
- ◆ General Reserve Analysis.

### ***General Fund Summary***

In FY 2014-15, the General Fund is anticipated to generate a total of \$12.1 in revenue and transfers from other funds. During this same period, it anticipates expending \$11.5 million for general municipal services—creating a \$600,100 surplus. The FY 2015-16 budget experiences growth in the primary revenue sources—sales tax, property tax and vehicle license fees. The upcoming combined revenue and transfers from other funds is expected to reach \$12.2 million; \$11.9 million is budgeted for expenditures. The FY 2014-15 budget shows a surplus of \$290,000.

It is important to note that beginning with the FY 2014-15 budget, the City began allocating personnel costs directly to the various funds operated by the City—prior to FY 2014-15, personnel costs were paid out of the General Fund and later reimbursed by the various funds. Hence, this shift in budgeting procedure reduces the amount of transfers from other funds to the General Fund and reduces the total personnel allocation and costs to the General Fund.

### ***Anticipated Revenues***

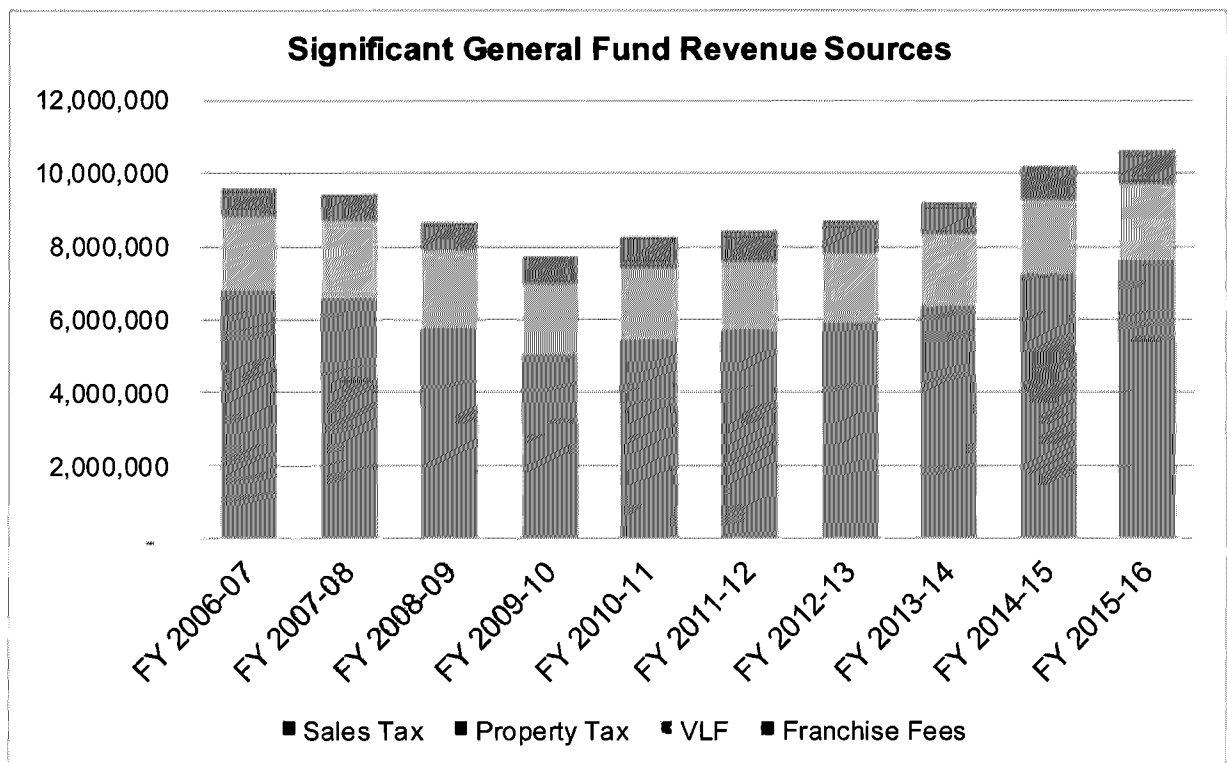
The FY 2015-16 General Fund budget shows increases in the City's three most significant revenue sources—sales tax, property tax, and vehicle license fees (VLF). In addition to these revenue sources, the General Fund relies on fees for services (recreation fees and permits), fines and forfeitures, licenses, franchise fees, and miscellaneous income. The following table identifies revenue categories as a percentage of total General Fund revenue.

Sales Tax	45.7%
Property Tax	18.8%
Vehicle License Fees	17.6%
Franchise Fees	7.9%
Recreation & Rental Fees	0.8%
Fire Department Fees	2.3%
Development Fees	2.3%
Fines	1.2%
Business Licenses	0.9%
Other/Miscellaneous	2.5%

## BUDGET OVERVIEW & ANALYSIS

Of the major revenue sources, sales tax revenue has experienced the most fluctuation over the past ten years. In FY 2006-07, the City collected \$4.7 million in sales tax. That dropped to a low of \$3.2 million in FY 2009-10. The FY 2015-16 budget reflects \$5.4 million in sales tax—this is an increase of approximately \$324,000 over FY 2014-15, or a 6.4 percent increase. Property tax reached a high of \$2.2 million in FY 2008-09; the FY 2015-16 budget reflects a figure of \$2.2 million. This projection in property tax revenue is nearly \$90,000 over FY 2014-15, a 4.2 percent increase. Vehicle license fee revenue is budgeted to be \$2.1 million, mirroring the previous high in FY 2008-09. In FY 2015-16, overall General Fund revenues continue to climb. This increase reflects a modest increase of 2.8 percent over FY 2014-15.

The table below shows how the City's major revenue sources have fluctuated over the past ten years.



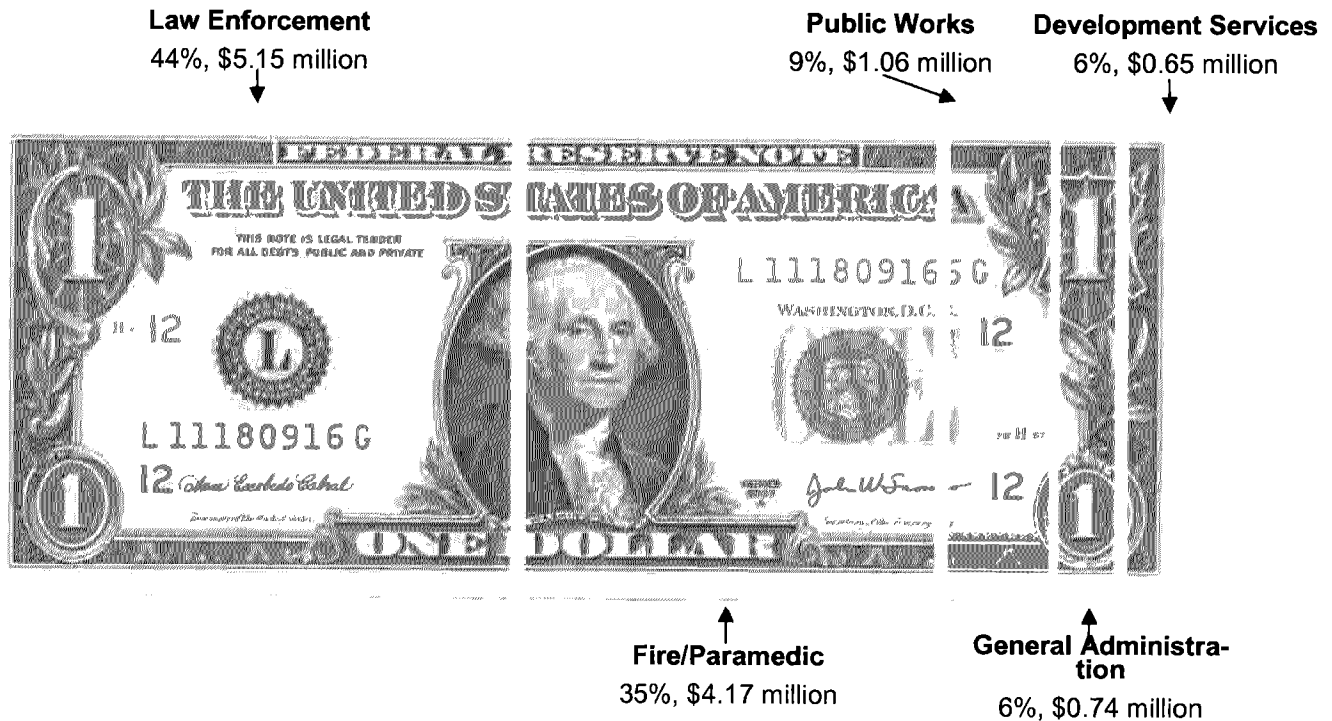
Transfers from other funds to the General Fund are projected to be almost \$394,000 in FY 2015-16. This includes a transfer out of \$200,000 to the Pension Liability Fund. The transfers reflected in the budget consist only of overhead costs (services, supplies and contracted services), as well as a \$100,000 transfer from the "COPS" Fund, which subsidizes law enforcement costs. It should be noted that the transfer to the Storm Water Fund decreases from the FY 2014-15 budget.

Overall, the City's General Fund revenue is estimated to be \$12,207,500 in FY 2015-16. This estimated revenue is approximately \$160,200 more than in FY 2014-15.

## BUDGET OVERVIEW & ANALYSIS

### Expenditure Plan

The FY 2015-16 budget shows approximately \$11.92 million in expenditures. This is an increase of \$469,900 or 4.1 percent over the previous fiscal year. The FY 2015-16 General Fund budget allocates resources by City department. The following graph illustrates how the City allocates General Fund resources to each City department (General Administration includes the City Council, the City Manager's office, the City Attorney's Office, and the Finance Department).



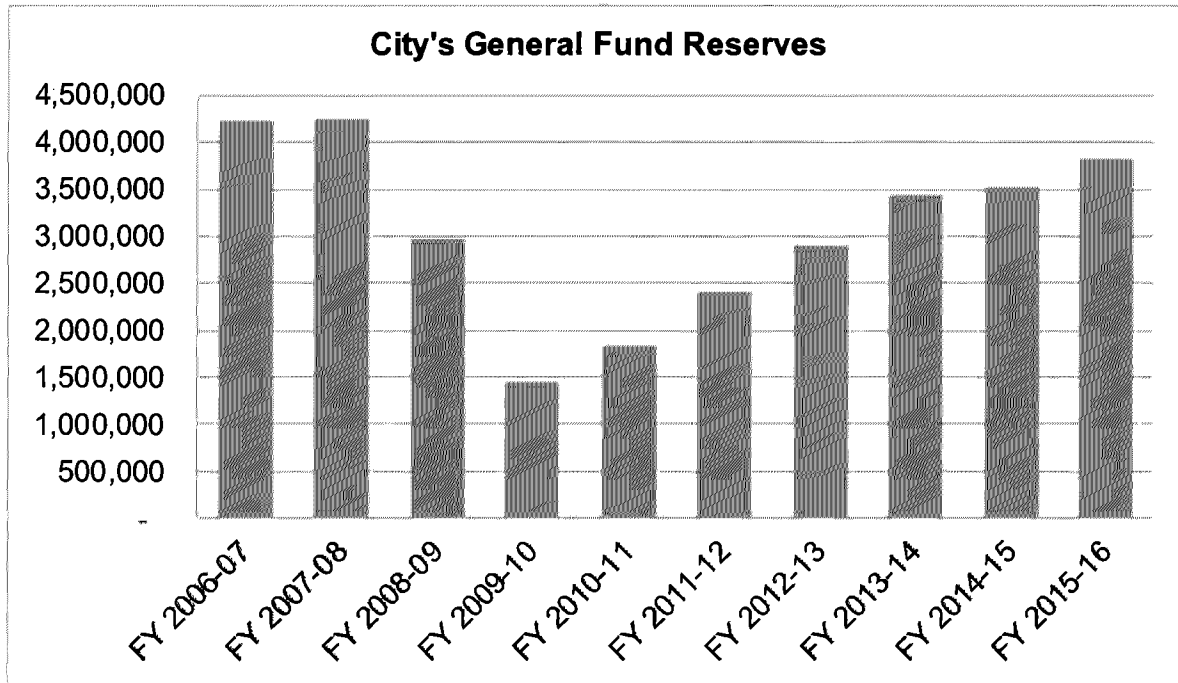
The FY 2015-16 budget reflects increases in the Law Enforcement budget by approximately 1.8 percent, the Fire Department budget by approximately 4.0 percent, and other departments by 9.5 percent. The FY 2015-16 budget includes 2 new positions—Human Resources Manager and Administrative/Accounting Assistant. The budget also reflects a cost of living adjustment to wages—2 percent for miscellaneous employees and 2 percent for fire personnel.

### General Reserves Analysis

During the Great Recession, the City's General Reserves—a combination of General Fund surplus and the balance in the General Reserve Fund (Fund 6)—was relied on to maintain basic municipal operations. Since FY 2010-11, the City has been replenishing its General Reserves and has been building its self-insurance funds for general liability and workers' compensation.

The FY 2015-16 budget shows the City's combined general reserves to be \$3,530,600, not including self-insurance funds. If self-insurance funds were added to the total reserve, the City has \$4.5 million, representing 38 percent of the General Fund's annual operating budget. The graph on page 13 illustrates the combined General Reserves for the past ten years.

## BUDGET OVERVIEW & ANALYSIS



### ***Other City Funds***

In addition to the General Fund, the City operates 23 other funds. This section provides a summary of the significant non-General Fund expenditures identified in the FY 2015-16 budget and the role of the other funds.

**Street Maintenance and Repairs** – four funds allocate funding for street maintenance operations and repairs, including sidewalk and drainage improvements within the public right-of-way: Gas Tax (2) budgets \$844,300 for street maintenance operations, Grants (8) budgets \$225,000 in Safe Routes to School funds, CDBG (9) allocates \$169,000 for street and sidewalk improvements, and TRANSNET Fund (14) budgets \$1,310,500 for traffic, drainage, and pavement improvements.

**Lemon Grove Avenue Realignment Project** – in addition to former redevelopment bond proceeds, the FY 2015-16 budget allocates \$100,000 from the Street Construction Reserve Fund (3), \$34,000 from the Regional Transportation Congestion Improvement Program Fund (27), \$900,000 from the TRANSNET Fund (14), and \$500,000 in California Infill Infrastructure Grant monies through the Housing Fund (31).

**Pension Liability Fund (Fund 4)** – the FY 2015-16 budget includes this new fund. The purpose of this fund is to receive funds and distribute payment to CalPERS to pay down the City's Unfunded Actuarial Liability.

**Park Land Dedication Ordinance (Fund 5)** - the FY 2015-16 budget reflects an investment of over \$60,000 in park related infrastructure improvements from the Park Land Dedication Ordinance fund. This fund is financed through developer impact fees.

## BUDGET OVERVIEW & ANALYSIS

### ***Lemon Grove Roadway Lighting District***

The Lemon Grove Roadway Lighting District manages two funds used for repair, maintenance, and energy costs of street lights. Fund 11, the General Benefit Fund, provides funding for street light benefits throughout the community. Fund 12, the Local Benefit Assessment Fund, provides for enhanced lighting benefits at the mid-block. Revenues in the two funds are expected to reach \$251,900 in FY 2015-16. Total expenditures are anticipated to be \$328,400 in FY 2015-16. Energy costs have temporarily increased due to a reconciliation of the City's street light inventory. The combined fund balance in these two funds will be \$361,400, leaving adequate funding for general operations and unforeseen repairs.

### ***Lemon Grove Sanitation District Budget***

The Lemon Grove Sanitation District manages two funds—an Operations Fund (15) and a Reserve Fund (16). In FY 2015-16, the District anticipates generating \$6.0 million in total revenue. In FY 2015-16, the District anticipates expending \$5.2 million in operating costs and \$1.5 million in capital improvement projects. The revenue and expenditure plan will leave a balance of nearly \$11.54 million in the District's reserves at the end of the fiscal year.



## DESCRIPTION OF FUNDS

As stated in the Budget Overview & Analysis section, the City manages its revenue and expenditures through various funds. Between the City, Roadway Lighting District, and Sanitation District, the FY 2015-16 consolidated budget is comprised of 28 funds. Each fund identified in this budget is described in the sections below.

### **CITY FUNDS**

#### **General Fund (01)**

The General Fund is a governmental fund used to account for day-to-day operations of the City. All financial activity that is not required to be accounted for in another fund is included in the General Fund. Public safety, government administration, community services, street maintenance, environmental programs, and park maintenance are funded from the General Fund.

#### **Gas Tax Fund (02)**

This fund is supported by revenue from the State gas tax fund. Fund proceeds may be used to research, plan, construct, improve, maintain, and operate local streets.

#### **Street Construction Reserve Fund (03)**

This fund was initially established to combine funds for larger street projects. With the use of the City's accounting program, it is possible to designate various funding sources over several years to accomplish this same purpose. However, the fund is used to clearly demonstrate "Maintenance of Effort" by the City in contributing funds for street projects in order to receive State transportation funding.

#### **Pension Liability Fund (04)**

This fund was established to track and make payments on the City's PERS Unfunded Actuarial Liability (UAL). When the City Council approves a payment to pay down the UAL, the payment will be transferred from the affected fund to this Fund, and the payment will be recorded from this fund. That allows the City to track the payments.

#### **Parkland Dedication Ordinance Fund (05)**

The City Municipal Code requires that subdivision development set-aside park land that will eventually be developed as part of the municipal park system. The Code also allows the payment of a fee in-lieu of dedicating actual land. Proceeds in the fund may be used by the City for the purchase of park land, the development of new parks or the major rehabilitation of existing parks.

#### **General Reserve Fund (06)**

The General Reserve Fund serves as the City's "savings account." This fund was created for several purposes: for use in times of emergency, one-time capital/equipment purchases, setting aside funds for replacing equipment, required grant matches, and to ensure funds are available for financial obligations (such as liability coverage and accumulated leave time).

## DESCRIPTION OF FUNDS

### **Supplemental Law Enforcement Fund (07)**

This fund, also known as the COPS fund, is supported by State grant proceeds. This fund is used to augment the staffing level of Sheriff deputies. At one time, the grant amount paid for one deputy; today it pays for approximately half of one deputy position.

### **Grant Fund (08)**

This fund provides for management of grants currently being administered by the City. It functions as an "in-and-out" fund to ensure grant proceeds and expenditures are not mingled with the General Fund or other fund proceeds.

### **Community Development Block Grant Fund (09)**

This fund manages grant proceeds from the Community Development Block Grant program. Funds are expended and then reimbursed by the County of San Diego.

### **Transit Development Act Fund – Transit (10)**

Transit proceeds are allocated from MTS for maintenance of landscaping along the trolley corridor and maintenance of trolley stations and bus shelters throughout the City.

### **TransNet Fund (14)**

This fund manages proceeds from the TransNet allocation and street related projects eligible for TransNet funding. This fund is specifically used to finance significant right-of-way improvements (streets and sidewalks), storm drain, and traffic related projects.

### **Sidewalk Reserve Fund (18)**

This fund was initially established to pool funds for larger sidewalk projects.

### **Integrated Waste Reduction Fund (21)**

The City relies on this fund to manage its household hazardous waste disposal program. This program is supported by AB 939 funds which are collected for this and recycling related programs. The City relies on this fund for contractual services to provide household hazardous waste events and to promote a higher level of recycling within the City.

### **Wildflower Assessment District Fund (22)**

This fund manages the Wildflower Landscaping Maintenance Assessment District. This fund tracks assessment revenue and expenditures related to landscape upkeep of common areas within the Wildflower Assessment District.

### **Serious Traffic Offender Program Fund (23)**

This fund receives a portion of impound fees collected within the City. The City uses this fund to pay for Sheriff traffic division overtime and other traffic related expenses.

### **Workers Compensation Reserve Fund (25)**

In FY 2003-04, the City began to fund its own workers' compensation program. This was done to have better control over the drastic increases in workers' compensation insurance premiums. This fund covers catastrophic workers compensation claims.

## DESCRIPTION OF FUNDS

### **Storm Water Program Fund (26)**

The Storm Water Program Fund was established in FY 2005-06. The fund's purpose is to collect designated storm water program fees and support the City's storm water program—a State and Federal mandated program. The fund has not fully paid for the program since its inception. Increased mandates have increased fund expenditures over the past few years.

### **Regional Transportation Congestion Improvement Program (Fund 27)**

This fund was created in FY 2008-09 to manage fees related to the passage of the TransNet extension. These fees represent per housing unit fees for new residential development. Expenditures from this fund are to be used to initiate street improvement projects on a major arterial within the City.

### **Self-Insured Liability Reserve Fund (29)**

In FY 2011-12, the City established the Self-Insured Liability Reserve Fund to fund liability claims.

### **Public Education and Government Fund (30)**

This fund collects designated monies from cable franchisees that operate within the City. The use of these monies is restricted to capital items that enhance or facilitate public access to government information.

### **Housing Fund (31)**

An outcome of the dissolution of the Lemon Grove Community Development Agency was the creation of the Lemon Grove Housing Authority. The Housing Fund operates funds that were remaining in the former redevelopment agency's housing fund and is used to operate and fund affordable housing program and projects. The Housing Fund also manages the Infill Infrastructure Grant (IIG) between the State of California and the former Lemon Grove Community Development Agency.

### **Capital Reserve (32)**

Initially this fund was established to track the purchase of a fire engine. In FY 2012-13, the City received one-time "SAFE" program monies. These funds were accounted for in a separate fund—the Safety Capital Reserve Fund, which helped offset the cost of purchasing a new fire apparatus. The City Council has now approved this fund to be used to set aside funds for future capital improvement projects throughout the City.

### **Main Street Promenade Community Facilities District (33)**

During FY 2013-14, the voters within the Main Street Promenade Community Facilities District voted to create an assessment to fund ongoing maintenance and capital improvements to the Main Street Promenade.

### **Successor Agency Fund (60 and 64 combined)**

This fund receives reimbursements for enforceable obligations approved by the California Department of Finance and makes payments for said obligations. Obligations include debt service payments and outstanding projects such as the Main Street Promenade and Lemon Grove Avenue Realignment projects.

## DESCRIPTION OF FUNDS

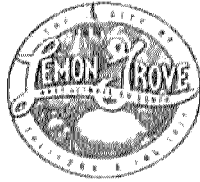
### **ROADWAY LIGHTING DISTRICT FUNDS**

The Lemon Grove Roadway Lighting District manages two funds for two separate activities. Fund 11, the General Benefit Fund, provides funding for street light benefits throughout the community. Fund 12, the Local Benefit Assessment Fund, provides for enhanced lighting benefits at the mid-block.

### **SANITATION DISTRICT FUNDS**

The Lemon Grove Sanitation District manages two funds—an Operations Fund (15) and a Reserve Fund (16). The District relies on Fund 15 to collect revenue generated by Sanitation District rate payers and to pay the operational costs to operate the system. Fund 16 is used to set aside funds for equipment replacement, sewer rehabilitation projects, and rate stabilization.

# SALARY PLAN/CLASSIFICATION SUMMARY



## Salary Plan FY 2015-2016 (Effective Date: June 24, 2015)

	<u>RANGE</u>					
<b><u>ACCOUNT CLERK</u></b>						
	16.8	A	B	C	D	E
ANNUAL		28,880.28	30,312.36	31,843.89	33,435.09	35,105.85
MONTHLY		2,406.69	2,526.03	2,653.66	2,786.26	2,925.49
BI-WEEKLY		1,110.78	1,165.86	1,224.77	1,285.97	1,350.23
HOURLY		14.52	15.24	16.01	16.81	17.65
<b><u>ACCOUNTING ANALYST</u></b>						
	32.3	A	B	C	D	E
ANNUAL		61,519.77	64,602.72	67,824.90	71,226.09	74,786.40
MONTHLY		5,126.65	5,383.56	5,652.08	5,935.51	6,232.20
BI-WEEKLY		2,366.15	2,484.72	2,608.65	2,739.47	2,876.40
HOURLY		30.93	32.48	34.10	35.81	37.60
<b><u>ADMIN/ACCOUNTING ASSISTANT</u></b>						
	23.8	A	B	C	D	E
ANNUAL		40,635.27	42,664.05	44,792.28	47,039.85	49,386.87
MONTHLY		3,386.27	3,555.34	3,732.69	3,919.99	4,115.57
BI-WEEKLY		1,562.90	1,640.93	1,722.78	1,809.23	1,899.50
HOURLY		20.43	21.45	22.52	23.65	24.83
<b><u>ADMINISTRATIVE ANALYST</u></b>						
	29.3	A	B	C	D	E
ANNUAL		53,146.08	55,791.45	58,595.94	61,519.77	64,602.72
MONTHLY		4,428.84	4,649.29	4,883.00	5,126.65	5,383.56
BI-WEEKLY		2,044.08	2,145.83	2,253.69	2,366.15	2,484.72
HOURLY		26.72	28.05	29.46	30.93	32.48
<b><u>ASSISTANT PLANNER</u></b>						
	32.3	A	B	C	D	E
ANNUAL		61,519.77	64,602.72	67,824.90	71,226.09	74,786.40
MONTHLY		5,126.65	5,383.56	5,652.08	5,935.51	6,232.20
BI-WEEKLY		2,366.15	2,484.72	2,608.65	2,739.47	2,876.40
HOURLY		30.93	32.48	34.10	35.81	37.60
<b><u>ASSOCIATE CIVIL ENGINEER</u></b>						
	36.1	A	B	C	D	E
ANNUAL		74,030.58	77,750.01	81,628.56	85,706.01	90,002.25
MONTHLY		6,169.22	6,479.17	6,802.38	7,142.17	7,500.19
BI-WEEKLY		2,847.33	2,990.39	3,139.56	3,296.39	3,461.63
HOURLY		37.22	39.09	41.04	43.09	45.25
<b><u>BATTALION CHIEF</u></b>						
	38.7	A	B	C	D	76.50 shift Y
ANNUAL		84,066.15	89,698.58	95,708.39	102,216.56	122,425.44
MONTHLY		7,005.51	7,474.88	7,975.70	8,518.05	10,202.12
BI-WEEKLY (106 hrs)		3,233.31	3,449.95	3,681.09	3,931.41	4,708.58
HOURLY (2,756 hrs/yr)		30.50	32.55	34.73	37.09	61.55
MONTHLY (56 Hrs/wk. RATE) (53 regular + 3 sch'd OT)		7,600.32	8,109.54	8,652.88	9,241.28	
<b><u>CITY CLERK</u></b>						
	34.8	A	B	C	D	E
ANNUAL		69,495.66	72,976.41	76,616.28	80,455.05	84,472.83
MONTHLY		5,791.31	6,081.37	6,384.69	6,704.59	7,039.40
BI-WEEKLY		2,672.91	2,806.79	2,946.78	3,094.43	3,248.96
HOURLY		34.94	36.69	38.52	40.45	42.47

## SALARY PLAN/CLASSIFICATION SUMMARY

### CITY ENGINEER

	<b>40.8</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		93,124.98	97,779.24	102,672.18	107,803.80	113,193.99
MONTHLY		7,760.42	8,148.27	8,556.02	8,983.65	9,432.83
BI-WEEKLY		3,581.73	3,760.74	3,948.93	4,146.30	4,353.62
HOURLY		46.82	49.16	51.62	54.20	56.91

### CODE ENFORCEMENT OFFICER

	<b>26.8</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
HOURLY		22.52	23.65	24.83	26.07	27.38

### CODE ENFORCEMENT OFFICER/WATER QUALITY INSPECTOR

	<b>29.3</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		53,146.08	55,791.45	58,595.94	61,519.77	64,602.72
MONTHLY		4,428.84	4,649.29	4,883.00	5,126.65	5,383.56
BI-WEEKLY		2,044.08	2,145.83	2,253.69	2,366.15	2,484.72
HOURLY		26.72	28.05	29.46	30.93	32.48

### COMMUNITY SERVICES ASSISTANT

	<b>18.7</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		31,684.77	33,275.97	34,926.84	36,677.16	38,507.04
MONTHLY		2,640.40	2,773.00	2,910.57	3,056.43	3,208.92
BI-WEEKLY		1,218.65	1,279.85	1,343.34	1,410.66	1,481.04
HOURLY		15.93	16.73	17.56	18.44	19.36

### COMMUNITY SERVICES SUPERINTENDENT

	<b>35.7</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		72,618.39	76,258.26	80,057.25	84,075.03	88,271.82
MONTHLY		6,051.53	6,354.86	6,671.44	7,006.25	7,355.99
BI-WEEKLY		2,793.02	2,933.01	3,079.13	3,233.66	3,395.07
HOURLY		36.51	38.34	40.25	42.27	44.38

### DEPUTY FIRE CHIEF

	<b>43.3</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		105,218.10	110,488.95	116,018.37	121,806.36	127,912.59
MONTHLY		8,768.18	9,207.41	9,668.20	10,150.53	10,659.38
BI-WEEKLY		4,046.85	4,249.58	4,462.25	4,684.86	4,919.72
HOURLY		52.90	55.55	58.33	61.24	64.31

### DEVELOPMENT SERVICES DIRECTOR

	<b>41.8</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		97,858.80	102,751.74	107,883.36	113,273.55	118,942.20
MONTHLY		8,154.90	8,562.65	8,990.28	9,439.46	9,911.85
BI-WEEKLY		3,763.80	3,951.99	4,149.36	4,356.68	4,574.70
HOURLY		49.20	51.66	54.24	56.95	59.80

### DEVELOPMENT SERVICES TECHNICIAN II

	<b>29.3</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		53,146.08	55,791.45	58,595.94	61,519.77	64,602.72
MONTHLY		4,428.84	4,649.29	4,883.00	5,126.65	5,383.56
BI-WEEKLY		2,044.08	2,145.83	2,253.69	2,366.15	2,484.72
HOURLY		26.72	28.05	29.46	30.93	32.48

### ENGINEERING INSPECTOR

	<b>29.3</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		53,146.08	55,791.45	58,595.94	61,519.77	64,602.72
MONTHLY		4,428.84	4,649.29	4,883.00	5,126.65	5,383.56
BI-WEEKLY		2,044.08	2,145.83	2,253.69	2,366.15	2,484.72
HOURLY		26.72	28.05	29.46	30.93	32.48

### ENGINEERING TECH III

	<b>29.3</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		53,146.08	55,791.45	58,595.94	61,519.77	64,602.72
MONTHLY		4,428.84	4,649.29	4,883.00	5,126.65	5,383.56
BI-WEEKLY		2,044.08	2,145.83	2,253.69	2,366.15	2,484.72
HOURLY		26.72	28.05	29.46	30.93	32.48

## SALARY PLAN/CLASSIFICATION SUMMARY

### EXECUTIVE SECRETARY

	23.8	A	B	C	D	E
ANNUAL		40,635.27	42,664.05	44,792.28	47,039.85	49,386.87
MONTHLY		3,386.27	3,555.34	3,732.69	3,919.99	4,115.57
BI-WEEKLY		1,562.90	1,640.93	1,722.78	1,809.23	1,899.50
HOURLY		20.43	21.45	22.52	23.65	24.83

### FACILITY TECH I

	17.6	A	B	C	D	E
ANNUAL		30,033.90	31,525.65	33,116.85	34,767.72	36,498.15
MONTHLY		2,502.83	2,627.14	2,759.74	2,897.31	3,041.51
BI-WEEKLY		1,155.15	1,212.53	1,273.73	1,337.22	1,403.78
HOURLY		15.10	15.85	16.65	17.48	18.35

### FACILITY TECH II

	21.6	A	B	C	D	E
ANNUAL		36,498.15	38,328.03	40,237.47	42,246.36	44,374.59
MONTHLY		3,041.51	3,194.00	3,353.12	3,520.53	3,697.88
BI-WEEKLY		1,403.78	1,474.16	1,547.60	1,624.86	1,706.72
HOURLY		18.35	19.27	20.23	21.24	22.31

### FINANCE DIRECTOR

	41.8	A	B	C	D	E
ANNUAL		97,858.80	102,751.74	107,883.36	113,273.55	118,942.20
MONTHLY		8,154.90	8,562.65	8,990.28	9,439.46	9,911.85
BI-WEEKLY		3,763.80	3,951.99	4,149.36	4,356.88	4,574.70
HOURLY		49.20	51.66	54.24	56.95	59.80

### FIRE CAPTAIN

	37.6	A	B	C	D	E
ANNUAL		79,676.22	85,014.53	90,710.51	96,878.82	
MONTHLY		6,639.69	7,084.54	7,559.21	8,073.23	
BI-WEEKLY (106 hrs)		3,064.47	3,269.79	3,488.87	3,726.11	
HOURLY (2,756 hrs/yr)		28.91	30.85	32.91	35.15	

MONTHLY (56 Hrs/wk. RATE)  
(53 regular + 3 sch'd OT)

	7,203.43	7,686.06	8,201.03	8,758.70	
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### FIRE CHIEF

	44.1	A	B	C	D	E
ANNUAL		109,395.00	114,864.75	120,612.96	126,639.63	132,964.65
MONTHLY		9,116.25	9,572.06	10,051.08	10,553.30	11,080.39
BI-WEEKLY		4,207.50	4,417.88	4,638.96	4,870.76	5,114.03
HOURLY		55.00	57.75	60.64	63.67	66.85

### FIRE DIVISION CHIEF

	41.8	A	B	C	D	E
ANNUAL		97,858.80	102,751.74	107,883.36	113,273.55	118,942.20
MONTHLY		8,154.90	8,562.65	8,990.28	9,439.46	9,911.85
BI-WEEKLY		3,763.80	3,951.99	4,149.36	4,356.88	4,574.70
HOURLY		49.20	51.66	54.24	56.95	59.80

### FIRE ENGINEER

	33.4	A	B	C	D	E
ANNUAL		64,913.40	69,262.56	73,903.20	78,928.63	
MONTHLY		5,409.45	5,771.88	6,158.60	6,577.39	
BI-WEEKLY (106 hrs)		2,496.67	2,663.94	2,842.43	3,035.72	
HOURLY (2,756 hrs/yr)		23.55	25.13	26.82	28.64	

MONTHLY (56 Hrs/wk. RATE)  
(53 regular + 3 sch'd OT)

	5,868.74	6,261.95	6,681.50	7,135.84	
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## SALARY PLAN/CLASSIFICATION SUMMARY

### FIRE INSPECTOR

	<b>25.9</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		45,011.07	47,258.64	49,625.55	52,111.80	54,717.99
MONTHLY		3,750.92	3,938.22	4,135.46	4,342.65	4,559.78
BI-WEEKLY		1,731.20	1,817.64	1,908.68	2,004.30	2,104.52
HOURLY		22.63	23.76	24.95	26.20	27.51

### FIRE PREVENTION/PUBLIC EDUCATION SPECIALIST

	<b>25.9</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
HOURLY		22.63	23.76	24.95	26.20	27.51

### FIREFIGHTER/PARAMEDIC

	<b>32.6</b>	<b>A</b>	<b>A+</b>	<b>B</b>	<b>C</b>	<b>D</b>
ANNUAL		62,428.40	64,519.78	66,611.11	71,074.05	75,907.09
MONTHLY		5,202.37	5,376.65	5,550.93	5,922.84	6,325.59
BI-WEEKLY (106 hrs)		2,401.09	2,481.53	2,561.97	2,733.62	2,919.50
HOURLY (2,756 hrs/yr)		22.65	23.41	24.17	25.79	27.54
MONTHLY-56 Hrs/wk. RATE (53 regular + 3 sch'd OT)		5,644.08	5,833.15	6,022.23	6,425.72	6,862.67

### HUMAN RESOURCES MANAGER

	<b>35.7</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		72,618.39	76,258.26	80,057.25	84,075.03	88,271.82
MONTHLY		6,051.53	6,354.86	6,671.44	7,006.25	7,355.99
BI-WEEKLY		2,793.02	2,933.01	3,079.13	3,233.66	3,395.07
HOURLY		36.51	38.34	40.25	42.27	44.38

### LICENSE CLERK

	<b>20.6</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		34,767.72	36,498.15	38,328.03	40,237.47	42,246.36
MONTHLY		2,897.31	3,041.51	3,194.00	3,353.12	3,520.53
BI-WEEKLY		1,337.22	1,403.78	1,474.16	1,547.60	1,624.86
HOURLY		17.48	18.35	19.27	20.23	21.24

### MAINTENANCE SERVICE WORKER

	<b>12.0</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		22,833.72	23,987.34	25,180.74	26,453.70	27,766.44
MONTHLY		1,902.81	1,998.95	2,098.40	2,204.48	2,313.87
BI-WEEKLY		878.22	922.59	968.49	1,017.45	1,067.94
HOURLY		11.48	12.06	12.66	13.30	13.96

### MANAGEMENT ANALYST

	<b>32.8</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		63,031.41	66,193.92	69,495.66	72,976.41	76,616.28
MONTHLY		5,252.62	5,516.16	5,791.31	6,081.37	6,384.69
BI-WEEKLY		2,424.29	2,545.92	2,672.91	2,806.79	2,946.78
HOURLY		31.69	33.28	34.94	36.69	38.52

### OFFICE AIDE

	<b>10.4</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
HOURLY		10.63	11.16	11.71	12.30	12.92

### PRINCIPAL PLANNER

	<b>35.7</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		72,618.39	76,258.26	80,057.25	84,075.03	88,271.82
MONTHLY		6,051.53	6,354.86	6,671.44	7,006.25	7,355.99
BI-WEEKLY		2,793.02	2,933.01	3,079.13	3,233.66	3,395.07
HOURLY		36.51	38.34	40.25	42.27	44.38

### PUBLIC WORKS DIRECTOR

	<b>41.8</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		97,858.80	102,751.74	107,883.36	113,273.55	118,942.20
MONTHLY		8,154.90	8,562.65	8,990.28	9,439.46	9,911.85
BI-WEEKLY		3,763.80	3,951.99	4,149.36	4,356.68	4,574.70
HOURLY		49.20	51.66	54.24	56.95	59.80



## SALARY PLAN/CLASSIFICATION SUMMARY

### PUBLIC WORKS SECRETARY

	<b>20.6</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		34,767.72	36,498.15	38,328.03	40,237.47	42,246.36
MONTHLY		2,897.31	3,041.51	3,194.00	3,353.12	3,520.53
BI-WEEKLY		1,337.22	1,403.78	1,474.16	1,547.60	1,624.86
HOURLY		17.48	18.35	19.27	20.23	21.24

### PUBLIC WORKS SUPERINTENDENT

	<b>35.7</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		72,618.39	76,258.26	80,057.25	84,075.03	88,271.82
MONTHLY		6,051.53	6,354.86	6,671.44	7,006.25	7,355.99
BI-WEEKLY		2,793.02	2,933.01	3,079.13	3,233.66	3,395.07
HOURLY		36.51	38.34	40.25	42.27	44.38

### RECREATION LEADER I

	<b>5.8</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
HOURLY		8.49	8.91	9.36	9.83	10.32

### RECREATION LEADER II

	<b>12.0</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		22,833.72	23,987.34	25,180.74	26,453.70	27,766.44
MONTHLY		1,902.81	1,998.95	2,098.40	2,204.48	2,313.87
BI-WEEKLY		878.22	922.59	968.49	1,017.45	1,067.94
HOURLY		11.48	12.06	12.66	13.30	13.96

### SANITATION SUPERVISOR

	<b>27.1</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		47,736.00	50,122.80	52,628.94	55,254.42	58,019.13
MONTHLY		3,978.00	4,176.90	4,385.75	4,604.54	4,834.93
BI-WEEKLY		1,836.00	1,927.80	2,024.19	2,125.17	2,231.51
HOURLY		24.00	25.20	26.46	27.78	29.17

### STREET SUPERVISOR

	<b>27.1</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		47,736.00	50,122.80	52,628.94	55,254.42	58,019.13
MONTHLY		3,978.00	4,176.90	4,385.75	4,604.54	4,834.93
BI-WEEKLY		1,836.00	1,927.80	2,024.19	2,125.17	2,231.51
HOURLY		24.00	25.20	26.46	27.78	29.17

### STREET TECH I

	<b>17.6</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		30,033.90	31,525.65	33,116.85	34,767.72	36,498.15
MONTHLY		2,502.83	2,627.14	2,759.74	2,897.31	3,041.51
BI-WEEKLY		1,155.15	1,212.53	1,273.73	1,337.22	1,403.78
HOURLY		15.10	15.85	16.65	17.48	18.35

### STREET TECH II

	<b>21.6</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		36,498.15	38,328.03	40,237.47	42,246.36	44,374.59
MONTHLY		3,041.51	3,194.00	3,353.12	3,520.53	3,697.88
BI-WEEKLY		1,403.78	1,474.16	1,547.60	1,624.86	1,706.72
HOURLY		18.35	19.27	20.23	21.24	22.31

### TECHNICIAN I

	<b>17.6</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		30,033.90	31,525.65	33,116.85	34,767.72	36,498.15
MONTHLY		2,502.83	2,627.14	2,759.74	2,897.31	3,041.51
BI-WEEKLY		1,155.15	1,212.53	1,273.73	1,337.22	1,403.78
HOURLY		15.10	15.85	16.65	17.48	18.35

### TECHNICIAN II

	<b>21.6</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ANNUAL		36,498.15	38,328.03	40,237.47	42,246.36	44,374.59
MONTHLY		3,041.51	3,194.00	3,353.12	3,520.53	3,697.88
BI-WEEKLY		1,403.78	1,474.16	1,547.60	1,624.86	1,706.72
HOURLY		18.35	19.27	20.23	21.24	22.31

# SALARY PLAN/CLASSIFICATION SUMMARY

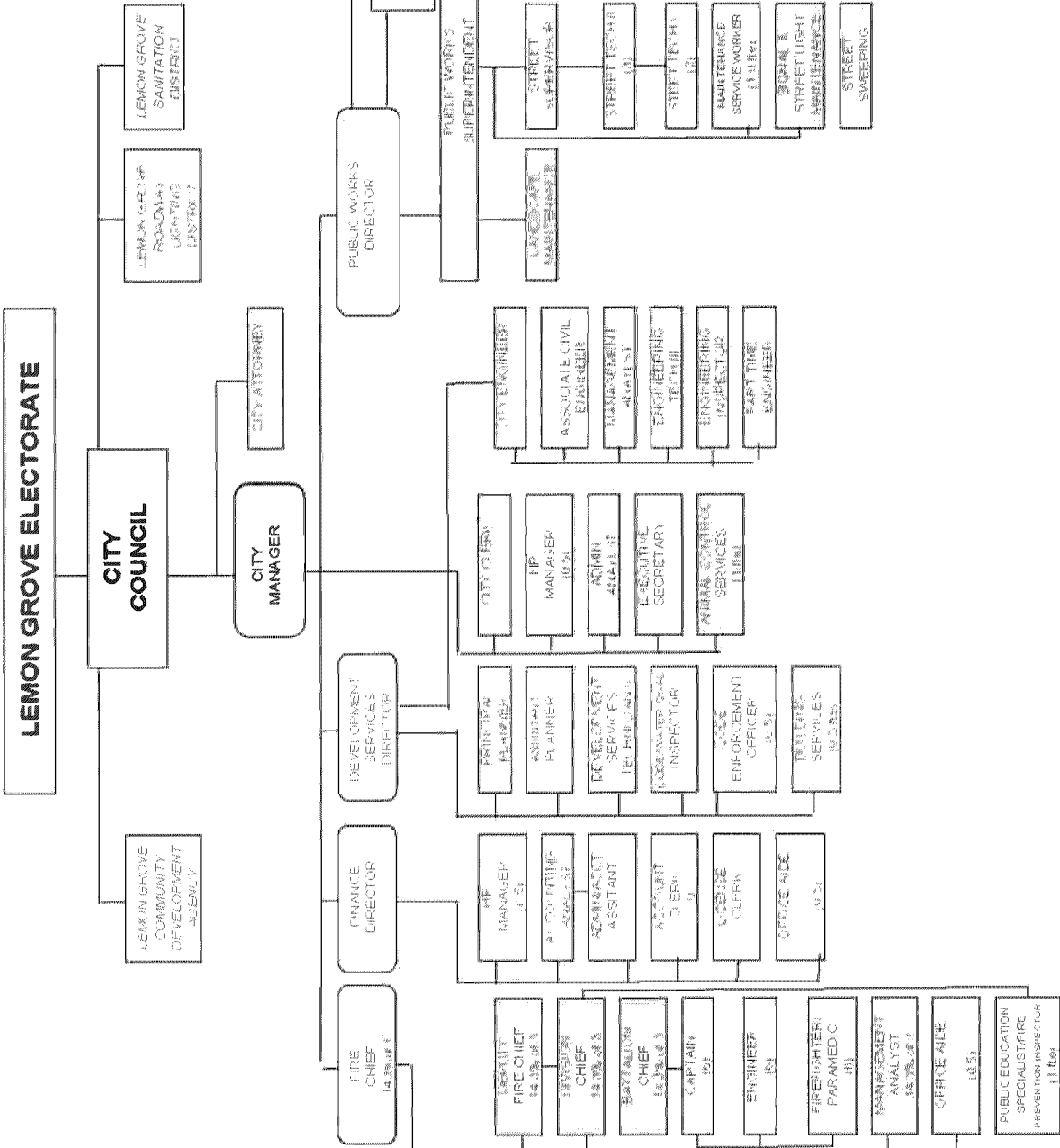


## CLASSIFICATION SUMMARY

(Effective Date: June 24, 2015)

CLASS TITLE/GROUP/STATUS	RANGE NO.	SALARY RANGE	# OF AUTHORIZED EMPLOYEES**
<b>CLASSIFIED</b>			
<b>CLERICAL / ADMIN SUPPORT GROUP</b>			
		MONTHLY	
Account Clerk	16.8	2,407 - 2,925	0
Admin/Accounting Assistant	23.8	3,388 - 4,116	1
Community Services Assistant	18.7	2,840 - 3,209	1
Executive Secretary (Confidential)	23.8	3,388 - 4,116	1
License Clerk	20.8	2,897 - 3,521	1
Public Works Secretary	20.8	2,897 - 3,521	1
			5.00
<b>OPERATIONS / MAINTENANCE GROUP</b>			
Community Services Superintendent	35.7	6,052 - 7,356	1
Facility Tech I	17.6	2,503 - 3,042	0
Facility Tech II	21.6	3,042 - 3,698	2
Public Works Superintendent	35.7	6,052 - 7,356	1
Sanitation Supervisor	27.1	3,978 - 4,835	1
Street Supervisor	27.1	3,978 - 4,835	1
Street Tech I	17.6	2,503 - 3,042	2
Street Tech II	21.6	3,042 - 3,698	3
Technician I	17.6	2,503 - 3,042	0
Technician II	21.6	3,042 - 3,698	2
			13.00
<b>PUBLIC SAFETY GROUP</b>			
Fire Captain	37.6	6,640 - 8,073	6
Fire Engineer	33.4	5,409 - 6,577	6
Firefighter/Paramedic	32.6	5,377 - 6,326	6
			18.0
<b>PROFESSIONAL / TECHNICAL GROUP</b>			
Accounting Analyst	32.3	5,127 - 6,232	1
Administrative Analyst	29.3	4,429 - 5,384	1
Assistant Planner	32.3	5,127 - 6,232	1
Associate Civil Engineer	36.1	6,169 - 7,500	1
City Clerk	34.8	5,791 - 7,039	1
Code Enforcement Officer/Water Quality Inspector	29.3	4,429 - 5,384	1
Development Services Technician II	29.3	4,429 - 5,384	1
Engineering Inspector	29.3	4,429 - 5,384	1
Engineering Tech III	29.3	4,429 - 5,384	1
Fire Inspector	25.9	3,751 - 4,560	0
Human Resources Manager	35.7	6,052 - 7,356	1
Management Analyst	32.8	5,253 - 6,385	1
Principal Planner	35.7	6,052 - 7,356	1
			12.00
<b>MANAGEMENT GROUP</b>			
Battalion Chief	38.7	7,006 - 10,202	1
City Manager (contract)			1
Development Services Director	41.8	8,155 - 9,912	1
Deputy Fire Chief	43.3	8,768 - 10,659	0
Finance Director	41.8	8,155 - 9,912	1
Fire Chief	44.1	9,116 - 11,080	0
Fire Division Chief	41.8	8,155 - 9,912	0
City Engineer	40.8	7,760 - 9,433	1
Public Works Director	41.8	8,155 - 9,912	1
			6.0
<b>PART-TIME/TEMPORARY/SEASONAL/OTHER</b>			
		HOURLY	
Class Instructor * (other)		10.00 - 25.00	0.5
Code Enforcement Officer	25.8	21.45 - 26.07	0.50
Engineer * (other)		30.30 - 30.30	0.5
Fire Prevention/Public Education Specialist *	25.9	21.55 - 26.20	1.0
Office Aide *	9.4	10.12 - 12.30	1
Intern * (other)		8.00 - 12.00	0
Maintenance Service Worker*	12.0	1,903 - 2,314	2.5
Recreation Leader I *	5.8	8.08 - 9.83	2.25
Recreation Leader II *	12.0	1,903 - 2,314	2.25
*Full Time Equivalent (fte)			10.00
<b>TOTAL EMPLOYEES:</b>			<b>64.00</b>

## ORGANIZATION CHART



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# GENERAL FUND SUMMARY OF RESOURCES

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE</b>	<b>\$ 377,200</b>	<b>\$ 987,900</b>	<b>\$ 1,657,500</b>	<b>\$ 1,657,500</b>	<b>2,257,600</b>
<b>REVENUES</b>					
Licenses	110,200	109,000	103,000	104,000	105,000
Property Tax	2,035,700	2,064,200	2,227,300	2,135,000	2,224,900
Development Fees	300,000	312,700	260,000	368,000	272,000
Sales Tax & Triple Flip Adjustment .25%	3,897,100	4,294,800	4,700,000	5,076,000	5,400,000
Franchise Fees	889,300	923,600	932,000	932,000	932,000
Transient Occupancy Tax	36,800	39,400	35,800	35,800	35,800
Interest Income	2,200	2,500	2,500	2,000	2,000
Miscellaneous Income	110,400	67,500	21,500	54,000	23,500
Vehicle License Fees	13,400	11,100	10,700	10,700	10,700
Vehicle License Fee Adjustment	1,886,800	1,940,700	2,024,500	2,024,500	2,074,500
Parks & Recreation Fees	108,000	100,300	95,400	98,700	96,700
Rents & Leases	325,800	330,900	238,000	236,000	224,000
Traffic Fines-Public Safety	103,400	120,700	125,500	140,000	140,000
Fire Department Fees	271,000	254,800	253,600	270,600	272,600
<b>TOTAL REVENUES:</b>	<b>\$ 10,090,100</b>	<b>\$ 10,572,200</b>	<b>\$ 11,029,800</b>	<b>\$ 11,487,300</b>	<b>\$ 11,813,700</b>
<b>TRANSFERS</b>					
Gas Tax Fund	830,200	927,400	64,900	60,000	44,500
Supplemental Law Enf. Service Fund	100,100	100,000	100,000	100,000	100,000
TDA Administration	60,300	64,200	3,600	3,600	17,400
Lighting District - General District Administration	48,300	25,100	4,700	4,700	9,400
Lighting District Loc. Ben. Administration	30,600	61,300	2,600	2,600	4,900
TransNet Administration	84,300	81,700	-	-	-
Integrated Waste (AB939) Administration	26,500	28,200	600	600	1,200
Sanitation District Administration	1,483,900	1,562,200	548,500	548,500	552,400
Wildflower Dist. Administration	5,500	5,300	100	100	100
Serious Traffic Offender Program Fund Admin.	2,000	2,000	-	-	-
Storm Water Administration	36,800	39,000	-	-	-
Successor Agency - Administration	250,000	248,000	37,800	2,100	20,100
Transfer to Pension Liability Fund	-	-	-	-	(200,000)
Transfer to Storm Water Fund	(81,100)	(75,500)	(157,500)	(162,200)	(156,200)
<b>TOTAL TRANSFERS:</b>	<b>\$ 2,877,400</b>	<b>\$ 3,068,900</b>	<b>\$ 605,300</b>	<b>\$ 560,000</b>	<b>\$ 393,800</b>
<b>TOTAL REVENUES &amp; TRANSFERS:</b>	<b>\$ 12,967,500</b>	<b>\$ 13,641,100</b>	<b>\$ 11,635,100</b>	<b>\$ 12,047,300</b>	<b>\$ 12,207,500</b>
<b>TOTAL RESOURCES:</b>	<b>\$ 13,344,700</b>	<b>\$ 14,629,000</b>	<b>\$ 13,292,600</b>	<b>\$ 13,704,800</b>	<b>\$ 14,465,100</b>

## GENERAL FUND SUMMARY OF EXPENDITURES BY DEPARTMENT

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>EXPENDITURES:</b>					
City Council	130,100	130,200	67,600	67,600	68,300
City Manager	473,000	525,400	219,000	217,900	302,100
City Attorney	128,900	112,600	151,500	140,700	141,500
Finance	361,100	400,700	189,800	191,800	231,800
Law Enforcement	4,567,600	4,801,100	4,944,000	4,944,000	5,042,400
Animal Control	202,600	202,100	201,100	208,800	203,800
Fire	3,505,600	3,623,700	3,863,200	4,005,800	4,165,900
Development Services	1,207,800	1,304,900	571,600	653,400	699,000
Public Works	1,780,100	1,870,800	1,068,700	1,017,200	1,062,300
<b>TOTAL EXPENDITURES:</b>	<b>\$ 12,356,800</b>	<b>\$ 12,971,500</b>	<b>\$ 11,276,500</b>	<b>\$ 11,447,200</b>	<b>\$ 11,917,100</b>
<b>GENERAL FUND BALANCE</b>	<b>\$ 987,900</b>	<b>\$ 1,657,500</b>	<b>\$ 2,016,100</b>	<b>\$ 2,257,600</b>	<b>\$ 2,548,000</b>

## GENERAL FUND SUMMARY OF EXPENDITURES BY FUNCTION:

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>Function:</b>					
Salaries	4,125,200	4,389,500	3,018,900	3,158,900	3,252,400
Retirement	816,200	838,100	621,500	625,300	632,200
Benefits-Other	974,500	945,800	667,300	666,500	702,400
Services & Supplies	1,600,500	1,725,400	1,661,300	1,693,100	1,931,500
Contracted Services	4,790,700	5,013,500	5,246,900	5,243,800	5,338,000
Recreation Programs	49,700	59,200	60,600	59,600	60,600
<b>TOTAL EXPENDITURES:</b>	<b>\$ 12,356,800</b>	<b>\$ 12,971,500</b>	<b>\$ 11,276,500</b>	<b>\$ 11,447,200</b>	<b>\$ 11,917,100</b>

**GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY DEPARTMENT AND FUNCTION**

<b>CITY COUNCIL</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
Salaries	47,500	48,900	17,000	17,000	17,000
Retirement	9,500	9,300	3,900	3,900	4,000
Benefits-Other	25,500	26,300	9,000	9,000	9,000
Services & Supplies	47,600	45,700	37,700	37,700	38,300
<b>TOTAL:</b>	<b>\$ 130,100</b>	<b>\$ 130,200</b>	<b>\$ 67,600</b>	<b>\$ 67,600</b>	<b>\$ 68,300</b>

<b>CITY MANAGER</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
Salaries	315,800	340,700	120,500	120,500	139,300
Retirement	62,500	67,400	29,100	29,100	39,200
Benefits-Other	58,200	60,200	23,500	23,800	22,700
Services & Supplies	36,500	57,100	45,900	44,500	100,900
<b>TOTAL:</b>	<b>\$ 473,000</b>	<b>\$ 525,400</b>	<b>\$ 219,000</b>	<b>\$ 217,900</b>	<b>\$ 302,100</b>

<b>CITY ATTORNEY</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
Professional Services (Contract Salary)	128,900	112,600	141,500	140,700	141,500
Litigation Services-non City Attorney	-	-	10,000	-	-
<b>TOTAL:</b>	<b>\$ 128,900</b>	<b>\$ 112,600</b>	<b>\$ 151,500</b>	<b>\$ 140,700</b>	<b>\$ 141,500</b>

<b>FINANCE</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
Salaries	192,700	226,700	73,200	73,200	97,000
Retirement	36,600	42,100	15,700	15,800	26,900
Benefits-Other	39,700	49,800	17,100	17,300	18,800
Services & Supplies	92,100	82,100	83,800	85,500	89,100
<b>TOTAL:</b>	<b>\$ 361,100</b>	<b>\$ 400,700</b>	<b>\$ 189,800</b>	<b>\$ 191,800</b>	<b>\$ 231,800</b>

<b>LAW ENFORCEMENT</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
Sheriff's Contract	4,459,200	4,698,800	4,894,300	4,894,300	4,992,700
Services & Supplies	108,400	102,300	49,700	49,700	49,700
Animal Control	202,600	202,100	201,100	208,800	203,800
<b>TOTAL:</b>	<b>\$ 4,770,200</b>	<b>\$ 5,003,200</b>	<b>\$ 5,145,100</b>	<b>\$ 5,152,800</b>	<b>\$ 5,246,200</b>

# GENERAL FUND

## SUMMARY OF EXPENDITURES BY DEPARTMENT AND FUNCTION

<b>FIRE</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
Salaries	2,044,700	2,144,400	2,292,300	2,428,300	2,456,700
Retirement	452,000	444,200	475,500	475,500	432,800
Benefits-Other	514,700	480,700	499,600	490,000	532,900
Services & Supplies	494,200	554,400	595,800	612,000	743,500
<b>TOTAL:</b>	<b>\$ 3,505,600</b>	<b>\$ 3,623,700</b>	<b>\$ 3,863,200</b>	<b>\$ 4,005,800</b>	<b>\$ 4,165,900</b>

### DEVELOPMENT SERVICES DEPARTMENT

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
<b>PLANNING</b>					
Salaries	312,300	335,000	149,900	149,500	201,800
Retirement	56,100	62,100	33,000	33,000	51,300
Benefits-Other	49,000	56,000	28,100	33,500	34,400
Services & Supplies	233,200	248,800	185,800	244,900	212,600
<b>SUBTOTAL:</b>	<b>650,600</b>	<b>701,900</b>	<b>396,800</b>	<b>460,900</b>	<b>500,100</b>

### ENGINEERING

Salaries	354,600	390,600	87,800	96,500	93,100
Retirement	58,600	64,600	13,800	15,800	28,800
Benefits-Other	71,500	73,500	13,300	15,400	15,200
Services & Supplies	72,500	74,300	59,900	64,800	61,800
<b>SUBTOTAL:</b>	<b>557,200</b>	<b>603,000</b>	<b>174,800</b>	<b>192,500</b>	<b>198,900</b>
<b>TOTAL:</b>	<b>1,207,800</b>	<b>1,304,900</b>	<b>571,600</b>	<b>653,400</b>	<b>699,000</b>

### PUBLIC WORKS DEPARTMENT

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
<b>Administration</b>					
Salaries	162,300	179,400	24,100	32,300	25,100
Retirement	32,000	35,300	5,300	7,000	6,900
Benefits-Other	26,900	28,000	9,500	10,400	9,000
Services & Supplies	21,000	30,800	48,900	55,600	125,200
<b>SUBTOTAL:</b>	<b>\$ 242,200</b>	<b>\$ 273,500</b>	<b>\$ 87,800</b>	<b>\$ 105,300</b>	<b>\$ 166,200</b>

### STREETS

Salaries	321,300	339,500	-	-	-
Retirement	50,400	54,900	-	-	-
Benefits-Other	64,600	72,200	-	-	-
Services & Supplies	134,100	130,500	143,900	134,800	144,400
<b>SUBTOTAL:</b>	<b>\$ 570,400</b>	<b>\$ 597,100</b>	<b>\$ 143,900</b>	<b>\$ 134,800</b>	<b>\$ 144,400</b>



**GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY DEPARTMENT AND FUNCTION**

<b>COMMUNITY SERVICES</b>	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ACTUAL</b>	<b>FY 14-15 Mid- Year Budget</b>	<b>FY 14-15 Anticipated</b>	<b>FY 15-16 Budget</b>
Salaries	119,500	113,600	125,300	110,300	113,600
Retirement	12,300	12,600	16,200	16,200	17,300
Benefits-Other	21,600	26,700	29,400	29,400	28,300
Services & Supplies	53,500	48,100	50,400	49,900	50,500
Programs	49,700	59,200	60,600	59,600	60,600
<b>SUBTOTAL:</b>	<b>\$ 256,600</b>	<b>\$ 260,200</b>	<b>\$ 281,900</b>	<b>\$ 265,400</b>	<b>\$ 270,300</b>
<b>GROUNDNS</b>					
Benefits-Other	43,300	4,900	4,800	4,600	4,600
Services & Supplies	249,100	231,300	227,500	226,700	226,700
<b>SUBTOTAL:</b>	<b>\$ 292,400</b>	<b>\$ 236,200</b>	<b>\$ 232,300</b>	<b>\$ 231,300</b>	<b>\$ 231,300</b>
<b>FACILITIES</b>					
Salaries	116,500	125,600	128,800	131,300	108,800
Retirement	22,000	24,300	29,000	29,000	25,000
Benefits-Other	30,200	32,000	33,000	33,100	27,500
Services & Supplies	58,200	120,000	132,000	87,000	88,800
<b>SUBTOTAL:</b>	<b>\$ 226,900</b>	<b>\$ 301,900</b>	<b>\$ 322,800</b>	<b>\$ 280,400</b>	<b>\$ 250,100</b>
<b>SANITATION</b>					
Salaries	138,000	145,100	-	-	-
Retirement	24,200	21,300	-	-	-
Benefits-Other	29,300	35,500	-	-	-
Services & Supplies	100	-	-	-	-
<b>SUBTOTAL:</b>	<b>\$ 191,600</b>	<b>\$ 201,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL:</b>	<b>\$ 1,780,100</b>	<b>\$ 1,870,800</b>	<b>\$ 1,068,700</b>	<b>\$ 1,017,200</b>	<b>\$ 1,062,300</b>
<b>GENERAL FUND GRAND TOTAL:</b>	<b>\$ 12,356,800</b>	<b>\$ 12,971,500</b>	<b>\$ 11,276,500</b>	<b>\$ 11,447,200</b>	<b>\$ 11,917,100</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 377,200</b>	<b>\$ 987,900</b>	<b>\$ 1,657,500</b>	<b>\$ 1,657,500</b>	<b>\$ 2,257,600</b>
<b>TOTAL REVENUES:</b>	<b>\$ 10,090,100</b>	<b>\$ 10,572,200</b>	<b>\$ 11,029,800</b>	<b>\$ 11,487,300</b>	<b>\$ 11,813,700</b>
<b>TOTAL TRANSFERS:</b>	<b>\$ 2,877,400</b>	<b>\$ 3,068,900</b>	<b>\$ 605,300</b>	<b>\$ 560,000</b>	<b>\$ 393,800</b>
<b>TOTAL REVENUES &amp; TRANSFERS:</b>	<b>\$ 12,967,500</b>	<b>\$ 13,641,100</b>	<b>\$ 11,635,100</b>	<b>\$ 12,047,300</b>	<b>\$ 12,207,500</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 12,356,800</b>	<b>\$ 12,971,500</b>	<b>\$ 11,276,500</b>	<b>\$ 11,447,200</b>	<b>\$ 11,917,100</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 987,900</b>	<b>\$ 1,657,500</b>	<b>\$ 2,016,100</b>	<b>\$ 2,257,600</b>	<b>\$ 2,548,000</b>

# EXPENDITURE DETAIL - CITY COUNCIL

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries - Regular	47,500	48,900	17,000	17,000	17,000
<b>SUBTOTAL SALARIES</b>	<b>\$ 47,500</b>	<b>\$ 48,900</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
Medical Insurance	18,600	19,300	6,500	6,500	6,500
Retirees Health Insurance	6,100	6,200	2,100	2,100	2,100
Medicare	700	700	300	300	300
Life Insurance	100	100	100	100	100
Retirement	9,500	9,300	3,900	3,900	4,000
<b>SUBTOTAL BENEFITS</b>	<b>\$ 35,000</b>	<b>\$ 35,600</b>	<b>\$ 12,900</b>	<b>\$ 12,900</b>	<b>\$ 13,000</b>
Community Promotions	7,000	2,500	2,500	2,500	2,500
Computer Maintenance	4,600	3,900	3,300	3,300	3,400
Copier Service	400	-	200	200	200
Insurance Premium:Liability	2,300	2,500	1,500	1,500	1,500
Insurance Premium:Property	200	300	300	300	300
Membership & Dues	21,200	22,200	22,200	22,200	22,200
Mileage	6,900	9,300	3,200	3,200	3,700
Office Supplies	1,000	600	200	200	200
Travel & Meetings	1,500	2,200	1,500	1,500	1,500
Utilities-Gas & Electric	2,000	2,200	2,800	2,800	2,800
Utilities-Telephone	500	-	-	-	-
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 47,600</b>	<b>\$ 45,700</b>	<b>\$ 37,700</b>	<b>\$ 37,700</b>	<b>\$ 38,300</b>
<b>TOTAL</b>	<b>\$ 130,100</b>	<b>\$ 130,200</b>	<b>\$ 67,600</b>	<b>\$ 67,600</b>	<b>\$ 68,300</b>

# EXPENDITURE DETAIL - CITY MANAGER

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries - Regular	315,800	340,700	120,500	120,500	139,300
<b>SUBTOTAL SALARIES</b>	<b>\$ 315,800</b>	<b>\$ 340,700</b>	<b>\$ 120,500</b>	<b>\$ 120,500</b>	<b>\$ 139,300</b>
Insurance - Medical	28,200	29,400	14,800	14,800	13,500
Retirees Medical	9,200	9,200	2,800	2,800	2,800
Deferred Compensation	6,000	6,000	1,800	1,800	1,800
Employee Assistance Program	100	100	100	100	100
Worker's Compensation	6,100	7,100	800	900	900
Medicare	4,700	5,000	1,800	1,800	2,100
Life Insurance	300	300	300	100	100
Long Term Disability	3,600	3,100	1,100	1,500	1,400
Retirement	62,500	67,400	29,100	29,100	39,200
<b>SUBTOTAL BENEFITS</b>	<b>\$ 120,700</b>	<b>\$ 127,600</b>	<b>\$ 52,600</b>	<b>\$ 52,900</b>	<b>\$ 61,900</b>
Computer Maintenance	11,300	15,500	6,000	8,000	4,200
Copier Service	200	-	500	1,000	1,200
Insurance Premium-Liability	8,400	6,900	5,800	5,800	5,800
Insurance Premium-Property	500	900	900	1,000	1,200
Membership & Dues	800	2,400	2,700	3,700	3,000
Mileage	6,100	6,300	1,800	1,800	1,800
Office Supplies	2,100	3,900	2,300	2,300	2,300
Professional Services	-	12,500	15,000	10,000	70,000
Publishing	2,600	1,600	2,000	2,000	2,000
Subscriptions and Books	300	300	300	300	300
Training	-	1,500	1,600	1,600	1,600
Travel & Meetings	300	1,100	500	500	500
Utilities-Gas & Electric	2,000	2,200	4,000	3,000	3,500
Utilities-Telephone	1,700	1,700	2,100	2,100	2,100
Utilities-Water	200	300	400	400	400
Wellness Program	-	-	-	1,000	1,000
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 36,500</b>	<b>\$ 57,100</b>	<b>\$ 45,900</b>	<b>\$ 44,500</b>	<b>\$ 100,900</b>
<b>TOTAL</b>	<b>\$ 473,000</b>	<b>\$ 525,400</b>	<b>\$ 219,000</b>	<b>\$ 217,900</b>	<b>\$ 302,100</b>

# EXPENDITURE DETAIL - CITY ATTORNEY

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Code Enforcement	3,500	1,300	1,500	700	1,500
Investigation-Other Atty	-	-	10,000	-	-
Professional Services (Non-Salary)	125,400	111,300	140,000	140,000	140,000
<b>TOTAL</b>	<b>\$ 128,900</b>	<b>\$ 112,600</b>	<b>\$ 151,500</b>	<b>\$ 140,700</b>	<b>\$ 141,500</b>

# EXPENDITURE DETAIL - FINANCE

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries - Regular	192,600	226,700	73,200	73,200	97,000
Salaries - Overtime	100	-			
<b>SUBTOTAL SALARIES</b>	<b>\$ 192,700</b>	<b>\$ 226,700</b>	<b>\$ 73,200</b>	<b>\$ 73,200</b>	<b>\$ 97,000</b>
Insurance - Medical	15,100	22,700	10,600	10,600	11,100
Retirees Medical	15,400	15,400	2,300	2,300	2,300
Employee Assistance Program	100	100	100	-	100
Worker's Compensation	3,900	6,000	2,400	2,400	2,400
Medicare	2,900	3,400	1,300	1,300	2,200
Life Insurance	200	100	-	-	-
Long Term Disability	2,100	2,100	400	700	700
Retirement	36,600	42,100	15,700	15,800	26,900
<b>SUBTOTAL BENEFITS</b>	<b>\$ 76,300</b>	<b>\$ 91,900</b>	<b>\$ 32,800</b>	<b>\$ 33,100</b>	<b>\$ 45,700</b>
Computer Maintenance	13,100	22,100	16,700	16,700	18,800
Copier Service	600	-	600	900	1,200
Credit Card and Bank Fees	13,100	13,700	14,000	16,900	16,900
Insurance Premium-Liability	6,400	5,900	4,500	4,500	4,500
Insurance Premium-Property	400	800	200	200	200
Membership & Dues	1,300	1,000	1,100	1,100	1,100
Mileage	3,200	3,000	500	500	500
Office Supplies	2,600	5,100	2,500	2,500	2,500
Printing	100	100	100	100	100
Professional Services	47,500	23,600	35,000	35,000	35,000
Subscriptions and Books	200	-	200	200	200
Training	200	2,200	1,500	1,500	2,000
Travel & Meetings	-	100	100	100	100
Utilities-Gas & Electric	2,000	2,200	4,000	3,000	3,500
Utilities-Telephone	1,000	2,000	2,500	2,000	2,200
Utilities-Water	200	300	300	300	300
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 92,100</b>	<b>\$ 82,100</b>	<b>\$ 83,800</b>	<b>\$ 85,500</b>	<b>\$ 89,100</b>
<b>TOTAL</b>	<b>\$ 361,100</b>	<b>\$ 400,700</b>	<b>\$ 189,800</b>	<b>\$ 191,800</b>	<b>\$ 231,800</b>

# EXPENDITURE DETAIL - LAW ENFORCEMENT

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>Sheriff:</b>					
800 Mhz	78,900	78,900	25,500	25,500	25,500
Arjls	16,000	16,000	16,300	16,300	16,300
Cal Id	5,600	5,500	6,100	6,100	6,100
Contractual Services	4,459,200	4,698,800	4,894,300	4,894,300	4,992,700
Insurance Premium-Property	5,000	-	-	-	-
Utilities-Water	2,900	1,900	1,800	1,800	1,800
<b>Animal Control:</b>					
Computer Maintenance-Animal Control	2,400	2,400	-	-	-
Contractual Services	191,500	193,500	190,000	199,100	192,700
After Hours Calls	-	700	3,600	3,600	3,600
Fuel - Animal Control Vehicle	4,600	2,800	5,000	3,000	5,000
Office Supplies - Animal Control	800	-	-	-	-
Repairs - Animal Control Vehicle	3,300	2,700	2,500	3,100	2,500
<b>TOTAL</b>	<b>\$ 4,770,200</b>	<b>\$ 5,003,200</b>	<b>\$ 5,145,100</b>	<b>\$ 5,152,800</b>	<b>\$ 5,246,200</b>

# EXPENDITURE DETAIL - FIRE

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries	1,657,600	1,674,200	1,618,700	1,618,700	1,751,700
Constant Staffing - Scheduled	119,900	118,500	125,300	121,300	126,800
Constant Staffing - Unscheduled	338,200	346,600	512,000	512,000	512,000
Salaries - Part Time	49,900	51,900	56,300	56,300	66,200
Salaries - Credit From JPA	(120,900)	(46,800)	(20,000)	120,000	-
<b>SUBTOTAL SALARIES</b>	<b>\$ 2,044,700</b>	<b>\$ 2,144,400</b>	<b>\$ 2,292,300</b>	<b>\$ 2,428,300</b>	<b>\$ 2,456,700</b>
Insurance - Medical	217,400	210,000	205,200	205,200	205,200
Retirees Medical	67,900	63,300	84,000	84,000	84,000
Employee Assistance Program	600	600	600	600	600
Uniform Allowance	25,300	17,400	20,000	20,000	20,000
Holiday Pay	45,000	39,900	42,300	39,200	78,000
Paramedic Recertification	36,600	36,000	39,300	38,300	39,300
EMT - DC Incentive	1,500	1,500	1,500	1,500	1,500
Education Award	7,300	8,000	10,700	10,200	10,700
Worker's Compensation	76,900	68,600	60,000	55,000	55,000
Medicare	33,500	34,900	34,300	34,300	36,900
Life Insurance	600	500	1,700	1,700	1,700
Retirement	452,000	444,200	475,500	475,500	432,800
Unemployment	2,100	-	-	-	-
<b>SUBTOTAL BENEFITS</b>	<b>\$ 966,700</b>	<b>\$ 924,900</b>	<b>\$ 975,100</b>	<b>\$ 965,500</b>	<b>\$ 965,700</b>
ALS Supplies Pass Thru	16,700	27,600	25,800	25,800	46,200
City Emergency Preparedness	19,300	26,600	24,000	24,200	24,500
Community Risk Reduction/Fire Prevention	1,000	800	1,000	1,000	1,000
Computer Maintenance	17,800	23,500	25,000	25,000	25,000
Copier Rental	1,500	-	2,400	2,400	2,400
Departmental Expenditures	7,200	10,600	8,000	8,000	9,000
Dispatch Services	158,500	202,300	220,000	220,000	239,000
Fire Station Supplies	4,000	4,000	4,000	4,000	5,000
Fire Truck Purchase	-	-	-	-	86,700
Fuel	28,600	28,600	26,000	26,000	26,000
Insurance -Liability	65,300	45,400	41,500	41,500	41,500
Insurance-Property	4,000	6,100	6,500	6,500	6,500
JAC Reimbursable Expenditures	-	(600)	-	-	-
JPA Reconciliation Expenditures	-	4,100	1,500	1,500	1,500
JPA Reimbursable Expenditures	1,100	600	-	-	-
Loan Payment	22,600	22,600	22,700	22,700	22,700
Medical Examinations	3,900	2,200	7,500	7,500	7,500
Medical Services & Supplies	1,500	-	-	-	-
Membership & Dues	-	400	600	600	600
Office Supplies	3,000	3,000	2,000	2,000	2,300
Patient Care Reporting Pass Thru	1,500	5,400	5,800	5,800	5,800
Personal Exposure Reporting	300	300	300	300	300
Personal Protective Clothing	15,100	13,200	11,000	11,000	13,500
Personnel Recruitment	1,800	100	500	500	500
RCCP Pass Thru fees	-	(1,100)	-	-	-
Repair and Maintenance-Equipment	4,900	2,600	4,000	3,000	4,500
Repair and Maintenance-Vehicles	44,200	56,100	48,000	65,000	54,000
Reserve Firefighter Expense	-	3,500	6,000	6,000	6,000
Self Contained Breathing Apparatus (SCBA)	4,900	5,600	4,000	4,000	4,500
Subscriptions and Books	-	1,600	300	300	300
TIP-Trauma Intervention Program	3,800	3,800	3,800	3,800	3,800

Tools and Supplies	3,700	2,000	3,000	3,000	3,000
Training	12,200	18,200	30,000	30,000	39,000
Training-AMR Pass Thru	11,200	1,400	19,100	19,100	19,100
Uniforms	2,900	2,800	5,000	5,000	5,000
Utilities-Gas & Electric	14,600	16,600	20,000	20,000	20,000
Utilities-Telephone	4,200	5,500	5,500	5,500	5,500
Utilities-Water	3,400	3,000	3,000	3,000	3,000
Vehicle Supplies	2,100	2,600	2,000	2,000	2,300
Weed Abatement Expenditures	7,400	3,400	6,000	6,000	6,000
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 494,200</b>	<b>\$ 554,400</b>	<b>\$ 595,800</b>	<b>\$ 612,000</b>	<b>\$ 743,500</b>
<b>TOTAL</b>	<b>\$ 3,505,600</b>	<b>\$ 3,623,700</b>	<b>\$ 3,863,200</b>	<b>\$ 4,005,800</b>	<b>\$ 4,165,900</b>



# EXPENDITURE DETAIL - DEVELOPMENT SERVICES

## PLANNING DEPARTMENT

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries - Regular	312,300	335,000	149,900	149,500	191,800
Extra Help	-	-	-	-	10,000
<b>SUBTOTAL SALARIES</b>	<b>\$ 312,300</b>	<b>\$ 335,000</b>	<b>\$ 149,900</b>	<b>\$ 149,500</b>	<b>\$ 201,800</b>
Medical Insurance	29,900	32,200	15,400	20,800	20,800
Retirees Medical	6,200	6,200	3,100	3,100	3,100
Employee Assistance Program	100	100	200	200	200
Worker's Compensation	4,200	8,200	4,600	2,200	2,500
Medicare	5,800	6,200	2,400	4,800	4,800
Life Insurance	100	100	600	600	600
Long Term Disability	2,700	3,000	1,800	1,800	2,400
Retirement	56,100	62,100	33,000	33,000	51,300
<b>SUBTOTAL BENEFITS</b>	<b>\$ 105,100</b>	<b>\$ 118,100</b>	<b>\$ 61,100</b>	<b>\$ 66,500</b>	<b>\$ 85,700</b>
Computer Maintenance	8,300	13,900	8,600	9,200	9,700
Copier Service	800	-	500	1,000	1,200
Development Support	-	-	-	-	10,000
Fuel	1,100	2,200	2,100	1,500	1,500
Insurance Premium-Liability	10,900	7,900	7,600	7,600	7,600
Insurance Premium-Property	700	1,100	1,200	1,200	1,200
Membership & Dues	1,700	2,000	2,500	2,500	2,500
Mileage	3,000	3,100	1,500	1,500	1,500
Noticing	1,300	1,100	1,000	1,000	1,000
Office Supplies	3,000	5,100	4,000	3,000	3,000
Plan Checks/Consultations	197,800	205,600	150,000	210,000	163,500
Printing	600	100	300	300	300
Repair and Maintenance-Equipment	100	-	-	-	-
Repair and Maintenance-Vehicles	-	100	200	200	200
Subscriptions and Books	-	2,100	200	200	200
Training	200	400	400	400	3,000
Travel & Meetings	-	-	100	100	500
Utilities-Gas & Electric	2,000	1,900	4,000	3,500	4,000
Utilities-Telephone	1,500	1,800	1,200	1,200	1,200
Utilities-Water	200	400	400	500	500
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 233,200</b>	<b>\$ 248,800</b>	<b>\$ 185,800</b>	<b>\$ 244,900</b>	<b>\$ 212,600</b>
<b>SUBTOTAL</b>	<b>\$ 650,600</b>	<b>\$ 701,900</b>	<b>\$ 396,800</b>	<b>\$ 460,900</b>	<b>\$ 500,100</b>

# EXPENDITURE DETAIL - DEVELOPMENT SERVICES

## ENGINEERING DEPARTMENT

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries	341,300	361,200	68,600	77,300	77,200
Extra Help	13,300	29,400	19,200	19,200	15,900
<b>SUBTOTAL SALARIES</b>	<b>\$ 354,600</b>	<b>\$ 390,600</b>	<b>\$ 87,800</b>	<b>\$ 96,500</b>	<b>\$ 93,100</b>
Insurance-Medical	43,600	46,200	6,900	8,100	8,700
Insurance-Medical Retirees	9,200	7,700	900	1,100	1,400
Employee Assistance Prog	100	100	200	200	200
Worker's Compensation	8,300	10,200	2,200	2,400	2,200
Medicare	6,200	7,600	2,700	3,100	2,300
Life Insurance	100	100	200	300	200
Long Term Disability	800	900	200	200	200
Retirement	58,600	64,600	13,800	15,800	28,800
Unemployment	3,200	700	-	-	-
<b>SUBTOTAL BENEFITS</b>	<b>\$ 130,100</b>	<b>\$ 138,100</b>	<b>\$ 27,100</b>	<b>\$ 31,200</b>	<b>\$ 44,000</b>
Computer Maintenance	11,700	14,800	7,000	10,000	7,100
Copier Rental	1,100	-	400	1,000	1,200
Cost Recovery	4,200	-	-	-	-
Development Support	2,500	2,900	5,300	5,300	5,300
Fuel	1,700	1,500	1,200	1,400	1,400
Insurance-Liability	10,300	9,900	6,900	6,900	6,900
Insurance-Property	600	1,300	1,100	1,100	1,100
Membership & Dues	700	300	300	1,100	300
Mileage	3,600	3,500	300	600	600
Office Supplies	2,500	5,100	2,000	2,300	2,300
Personnel Recruitment	100	-	-	500	-
Printing	100	900	1,000	-	1,000
Professional Services	1,200	1,100	2,000	2,000	2,000
Protective Clothing	-	100	500	500	500
Repair and Maintenance-Vehicles	1,100	1,700	1,000	1,000	1,000
Training	800	900	500	500	500
Travel & Meetings	1,600	300	500	500	500
Utilities-Traffic Signals	25,100	26,300	26,000	26,000	26,000
Utilities-Telephone	3,300	3,200	3,300	3,500	3,500
Utilities-Water	300	500	600	600	600
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 72,500</b>	<b>\$ 74,300</b>	<b>\$ 59,900</b>	<b>\$ 64,800</b>	<b>\$ 61,800</b>
<b>SUBTOTAL</b>	<b>\$ 557,200</b>	<b>\$ 603,000</b>	<b>\$ 174,800</b>	<b>\$ 192,500</b>	<b>\$ 198,900</b>
<b>TOTAL DEVELOPMENT SERVICES</b>	<b>\$ 1,207,800</b>	<b>\$ 1,304,900</b>	<b>\$ 571,600</b>	<b>\$ 653,400</b>	<b>\$ 699,000</b>

# EXPENDITURE DETAIL - PUBLIC WORKS

## ADMINISTRATIVE DIVISION

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries - Regular	162,100	179,100	23,800	32,000	24,800
Salaries - Overtime	200	300	300	300	300
<b>SUBTOTAL SALARIES</b>	<b>\$ 162,300</b>	<b>\$ 179,400</b>	<b>\$ 24,100</b>	<b>\$ 32,300</b>	<b>\$ 25,100</b>
Medical Insurance	18,200	16,600	2,700	3,700	2,700
Employee Assistance Prog	100	100	100	100	100
Worker's Compensation	4,200	6,100	5,500	5,400	5,500
Medicare	2,600	2,900	600	600	400
Life Insurance	-	100	100	100	100
Long Term Disability	1,800	2,200	500	500	200
Retirement	32,000	35,300	5,300	7,000	6,900
<b>SUBTOTAL BENEFITS</b>	<b>\$ 58,900</b>	<b>\$ 63,300</b>	<b>\$ 14,800</b>	<b>\$ 17,400</b>	<b>\$ 15,900</b>
Computer Maintenance	3,800	9,200	8,200	8,200	3,000
Copier Service	400	-	200	1,000	1,200
Insurance Premium-Liability	4,500	5,900	3,100	3,100	3,100
Insurance Premium-Property	600	800	1,000	1,000	1,000
Marketing Supplies	-	-	1,000	7,000	7,000
Membership & Dues	-	600	1,700	1,700	1,700
Mileage	3,000	2,800	500	900	500
Office Supplies	1,600	4,000	2,500	2,000	2,000
Professional Services	2,700	1,600	2,000	2,000	77,000
Protective Clothing	-	-	7,000	7,000	7,000
Repair and Maintenance-Equipment	800	900	900	900	900
Training	200	200	13,000	13,000	13,000
Travel & Meetings	200	100	500	500	500
Utilities-Gas & Electric	2,000	2,200	4,000	4,000	4,000
Utilities-Telephone	1,000	2,200	3,000	3,000	3,000
Utilities-Water	200	300	300	300	300
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 21,000</b>	<b>\$ 30,800</b>	<b>\$ 48,900</b>	<b>\$ 55,600</b>	<b>\$ 125,200</b>
<b>SUB TOTAL</b>	<b>\$ 242,200</b>	<b>\$ 273,500</b>	<b>\$ 87,800</b>	<b>\$ 105,300</b>	<b>\$ 166,200</b>

# EXPENDITURE DETAIL - PUBLIC WORKS

## STREETS DIVISION

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries - Regular	302,100	320,700	-	-	-
Salaries - Overtime	8,400	10,400	-	-	-
Extra Help	10,800	8,400	-	-	-
<b>SUBTOTAL SALARIES</b>	<b>\$ 321,300</b>	<b>\$ 339,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Medical Insurance	44,600	45,600	-	-	-
Retirees Medical	1,500	1,500	-	-	-
Employee Assistance Program	200	200	-	-	-
Worker's Compensation	10,700	12,200	-	-	-
Medicare	4,600	4,900	-	-	-
Life Insurance	200	100	-	-	-
Long Term Disability	2,800	3,100	-	-	-
Retirement	50,400	54,900	-	-	-
Unemployment Insurance	-	4,600	-	-	-
<b>SUBTOTAL BENEFITS</b>	<b>\$ 115,000</b>	<b>\$ 127,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Computer Maintenance	5,100	7,600	4,000	4,500	2,500
Contract Services	700	300	5,000	5,000	5,000
Copier Service	400	-	400	400	400
Cost Recovery Expenditures	-	300	1,000	1,000	1,000
Dead Animal Removal	2,000	1,700	2,100	2,100	2,100
Equipment Rental - External	8,500	3,100	9,000	9,000	9,000
Fuel	20,700	13,600	17,000	15,000	15,000
Graffiti Cleanup	1,400	1,700	1,800	1,800	1,800
Herbicides/Pesticides	1,100	600	1,000	1,000	1,000
Insurance Premium-Liability	15,900	11,900	6,600	6,600	6,600
Insurance Premium-Property	700	1,600	1,000	1,000	1,000
Medical Exams	800	100	100	200	200
Membership & Dues	-	600	300	500	500
Office Supplies	900	100	200	200	200
Pavement Markings	-	-	500	-	-
Permit Expenses	-	300	400	400	400
Personnel Recruitment	-	400	-	-	-
Protective Clothing	3,900	3,800	-	-	-
Repair and Maintenance-Equipment	15,000	17,800	15,000	15,000	15,000
Repair and Maintenance-Sidewalk	3,800	4,500	5,000	5,000	5,000
Repair and Maintenance-Storm Drain	-	3,500	10,000	5,000	15,000
Repair and Maintenance-Vehicles	9,700	12,800	21,000	21,000	22,000
Street Sweeping	13,900	13,900	14,000	14,000	14,000
Tools and Supplies	4,200	7,800	7,000	7,000	7,000
Training - Streets	6,900	3,300	-	-	-
Utilities-Gas & Electric	-	-	3,000	600	1,200
Utilities-Telephone	3,200	2,700	3,000	3,000	3,000
Utilities-Water	15,300	16,500	15,500	15,500	15,500
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 134,100</b>	<b>\$ 130,500</b>	<b>\$ 143,900</b>	<b>\$ 134,800</b>	<b>\$ 144,400</b>
<b>SUB TOTAL</b>	<b>\$ 570,400</b>	<b>\$ 597,100</b>	<b>\$ 143,900</b>	<b>\$ 134,800</b>	<b>\$ 144,400</b>

# EXPENDITURE DETAIL - PUBLIC WORKS

## COMMUNITY SERVICES DIVISION

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries	66,000	68,600	70,300	70,300	73,500
Overtime	-	400	-	-	-
Extra Help	53,500	44,600	55,000	40,000	40,100
<b>SUBTOTAL SALARIES</b>	<b>\$ 119,500</b>	<b>\$ 113,600</b>	<b>\$ 125,300</b>	<b>\$ 110,300</b>	<b>\$ 113,600</b>
Insurance-Medical	8,500	10,800	13,500	13,500	13,500
Insurance-Medical Retirees	6,200	6,200	6,100	6,100	6,100
Employee Assistance Prog	500	500	500	500	500
Worker's Compensation	2,500	3,000	3,700	3,700	3,700
Medicare	3,100	2,800	4,600	4,600	3,500
Life Insurance	-	-	100	100	100
Long Term Disability	500	800	800	800	800
Retirement	12,300	12,600	16,200	16,200	17,300
Unemployment	300	2,600	100	100	100
<b>SUBTOTAL BENEFITS</b>	<b>\$ 33,900</b>	<b>\$ 39,300</b>	<b>\$ 45,600</b>	<b>\$ 45,600</b>	<b>\$ 45,600</b>
Computer Maintenance	1,200	5,800	2,000	3,300	1,000
Contractual Services	500	1,100	1,000	1,000	1,000
Copier Rental	300	-	400	800	1,200
Credit Card Fees	400	2,000	2,200	1,000	1,500
Daycamp	18,300	7,700	12,000	12,000	12,000
Fuel	100	-	-	-	-
Insurance-Liability	6,200	3,000	3,100	3,100	3,100
Insurance-Property	400	400	-	-	-
Maintenance-Supplies	-	-	200	200	200
Medical Exams	-	100	100	100	100
Membership & Dues	-	200	100	100	100
Mileage	100	-	100	100	100
Office Supplies	1,300	1,200	500	500	500
Personnel Recruitment	200	500	200	200	200
Printing	-	-	500	500	500
Recreation Center	300	-	-	-	-
Rental Expense-Senior Center	4,500	3,300	5,000	3,000	5,000
Repair and Maintenance-Equipment	100	400	500	500	500
Softball	1,600	1,400	1,500	1,800	1,800
Special Events	18,000	21,000	21,000	21,700	21,700
Training	-	100	100	100	100
Utilities-Gas & Electric	34,300	35,300	40,000	40,000	40,000
Utilities-Telephone	1,100	2,800	4,500	3,500	4,500
Utilities-Water	14,300	21,000	16,000	16,000	16,000
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 103,200</b>	<b>\$ 107,300</b>	<b>\$ 111,000</b>	<b>\$ 109,500</b>	<b>\$ 111,100</b>
<b>SUBTOTAL</b>	<b>\$ 256,600</b>	<b>\$ 260,200</b>	<b>\$ 281,900</b>	<b>\$ 265,400</b>	<b>\$ 270,300</b>

# EXPENDITURE DETAIL - PUBLIC WORKS

## GROUNDS DIVISION

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Medical Insurance	-	-	-	-	-
Retirees Medical	4,600	4,600	4,600	4,600	4,600
Worker's Compensation	38,000	300	200	-	-
Medicare	-	-	-	-	-
Long Term Disability	-	-	-	-	-
Retirement	-	-	-	-	-
Unemployment	700	-	-	-	-
<b>SUBTOTAL BENEFITS</b>	<b>\$ 43,300</b>	<b>\$ 4,900</b>	<b>\$ 4,800</b>	<b>\$ 4,600</b>	<b>\$ 4,600</b>
Contract Services	119,300	112,900	115,000	115,000	115,000
Insurance Premium-Liability	400	-	-	-	-
Maintenance-Lighting		2,200	1,500	2,200	2,200
Maintenance-Supplies	20,900	19,300	22,000	22,000	22,000
Repair and Maintenance	7,200	2,000	-	-	-
Repair and Maintenance-Equipment	300	-	-	-	-
Tree Trimming	17,900	19,900	19,000	19,000	19,000
Utilities-Gas & Electric	4,000	4,100	4,800	4,000	4,000
Utilities-Telephone	1,300	1,200	2,200	1,500	1,500
Utilities-Water	77,800	69,700	63,000	63,000	63,000
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 249,100</b>	<b>\$ 231,300</b>	<b>\$ 227,500</b>	<b>\$ 226,700</b>	<b>\$ 226,700</b>
<b>SUB TOTAL</b>	<b>\$ 292,400</b>	<b>\$ 236,200</b>	<b>\$ 232,300</b>	<b>\$ 231,300</b>	<b>\$ 231,300</b>

# EXPENDITURE DETAIL - PUBLIC WORKS

## FACILITIES DIVISION

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries - Regular	114,300	123,400	126,300	126,300	106,300
Salaries - Overtime	2,200	2,200	2,500	5,000	2,500
<b>SUBTOTAL SALARIES</b>	<b>\$ 116,500</b>	<b>\$ 125,600</b>	<b>\$ 128,800</b>	<b>\$ 131,300</b>	<b>\$ 108,800</b>
Medical Insurance	21,100	21,600	22,500	22,500	18,000
Retirees Medical	3,100	3,100	3,100	3,100	2,400
Employee Assistance Prog	100	100	100	100	100
Worker's Compensation	4,000	5,100	4,600	4,700	4,700
Medicare	900	1,000	1,200	1,200	1,100
Life Insurance	100	100	100	100	100
Long Term Disability	900	1,000	1,400	1,400	1,100
Retirement	22,000	24,300	29,000	29,000	25,000
<b>SUBTOTAL BENEFITS</b>	<b>\$ 52,200</b>	<b>\$ 56,300</b>	<b>\$ 62,000</b>	<b>\$ 62,100</b>	<b>\$ 52,500</b>
Advertising	-	300	300	300	300
Computer Maintenance	2,600	4,000	1,600	2,200	2,200
Contract Services	4,100	45,300	54,000	10,000	10,000
Copier Rental	400	-	200	-	-
Cost Recovery	-	500	600	600	600
Equipment Rental	400	200	200	200	200
Fuel	1,100	3,500	2,500	2,500	2,500
Insurance Premium-Liability	4,000	4,900	3,200	3,300	3,300
Insurance Premium-Property	200	700	500	500	500
Maintenance-Services	15,800	10,000	15,000	15,000	15,000
Maintenance-Supplies	18,200	32,000	28,000	28,000	28,000
Office Supplies	100	100	-	-	-
Protective Clothing	1,700	1,300	-	-	-
Repair and Maintenance	-	-	10,000	5,000	10,000
Repair and Maintenance-ADA	-	-	-	1,000	1,000
Repair and Maintenance-Equipment	2,300	1,700	2,000	2,000	2,000
Repair and Maintenance-Vehicles	500	1,800	700	3,200	-
Special District Assessment	-	5,200	5,300	5,300	5,300
Tools and Supplies	1,400	3,300	3,000	3,000	3,000
Training	100	100	-	-	-
Utilities-Gas & Electric	3,600	3,800	3,600	3,600	3,600
Utilities-Telephone	1,600	1,200	1,200	1,200	1,200
Utilities-Water	100	100	100	100	100
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 58,200</b>	<b>\$ 120,000</b>	<b>\$ 132,000</b>	<b>\$ 87,000</b>	<b>\$ 88,800</b>
<b>SUB TOTAL</b>	<b>\$ 226,900</b>	<b>\$ 301,900</b>	<b>\$ 322,800</b>	<b>\$ 280,400</b>	<b>\$ 250,100</b>

# EXPENDITURE DETAIL - PUBLIC WORKS

## SANITATION DIVISION

DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
Salaries - Regular	124,500	136,400	-	-	-
Salaries - Overtime	2,700	6,400	-	-	-
Extra Help	10,800	2,300	-	-	-
<b>SUBTOTAL SALARIES</b>	<b>\$ 138,000</b>	<b>\$ 145,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Medical Insurance	21,000	26,200	-	-	-
Employee Assistance Program	100	100	-	-	-
Worker's Compensation	4,300	5,900	-	-	-
Medicare	2,800	2,100	-	-	-
Life Insurance	100	100	-	-	-
Long Term Disability	1,000	1,100	-	-	-
Retirement	24,200	21,300	-	-	-
<b>SUBTOTAL BENEFITS</b>	<b>\$ 53,500</b>	<b>\$ 56,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Medical Exams	100	-	-	-	-
<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SUB TOTAL</b>	<b>\$ 191,600</b>	<b>\$ 201,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 1,780,100</b>	<b>\$ 1,870,800</b>	<b>\$ 1,068,700</b>	<b>\$ 1,017,200</b>	<b>\$ 1,062,300</b>
<b>TOTAL-ALL DEPARTMENTS</b>	<b>12,356,800</b>	<b>12,971,500</b>	<b>11,276,500</b>	<b>11,447,200</b>	<b>11,917,100</b>



## GAS TAX FUND - FUND 02

### Highway User Tax

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 127,200	100	\$ 100	\$ 100	\$ 74,500
<b>Adjustment to Estimate Fund Balance</b>					
<b>REVENUES</b>					
Highway Users Tax:					
Section 2103	205,300	360,800	271,400	270,700	209,600
Section 2105	113,100	176,100	137,500	159,600	149,300
Section 2106	93,400	96,100	113,000	95,000	81,800
Section 2107	185,300	188,400	169,400	217,900	204,100
Section 2107.5	6,000	6,000	6,000	6,000	6,000
Transfer from Sanitation District	100,000	100,000	100,000	100,000	100,000
<b>TOTAL RESOURCES:</b>	<b>\$ 830,300</b>	<b>\$ 927,500</b>	<b>\$ 797,400</b>	<b>\$ 849,300</b>	<b>\$ 825,300</b>
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	487,300	481,000	532,700
Salaries - Overtime	-	-	15,000	22,500	18,300
Extra Help	-	-	15,000	4,000	4,000
<b>SUBTOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>517,300</b>	<b>507,500</b>	<b>555,000</b>
Medical Insurance	-	-	75,400	67,700	76,800
Retirees Medical	-	-	8,400	8,200	9,300
Deferred Compensation	-	-	1,000	1,000	1,000
Employee Assistance Program	-	-	100	100	100
Worker's Compensation	-	-	4,700	14,600	14,600
Medicare	-	-	7,400	7,000	8,100
Life Insurance	-	-	300	300	300
Long Term Disability	-	-	4,700	4,700	4,700
Retirement	-	-	110,400	103,000	129,700
<b>SUBTOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>212,400</b>	<b>206,600</b>	<b>244,600</b>
Mileage	-	-	5,000	700	200
Transfer to City for Administration	830,200	927,400	64,900	60,000	44,500
<b>SUBTOTAL OPERATIONS</b>	<b>830,200</b>	<b>927,400</b>	<b>69,900</b>	<b>60,700</b>	<b>44,700</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 830,200</b>	<b>\$ 927,400</b>	<b>\$ 799,600</b>	<b>\$ 774,800</b>	<b>\$ 844,300</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ (2,200)</b>	<b>\$ 74,500</b>	<b>\$ (19,000)</b>

## STREET CONSTRUCTION RESERVE FUND - FUND 03

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 341,300	\$ 346,700	\$ 156,600	\$ 156,600	\$ 157,300
<b>REVENUES</b>					
Interest	1,000	700	700	700	700
Other Revenue	10,800	-	-	-	-
<b>TOTAL RESOURCES:</b>	<b>\$ 353,100</b>	<b>\$ 347,400</b>	<b>\$ 157,300</b>	<b>\$ 157,300</b>	<b>\$ 158,000</b>
<b>EXPENDITURES</b>					
Capital Equipment	6,400	190,800	-	-	-
Lemon Grove Avenue Realignment Project	-	-	100,000	-	100,000
<b>TOTAL EXPENDITURES:</b>	<b>\$ 6,400</b>	<b>\$ 190,800</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ 346,700</b>	<b>\$ 156,600</b>	<b>\$ 57,300</b>	<b>\$ 157,300</b>	<b>\$ 58,000</b>

# PENSION LIABILITY FUND - FUND 4

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	-	-	-	-	-
<b>REVENUES</b>					
General Reserve Transfer	-	-	-	-	200,000
<b>TOTAL RESOURCES:</b>	\$ -	\$ -	\$ -	\$ -	\$ 200,000
<b>EXPENDITURES</b>					
Pension Liability	-	-	-	-	200,000
<b>TOTAL EXPENDITURES:</b>	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -

# PARK LAND DEDICATION ORDINANCE - FUND 05

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 19,400	\$ 23,600	\$ 19,100	\$ 19,100	\$ 59,200
Adjustment to estimate Fund Balance	-	-	-	-	-
<b>REVENUES</b>					
Development Fees	4,100	9,000	51,100	50,200	5,000
Interest	100	-	-	-	-
<b>TOTAL RESOURCES:</b>	\$ 23,600	\$ 32,600	\$ 70,200	\$ 69,300	\$ 54,200
<b>EXPENDITURES</b>					
Park Improvements	-	13,500	10,100	10,100	64,200
<b>TOTAL EXPENDITURES:</b>	\$ -	\$ 13,500	\$ 10,100	\$ 10,100	\$ 64,200
<b>ENDING FUND BALANCE - June 30</b>	\$ 23,600	\$ 19,100	\$ 60,100	\$ 59,200	\$ -

## GENERAL RESERVE FUND - FUND 06

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 2,003,700	\$ 1,906,100	\$ 1,772,500	\$ 1,772,500	\$ 1,242,900
Adjustment to estimate Fund Balance					
<b>REVENUES</b>					
Interest-Other	4,500	4,200	4,000	4,400	4,400
Property Tax Service Fee Refund (one-time)	98,400	-	-	-	-
<b>TOTAL RESOURCES:</b>	<b>\$ 2,106,600</b>	<b>\$ 1,910,300</b>	<b>\$ 1,776,500</b>	<b>\$ 1,776,900</b>	<b>\$ 1,247,300</b>
<b>Expenditures</b>					
City Manager Recruitment	-	-	-	-	17,500
Election Services (2-seats=\$10,000, 1-ballot measure=\$6,000)	27,100	200	8,000	5,500	-
Fire-Side Fund Pay-Off (HCFA)	20,500	-	-	-	-
General Plan Update	-	-	-	-	150,000
Sick Leave Payout	-	-	4,600	-	-
Telephone Upgrade	17,800	-	-	-	-
Transfer to Self Insured Funds	85,000	50,000	50,000	-	(25,000)
Transfer to Capital Improvement Projects Fund	-	-	-	180,000	-
Vacation Pay Off	1,700	400	12,200	37,500	12,000
Capital Asset Purchases					
Finance System	32,700	38,000	32,000	32,000	-
Fire Engine and Fire Equipment	15,700	35,600	114,000	114,000	65,200
IT System upgrades	-	13,600	-	-	-
Facility Replacement-City Hall	-	-	50,000	50,000	-
Facility Replacement-Senior Center	-	-	115,000	115,000	15,000
Facility Replacement-Sheriff's Station	-	-	95,000	-	-
Animal Control Vehicle	-	-	-	-	30,000
<b>TOTAL EXPENDITURES:</b>	<b>\$ 200,500</b>	<b>\$ 137,800</b>	<b>\$ 480,800</b>	<b>\$ 534,000</b>	<b>\$ 264,700</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ 1,906,100</b>	<b>\$ 1,772,500</b>	<b>\$ 1,295,700</b>	<b>\$ 1,242,900</b>	<b>\$ 982,600</b>

## SUPPLEMENTAL LAW ENFORCEMENT SERVICES - FUND 07 Citizen's Option for Public Safety (COPS)

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 100	\$ -	\$ -	\$ -	\$ -
<b>REVENUES</b>					
Annual Allocation	100,000	100,000	100,000	100,000	100,000
<b>TOTAL RESOURCES:</b>	<b>\$ 100,100</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>EXPENDITURES</b>					
Transfer to City for Administration & Operations	100,100	100,000	100,000	100,000	100,000
<b>TOTAL EXPENDITURES:</b>	<b>\$ 100,100</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## GRANTS - FUND 08

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ (26,400)	\$ (637,500)	\$ (32,300)	\$ (32,300)	\$ (32,300)
	(132,400)				
<b>REVENUES</b>					
Grant Revenues & Reimbursements	160,900	798,500	772,900	660,800	479,700
Interest	200	200	-	-	-
<b>TOTAL RESOURCES:</b>	\$ 2,300	\$ 161,200	\$ 740,600	\$ 628,500	\$ 447,400
<b>EXPENDITURES</b>					
<b>Public Safety:</b>					
Disaster Preparedness Grants	2,900	1,200	2,200	2,300	2,300
Misc Fire Department Grants	400	-	-	-	-
Homeland Security Grants (SHSGP)	7,300	17,800	22,000	22,000	20,000
UASI-Urban Area Security Initiative	1,100	3,400	3,400	3,000	3,000
ARRA JAG-Law Enforcement	12,600	-	-	-	-
JAG Law Enforcement Grant	24,700	-	-	-	-
<b>Miscellaneous:</b>					
Beverage Container Recycling Program	300	6,200	300	300	300
HEAL Zone Grant	19,000	14,700	12,000	12,000	12,000
<b>Capital Projects:</b>					
Promenade Extension Planning	-	91,700	308,000	196,200	112,100
Smart Growth Incentive Program - Promenade	268,900	-	-	-	-
Safe Routes to School (State) - San Miguel	27,300	185,700	-	-	-
Safe Routes to School (Non-Infrastructure)	152,200	94,700	100,000	100,000	105,000
Safe Routes to School (Federal) - Palm/Golden	100	6,300	325,000	325,000	225,000
Safe Routes to School (State) - Madera	123,000	-	-	-	-
Extraordinary Item (Promenade correction)	-	(228,200)	-	-	-
<b>TOTAL EXPENDITURES:</b>	\$ 639,800	\$ 193,500	\$ 772,900	\$ 660,800	\$ 479,700
<b>ENDING FUND BALANCE - June 30</b>	\$ (637,500)	\$ (32,300)	\$ (32,300)	\$ (32,300)	\$ (32,300)

## COMMUNITY DEVELOPMENT BLOCK GRANT - FUND 09

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ (400)	\$ (400)	\$ (400)	\$ (400)	\$ 79,600
Adjustment to Estimate Fund Balance	-	-	-	-	-
<b>REVENUES</b>					
Allocation	293,600	-	80,000	80,000	-
<b>TOTAL RESOURCES:</b>	\$ 293,200	\$ (400)	\$ 79,600	\$ 79,600	\$ 79,600
<b>EXPENDITURES</b>					
General Expenditures	4,300	-	-	-	-
Street/Sidewalk Rehabilitation	289,300	-	79,600	-	169,000
<b>TOTAL EXPENDITURES:</b>	\$ 293,600	\$ -	\$ 79,600	\$ -	\$ 169,000
<b>ENDING FUND BALANCE - June 30</b>	\$ (400)	\$ (400)	\$ -	\$ 79,600	\$ (89,400)

**TRANSPORTATION DEVELOPMENT ACT (TDA) - FUND 10**  
**Transnet Article 4**

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ -	\$ -	\$ 200	\$ 200	\$ 28,100
<b>REVENUES</b>					
MTS Annual Allocation	116,200	121,200	121,200	121,200	121,200
Other Revenue	-	-	237,400	237,400	184,900
Interest	300	300	100	100	100
Deferred Revenue	-	-	166,600	166,600	-
<b>TOTAL RESOURCES:</b>	<b>\$ 116,500</b>	<b>\$ 121,500</b>	<b>\$ 525,500</b>	<b>\$ 525,500</b>	<b>\$ 334,300</b>
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	46,700	46,700	49,200
Overtime	-	-	300	300	300
<b>SUBTOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>47,000</b>	<b>47,000</b>	<b>49,500</b>
Medical Insurance	-	-	5,300	5,300	5,900
Retirees Medical	-	-	500	500	200
Deferred Compensation	-	-	100	100	100
Worker's Compensation	-	-	100	100	100
Medicare	-	-	600	600	600
Life Insurance	-	-	100	100	-
Long Term Disability	-	-	400	400	400
Retirement	-	-	10,700	10,700	8,100
<b>SUBTOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>17,800</b>	<b>17,800</b>	<b>15,400</b>
<b>OPERATIONS:</b>					
Mileage	-	-	600	600	600
<b>PROJECTS:</b>					
Capital Expenditures-Bus Shelter Replacement	-	-	120,000	90,000	100,000
Lemon Grove Avenue Realignment Project	-	-	237,400	237,400	-
Broadway/LGA Roadway Repairs	-	-	-	-	50,000
Repair and Maintenance-Bus Shelter	43,800	43,300	50,000	50,000	50,000
Repair and Maintenance-Trolley Facility	-	2,400	26,000	26,000	26,000
Trolley Corridor Landscape Maintenance	12,400	11,400	25,000	25,000	25,000
Transfer to General Fund - Administration	3,600	3,600	3,600	3,600	17,400
Transfer to General Fund - Operations	56,700	60,600	-	-	-
<b>SUBTOTAL-PROJECTS:</b>	<b>\$ 116,500</b>	<b>\$ 121,300</b>	<b>\$ 462,600</b>	<b>\$ 432,600</b>	<b>\$ 269,000</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 116,500</b>	<b>\$ 121,300</b>	<b>\$ 527,400</b>	<b>\$ 497,400</b>	<b>\$ 333,900</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ (1,900)</b>	<b>\$ 28,100</b>	<b>\$ 400</b>

\*Deferred Revenue projected to be \$130,000 at 6/30/15

**TRANSNET - FUND 14**  
**Street Construction**

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 12,300	\$ (110,200)	\$ (45,100)	\$ (45,100)	\$ -
<b>REVENUES</b>					
Annual Allocation	792,400	647,300	1,045,800	1,450,100	1,911,100
Miscellaneous Revenue	-	29,800			
<b>TOTAL RESOURCES:</b>	<b>\$ 804,700</b>	<b>\$ 566,900</b>	<b>\$ 1,000,700</b>	<b>\$ 1,405,000</b>	<b>\$ 1,911,100</b>
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	63,700	65,500	70,400
Overtime	-	-	100	200	100
<b>SUBTOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>63,800</b>	<b>65,700</b>	<b>70,500</b>
Medical Insurance	-	-	6,800	10,200	11,100
Retirees Medical	-	-	2,000	1,200	1,200
Deferred Compensation	-	-	200	200	200
Worker's Compensation	-	-	1,600	1,600	1,600
Medicare	-	-	800	1,000	1,000
Life Insurance	-	-	200	200	-
Long Term Disability	-	-	400	400	600
Retirement	-	-	14,400	14,000	16,900
<b>SUBTOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>26,400</b>	<b>28,800</b>	<b>32,600</b>
<b>OPERATIONS:</b>					
Mileage	-	-	700	-	-
<b>PROJECTS</b>					
<u>Lemon Grove Realignment (CR) - LG 13</u>					
Lemon Grove Realignment	-	-	-	-	908,200
<u>Traffic Improvements (PM) - LG 14</u>					
Traffic Improvements (Citywide)	126,200	82,600	125,000	180,000	139,100
<u>Storm Drain Rehabilitation (PM) - LG 15</u>					
Storm Drain Maintenance (Citywide)	101,000	35,500	70,000	115,700	83,300
<u>Storm Drain Rehabilitation (CR) - LG 16</u>					
Storm Drain Improvements	111,100	111,500	130,000	243,400	118,300
<u>Street Improvements (PM) - LG 17</u>					
Pavement Management	124,100	152,400	155,000	139,000	71,900
<u>Traffic Improvements (CR) - LG 18</u>					
Traffic Signals	29,000	16,000	20,000	9,300	18,900
<u>Street Improvements (CR) - LG 20</u>					
Street/Sidewalk Rehabilitation	281,600	111,300	365,000	623,100	468,300
Street/Sidewalk Rehabilitation-CDBG	11,300	-			
Safe Routes to School (Federal)-Palm & Golden	-	200	75,000	-	-
Safe Routes to School (State) - Madera Street	40,900	200	-	-	-
Safe Routes to School (State) San Miguel	5,400	20,600	-	-	-
Transfer to City for Administration & Operations	84,300	81,700	-	-	-
<b>SUBTOTAL-PROJECTS:</b>	<b>\$ 914,900</b>	<b>\$ 612,000</b>	<b>\$ 940,000</b>	<b>\$ 1,310,500</b>	<b>\$ 1,808,000</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 914,900</b>	<b>\$ 612,000</b>	<b>\$ 1,030,900</b>	<b>\$ 1,405,000</b>	<b>\$ 1,911,100</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ (110,200)</b>	<b>\$ (45,100)</b>	<b>\$ (30,200)</b>	<b>\$ -</b>	<b>\$ -</b>

## SIDEWALK RESERVE - FUND 18

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800
Adjustment to estimate Fund Balance	(100)				
<b>REVENUES</b>					
Revenue					
Interest	100	100	-	-	-
<b>TOTAL RESOURCES:</b>	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800
<b>EXPENDITURES</b>					
Curb, Ramp, Sidewalk Rehab	-	-	-	-	-
<b>TOTAL EXPENDITURES:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE - June 30</b>	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800

## INTEGRATED WASTE REDUCTION - FUND 21 AB939 - Integrated Waste Reduction Act of 1990

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 105,900	\$ 98,800	\$ 88,800	\$ 88,800	\$ 66,700
Adjustment to estimate Fund Balance	-	-	-	-	-
<b>REVENUES</b>					
AB939 Fees	34,300	25,300	22,000	22,000	22,000
Interest	400	300	300	300	300
<b>TOTAL RESOURCES:</b>	\$ 140,600	\$ 124,400	\$ 111,100	\$ 111,100	\$ 89,000
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	21,400	23,900	21,600
<b>SUBTOTAL SALARIES</b>	-	-	21,400	23,900	21,600
Medical Insurance	-	-	2,300	2,700	2,300
Retirees Medical	-	-	800	800	800
Deferred Compensatin	-	-	100	100	100
Employee Assistance Program	-	-	-	-	-
Worker's Compensation	-	-	600	600	300
Medicare	-	-	300	300	300
Long Term Disability	-	-	200	200	200
Retirement	-	-	4,900	5,500	2,100
<b>SUBTOTAL BENEFITS</b>	-	-	9,200	10,200	6,100
<b>OPERATIONS</b>					
Consultant Fees	1,100	500	900	900	5,500
General Expenditure	14,200	-	-	-	-
Mileage	-	-	300	300	300
Program Fees	-	6,900	8,500	8,500	8,000
Transfer to City for Administration	26,500	28,200	600	600	1,200
<b>TOTAL OPERATIONS:</b>	\$ 41,800	\$ 35,600	\$ 10,300	\$ 10,300	\$ 15,000
<b>TOTAL EXPENDITURES:</b>	\$ 41,800	\$ 35,600	\$ 40,900	\$ 44,400	\$ 42,700
<b>ENDING FUND BALANCE - June 30</b>	\$ 98,800	\$ 88,800	\$ 70,200	\$ 66,700	\$ 46,300

**WILDFLOWER ASSESSMENT DISTRICT - FUND 22**  
**Wildflower Landscape Maintenance Assessment District 97-1**

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 4,300	\$ 4,300	\$ 4,900	\$ 4,900	\$ 5,100
Adjustment to Estimate Fund Balance	-	-	-	-	-
<b>REVENUES</b>					
Annual Assessment Revenue	8,500	8,700	8,500	8,900	9,100
<b>TOTAL RESOURCES:</b>	<b>\$ 12,800</b>	<b>\$ 13,000</b>	<b>\$ 13,400</b>	<b>\$ 13,800</b>	<b>\$ 14,200</b>
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	3,900	4,200	4,200
Overtime	-	-	-	100	-
<b>SUBTOTAL SALARIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,900</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>
Medical Insurance	-	-	500	500	500
Retirees Medical	-	-	100	100	-
Long Term Disability	-	-	100	100	100
Retirement	-	-	1,000	1,000	400
<b>SUBTOTAL BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,700</b>	<b>\$ 1,700</b>	<b>\$ 1,000</b>
<b>OPERATIONS</b>					
Contractual Services	3,000	-	1,700	2,500	2,500
Utilities-Gas and Electric	-	-	200	-	-
Utilities-Water	-	-	800	200	200
Transfer to City for Administration	5,500	5,300	100	100	100
<b>TOTAL OPERATIONS:</b>	<b>\$ 8,500</b>	<b>\$ 5,300</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 8,500</b>	<b>\$ 5,300</b>	<b>\$ 8,400</b>	<b>\$ 8,700</b>	<b>\$ 8,000</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ 4,300</b>	<b>\$ 7,700</b>	<b>\$ 5,000</b>	<b>\$ 5,100</b>	<b>\$ 6,200</b>

**SERIOUS TRAFFIC OFFENDER PROGRAM (STOP) - FUND 23**

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 28,000	\$ 34,500	\$ 34,500	\$ 34,500	\$ 19,900
Adjustment to Estimate Fund Balance	-	-	-	-	-
<b>REVENUES</b>					
Impound Fee Share	12,000	9,500	9,500	8,000	9,500
Interest	100	100	100	100	100
<b>TOTAL RESOURCES:</b>	<b>\$ 40,100</b>	<b>\$ 44,100</b>	<b>\$ 44,100</b>	<b>\$ 42,600</b>	<b>\$ 29,500</b>
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	1,800	1,800	1,900
<b>SUBTOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>1,800</b>	<b>1,800</b>	<b>1,900</b>
Medical Insurance	-	-	100	100	100
Retirees Medical	-	-	100	100	100
Deferred Compensation	-	-	100	100	100
Worker's Compensation	-	-	100	100	100
Retirement	-	-	500	500	200
<b>SUBTOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>900</b>	<b>900</b>	<b>600</b>
<b>OPERATIONS</b>					
General Expenditure	3,600	7,600	20,000	20,000	10,000
Transfer to City for Administration	2,000	2,000	-	-	-
<b>TOTAL OPERATIONS:</b>	<b>\$ 5,600</b>	<b>\$ 9,600</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 5,600</b>	<b>\$ 9,600</b>	<b>\$ 22,700</b>	<b>\$ 22,700</b>	<b>\$ 12,500</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ 34,500</b>	<b>\$ 34,500</b>	<b>\$ 21,400</b>	<b>\$ 19,900</b>	<b>\$ 17,000</b>



# SELF-INSURED WORKERS COMPENSATION RESERVE - FUND 25

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 231,200	\$ 258,000	\$ 355,700	\$ 355,700	\$ 525,200
Adjustment to estimate Fund Balance	-	-	-	-	-
<b>REVENUES</b>					
Interest	1,700	1,400	1,400	1,400	1,400
General Reserve Transfer	75,000	50,000	50,000	-	(25,000)
Other Revenue	-	8,200	-	-	-
<b>TOTAL RESOURCES:</b>	\$ 307,900	\$ 317,600	\$ 407,100	\$ 357,100	\$ 501,600
<b>EXPENDITURES</b>					
Claims	49,900	(38,100)	-	-	-
Estimated Claims Payable	-	-	-	(168,100)	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
<b>TOTAL EXPENDITURES:</b>	\$ 49,900	\$ (38,100)	\$ -	\$ (168,100)	\$ -
<b>ENDING FUND BALANCE - June 30</b>	\$ 258,000	\$ 355,700	\$ 407,100	\$ 525,200	\$ 501,600

\*Fund Balance includes \$25,000 on deposit with Tristar

# STORM WATER PROGRAM - FUND 26

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 700	\$ 3,400	\$ 3,400	\$ 3,400	\$ -
Adjustment to Estimate Fund Balance	(500)	-	-	-	-
<b>REVENUES</b>					
Storm Water Fees - Commercial	48,800	49,300	49,300	49,300	49,300
Storm Water Fees - Discretionary	11,300	11,500	11,500	14,300	11,500
Storm Water Fees - Residential	300	-	-	-	-
Transfer from General Fund	81,100	75,500	157,500	162,200	156,200
<b>TOTAL RESOURCES:</b>	\$ 141,700	\$ 139,700	\$ 221,700	\$ 229,200	\$ 217,000
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	30,400	35,100	30,500
<b>SUBTOTAL SALARIES</b>	-	-	30,400	35,100	30,500
Medical Insurance	-	-	3,900	4,100	3,400
Retirees Medical	-	-	100	500	500
Worker's Compensation	-	-	500	500	500
Medicare	-	-	400	500	400
Long Term Disability	-	-	300	400	300
Retirement	-	-	6,900	8,000	3,000
<b>SUBTOTAL BENEFITS</b>	-	-	12,100	14,000	8,100
<b>OPERATIONS</b>					
General Expenditure	101,500	97,300	179,000	179,000	179,000
Mileage	-	-	200	1,100	100
Transfer to City for Administration	36,800	39,000	-	-	-
<b>TOTAL OPERATIONS:</b>	\$ 138,300	\$ 136,300	\$ 179,200	\$ 180,100	\$ 179,100
<b>TOTAL EXPENDITURES:</b>	\$ 138,300	\$ 136,300	\$ 221,700	\$ 229,200	\$ 217,700
<b>ENDING FUND BALANCE - June 30</b>	\$ 3,400	\$ 3,400	\$ -	\$ -	\$ (700)

## REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM - FUND 27

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 200	\$ -	\$ -	\$ -	\$ 42,600
Adjustment to Estimate Fund Balance	(100)	-	-	-	-
<b>REVENUES</b>					
RTCIP Fees (\$2,254 per residential housing unit)	(100)	-	34,000	76,600	34,000
<b>TOTAL RESOURCES:</b>	\$ -	\$ -	\$ 34,000	\$ 76,600	\$ 76,600
<b>EXPENDITURES</b>					
Lemon Grove Avenue Realignment Project	-	-	34,000	34,000	34,000
<b>TOTAL EXPENDITURES:</b>	\$ -	\$ -	\$ 34,000	\$ 34,000	\$ 34,000
<b>ENDING FUND BALANCE - June 30</b>	\$ -	\$ -	\$ -	\$ 42,600	\$ 42,600

Above fund balance does not reflect \$99,000 in deferred revenue

## SELF-INSURED LIABILITY RESERVE - FUND 29

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 450,000	\$ 423,500	\$ 420,800	\$ 420,800	\$ 448,600
<b>REVENUES</b>					
Interest	1,300	1,200	1,200	1,200	1,200
Dividend	24,700	25,500	20,000	37,600	20,000
Revenue- General Reserve Account	40,000	-	-	-	-
<b>TOTAL RESOURCES:</b>	\$ 516,000	\$ 450,200	\$ 442,000	\$ 459,600	\$ 469,800
<b>EXPENDITURES</b>					
Claims	92,500	29,400	10,000	1,000	10,000
Safety Loss Prevention Regulatory Compliance	-	-	10,000	10,000	10,000
<b>TOTAL EXPENDITURES:</b>	\$ 92,500	\$ 29,400	\$ 20,000	\$ 11,000	\$ 20,000
<b>ENDING FUND BALANCE - June 30</b>	\$ 423,500	\$ 420,800	\$ 422,000	\$ 448,600	\$ 449,800

# PUBLIC EDUCATIONAL AND GOVERNMENTAL ACCESS (PEG) - FUND 30

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ -	\$ 132,100	\$ 189,800	\$ 189,800	\$ 179,200
<b>REVENUES</b>					
Interest	200	400	400	400	400
PEG Fees	133,300	58,600	58,000	56,000	56,000
<b>TOTAL RESOURCES:</b>	\$ 133,500	\$ 191,100	\$ 248,200	\$ 246,200	\$ 235,600
<b>EXPENDITURES</b>					
Computer Expense	-	-	8,500	26,000	36,000
Professional Services	1,400	-	8,000	8,000	3,000
Capital Improvements	-	1,300	33,000	33,000	50,000
<b>TOTAL EXPENDITURES:</b>	\$ 1,400	\$ 1,300	\$ 49,500	\$ 67,000	\$ 89,000
<b>ENDING FUND BALANCE - June 30</b>	\$ 132,100	\$ 189,800	\$ 198,700	\$ 179,200	\$ 146,600

# HOUSING FUND - FUND 31

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 193,400	\$ (1,015,700)	\$ (1,261,600)	\$ (1,261,600)	\$ (1,121,800)
<b>REVENUES</b>					
Housing Revenue	-	14,100	-	-	-
Other Revenue	3,000	-	-	-	-
Grant Revenue	-	-	1,170,800	-	-
Extraordinary item (Reclassified revenue)	-	134,600	-	-	-
<b>TOTAL RESOURCES:</b>	\$ 196,400	\$ (867,000)	\$ (90,800)	\$ (1,261,600)	\$ (1,121,800)
<b>EXPENDITURES</b>					
General Expense	200	100	200	200	-
Lemon Grove Avenue Realignment Project	-	-	400,000	-	-
Main Street Promenade	1,206,900	394,500	-	(140,000)	-
Professional Services	5,000	-	-	-	-
<b>TOTAL EXPENDITURES:</b>	\$ 1,212,100	\$ 394,600	\$ 400,200	\$ (139,800)	\$ -
<b>ENDING FUND BALANCE - June 30</b>	\$ (1,015,700)	\$ (1,261,600)	\$ (491,000)	\$ (1,121,800)	\$ (1,121,800)

### Capital Reserve - Fund 32

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ -	\$ 87,300	\$ -	\$ -	\$ 180,000
<b>REVENUES</b>					
Revenue	87,300	-	-	180,000	-
<b>TOTAL RESOURCES:</b>	\$ 87,300	\$ 87,300	\$ -	\$ 180,000	\$ 180,000
<b>EXPENDITURES</b>					
Fire Engine Purchase	-	87,300	-	-	-
Facility Replacement-Sheriff's Station	-	-	-	-	180,000
<b>TOTAL EXPENDITURES:</b>	\$ -	\$ 87,300	\$ -	\$ -	\$ 180,000
<b>ENDING FUND BALANCE - June 30</b>	\$ 87,300	\$ -	\$ -	\$ 180,000	\$ -

### Main Street Promenade Community Facilities District - 33

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ -	\$ -	\$ (100)	\$ (100)	\$ (100)
<b>REVENUES</b>					
Assessment	-	14,600	14,600	14,600	14,600
Other Revenue	-	900	900	1,400	-
<b>TOTAL RESOURCES:</b>	\$ -	\$ 15,500	\$ 15,400	\$ 15,900	\$ 14,500
<b>EXPENDITURES</b>					
Contractual Services	-	11,600	12,300	12,000	12,000
Repair and Maintenance	-	700	1,000	1,000	1,000
Utilities-Gas and Electric	-	2,800	4,000	3,500	4,000
Utilities-Water	-	500	800	800	800
<b>TOTAL EXPENDITURES:</b>	\$ -	\$ 15,600	\$ 18,100	\$ 17,300	\$ 17,800
<b>ENDING FUND BALANCE - June 30</b>	\$ -	\$ (100)	\$ (2,700)	\$ (1,400)	\$ (3,300)

# SUCCESSOR AGENCY - FUNDS 60 AND 64

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	FY 16-17 BUDGET
<b>BEGINNING FUND BALANCE - July 1</b>	<b>\$ (14,447,000)</b>	<b>\$ (13,398,900)</b>	<b>\$ (12,632,400)</b>	<b>\$ (12,632,400)</b>	<b>\$ (12,553,900)</b>
<b>REVENUE</b>					
Administrative Reimbursement		248,000	250,000	250,000	250,000
ROPS Reimbursement	2,035,400	2,083,500	2,100,000	1,848,000	2,100,000
Miscellaneous Revenue	227,900	-	-	-	-
Rent	9,000	9,000	9,000	9,000	9,000
Interest Revenue	7,800	4,000	4,000	-	-
Extraordinary Item-reallocate housing revenue		(134,600)	-	-	-
<b>TOTAL RESOURCES:</b>	<b>\$ (12,166,900)</b>	<b>\$ (11,189,000)</b>	<b>\$ (10,269,400)</b>	<b>\$ (10,525,400)</b>	<b>\$ (10,194,900)</b>
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	154,600	149,600	166,000
<b>SUBTOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>154,600</b>	<b>149,600</b>	<b>166,000</b>
Medical Insurance	-	-	13,700	13,700	15,000
Retirees Medical	-	-	8,100	8,100	8,100
Deferred Compensation	-	-	800	800	800
Worker's Compensation	-	-	6,800	6,800	6,800
Medicare	-	-	2,200	2,200	2,200
Life Insurance	-	-	-	-	-
Long Term Disability	-	-	1,400	1,400	1,500
Retirement	-	-	34,600	34,600	16,200
<b>SUBTOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>67,600</b>	<b>67,600</b>	<b>50,600</b>
2004 Tax Allocation Bonds-Interest Only	161,100	273,400	136,000	136,000	-
2007 Tax Allocation Bonds-Interest Only	342,200	579,300	571,800	571,800	563,900
2010 Tax Allocation Bonds-Interest Only	189,800	324,100	315,500	315,500	305,200
2014 Tax Allocation Bonds-Interest Only	-	-	115,200	115,200	223,000
Administrative Reimbursement	250,000	248,000	27,800	2,100	20,100
Consultant Services	900	-	-	-	-
DCH Honda Freeway Sign	16,300	-	-	-	-
General Expense	7,200	3,900	-	-	-
Legal Services	8,400	2,000	5,000	2,400	5,000
Mileage	-	-	3,000	3,300	3,300
Main Street Promenade	150,400	-	-	140,000	-
PERS Actuarial Unfunded Liability	-	-	-	-	694,400
Professional Services	13,400	12,700	5,000	25,000	5,000
Lemon Grove Avenue Realignment Project	92,300	-	500,000	500,000	500,000
<b>TOTAL OPERATIONS:</b>	<b>\$ 1,232,000</b>	<b>\$ 1,443,400</b>	<b>\$ 1,679,300</b>	<b>\$ 1,811,300</b>	<b>\$ 2,319,900</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,232,000</b>	<b>\$ 1,443,400</b>	<b>\$ 1,901,500</b>	<b>\$ 2,028,500</b>	<b>\$ 2,536,500</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ (13,398,900)</b>	<b>\$ (12,632,400)</b>	<b>\$ (12,170,900)</b>	<b>\$ (12,553,900)</b>	<b>\$ (12,731,400)</b>
In addition the following principal payments will be made (these payments do not affect Fund Balance):					
2004 Tax Allocation Bonds-principal Only	\$ 70,000	\$ 70,000	75,000	75,000	-
2007 Tax Allocation Bonds-principal Only	180,000	185,000	190,000	190,000	205,000
2010 Tax Allocation Bonds-principal Only	330,000	340,000	345,000	345,000	355,000
2014 Tax Allocation Bonds-principal Only	-	-	-	-	100,000
<b>TOTAL BOND PRINCIPAL PAYMENTS:</b>	<b>\$ 580,000</b>	<b>\$ 595,000</b>	<b>\$ 610,000</b>	<b>\$ 610,000</b>	<b>\$ 660,000</b>

**LEMON GROVE ROADWAY LIGHTING DISTRICT  
GENERAL BENEFIT - FUND 11**

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	<b>\$ 147,800</b>	<b>\$ 175,200</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	<b>\$ 290,900</b>
Adjustment to estimate Fund Balance					
<b>Reserve for Street Light Improvement</b>	<b>30,600</b>	<b>30,600</b>	<b>30,600</b>	<b>30,600</b>	<b>30,600</b>
<b>REVENUES</b>					
General Lighting Assessment	151,400	157,700	158,000	162,000	165,000
Interest	400	500	400	400	400
<b>TOTAL RESOURCES:</b>	<b>\$ 299,600</b>	<b>\$ 333,400</b>	<b>\$ 393,400</b>	<b>\$ 397,400</b>	<b>\$ 456,300</b>
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	16,100	15,800	16,900
<b>SUBTOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>16,100</b>	<b>15,800</b>	<b>16,900</b>
Medical Insurance	-	-	1,700	1,900	2,500
Retirees Medical	-	-	500	500	500
Deferred Compensation	-	-	100	100	100
Employee Assistance Program	-	-	-	-	-
Worker's Compensation	-	-	200	300	300
Medicare	-	-	200	200	200
Life Insurance	-	-	-	-	-
Long Term Disability	-	-	100	100	100
Retirement	-	-	3,600	3,600	3,000
<b>SUBTOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>6,400</b>	<b>6,700</b>	<b>6,700</b>
<b>OPERATIONS</b>					
Mileage	-	-	\$ 300	\$ 300	\$ 1,000
Professional Services	200	-	5,000	-	-
Repair and Maintenance	11,700	3,100	5,000	5,000	5,000
Utilities-Street Lights	64,200	70,200	74,000	74,000	74,000
Transfer to City for Administration	48,300	25,100	4,700	4,700	9,400
<b>TOTAL OPERATIONS</b>	<b>\$ 124,400</b>	<b>\$ 98,400</b>	<b>\$ 89,000</b>	<b>\$ 84,000</b>	<b>\$ 89,400</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 124,400</b>	<b>\$ 98,400</b>	<b>\$ 111,500</b>	<b>\$ 106,500</b>	<b>\$ 113,000</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ 175,200</b>	<b>\$ 235,000</b>	<b>\$ 281,900</b>	<b>\$ 290,900</b>	<b>\$ 343,300</b>

**LEMON GROVE ROADWAY LIGHTING DISTRICT  
LOCAL BENEFIT ASSESSMENT - FUND 12**

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	<b>\$ 439,400</b>	<b>\$ 386,900</b>	<b>\$ 272,700</b>	<b>\$ 272,700</b>	<b>\$ 147,000</b>
Adjustment to estimate Fund Balance	-	-	-	-	-
<b>REVENUES:</b>					
Local Benefit Lighting Assessment	85,000	85,800	86,000	86,000	86,000
Other Revenue	-	6,100	-	-	-
Interest	1,000	800	1,100	500	500
<b>TOTAL RESOURCES:</b>	<b>\$ 525,400</b>	<b>\$ 479,600</b>	<b>\$ 359,800</b>	<b>\$ 359,200</b>	<b>\$ 233,500</b>
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	46,100	45,200	48,300
<b>SUBTOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>46,100</b>	<b>45,200</b>	<b>48,300</b>
Medical Insurance	-	-	5,000	5,300	5,300
Retirees Medical	-	-	1,600	1,600	1,600
Deferred Compensation	-	-	300	300	300
Worker's Compensation	-	-	800	800	300
Medicare	-	-	600	600	700
Life Insurance	-	-	100	100	100
Long Term Disability	-	-	300	200	300
Retirement	-	-	10,300	10,400	8,600
<b>SUBTOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>19,000</b>	<b>19,300</b>	<b>17,200</b>
Mileage	-	-	800	800	700
Professional Services	5,100	5,000	5,100	5,100	5,100
Repair & Maintenance-Street Lights	4,900	29,000	7,500	7,500	7,500
Street Light Utilities	92,100	108,000	113,300	120,000	120,000
Street Light Repayment program	5,800	3,600	11,700	11,700	11,700
Transfer to City for Administration	30,600	61,300	2,600	2,600	4,900
<b>TOTAL OPERATIONS:</b>	<b>\$ 138,500</b>	<b>\$ 206,900</b>	<b>\$ 141,000</b>	<b>\$ 147,700</b>	<b>\$ 149,900</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 138,500</b>	<b>\$ 206,900</b>	<b>\$ 206,100</b>	<b>\$ 212,200</b>	<b>\$ 215,400</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ 386,900</b>	<b>\$ 272,700</b>	<b>\$ 153,700</b>	<b>\$ 147,000</b>	<b>\$ 18,100</b>

# **LEMON GROVE SANITATION DISTRICT OPERATIONS - FUND 15**

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	<b>\$ 7,221,900</b>	<b>\$ 8,684,600</b>	<b>\$ 8,276,400</b>	<b>\$ 8,276,400</b>	<b>\$ 8,276,400</b>
Adjustment to Fund Balance:					
<b>REVENUES</b>					
Sewer Capacity Fee	57,300	16,100	17,000	39,000	17,000
Interest	20,300	21,600	21,800	21,800	21,800
Other Revenue	-	-	-	3,000	-
Property Tax Interest	1,100	1,200	-	-	-
Sewer Service Charges (net of delinquencies)	5,459,800	5,827,700	5,460,000	5,853,000	5,883,000
Sewer Service Charges - LGSD and LM	44,600	28,700	39,000	50,000	39,000
<b>TOTAL RESOURCES:</b>	<b>\$ 12,815,000</b>	<b>\$ 14,579,900</b>	<b>\$ 13,814,200</b>	<b>\$ 14,243,200</b>	<b>\$ 14,237,200</b>
<b>EXPENDITURES</b>					
Utilities	4,800	5,500	5,200	7,700	7,700
Personnel	3,400	43,200	1,135,800	1,126,900	1,219,200
Training & Travel	12,200	7,500	16,600	12,000	16,600
Vehicle & Equipment Maintenance	16,100	36,200	35,000	26,000	35,000
Services & Supplies	2,510,000	2,648,900	3,875,700	4,029,200	4,528,800
Transfer to General Fund for Administration	737,100	547,500	548,500	548,500	552,400
Transfer to General Fund for Operations	746,800	1,014,700	-	-	-
Transfer to Gas Tax Fund for Operations	100,000	100,000	100,000	100,000	100,000
<b>OPERATIONS</b>	<b>\$ 4,130,400</b>	<b>\$ 4,403,500</b>	<b>\$ 5,716,800</b>	<b>\$ 5,850,300</b>	<b>\$ 6,459,700</b>
Transfer to Operations Reserve		1,900,000	-	-	-
<b>TRANSFER TO RESERVE FUND 16</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 4,130,400</b>	<b>\$ 6,303,500</b>	<b>\$ 5,716,800</b>	<b>\$ 5,850,300</b>	<b>\$ 6,459,700</b>
<b>ENDING FUND BALANCE - June 30</b>	<b>\$ 8,684,600</b>	<b>\$ 8,276,400</b>	<b>\$ 8,097,400</b>	<b>\$ 8,392,900</b>	<b>\$ 7,777,500</b>



# EXPENDITURE DETAIL -- SANITATION OPERATIONS - FUND 15

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>EXPENDITURES</b>					
Salaries - Regular	-	-	771,400	765,800	850,900
Overtime	-	-	14,200	14,200	14,200
Extra Help	-	-	13,500	15,000	15,000
<b>SUBTOTAL SALARIES</b>	-	-	799,100	795,000	880,100
Medical Insurance	-	-	101,800	98,700	101,800
Retirees Medical	-	-	15,400	15,500	15,500
Deferred Compensation	-	-	1,700	1,700	1,700
Employee Assistance Program	-	-	-	-	-
Worker's Compensation	3,400	42,000	30,000	30,000	10,000
Medicare	-	-	13,300	13,500	14,400
Life Insurance	-	-	1,200	1,200	1,200
Long Term Disability	-	-	6,000	6,000	6,800
Retirement	-	-	167,300	165,300	187,700
Unemployment	-	1,200	-	-	-
<b>SUBTOTAL BENEFITS</b>	3,400	43,200	336,700	331,900	339,100
Claims Paid	4,000	1,100	20,000	5,000	20,000
Computer Maintenance	26,000	44,600	46,600	46,600	40,000
Contractual Services	-	44,600	55,000	55,000	55,000
Emergency Callouts	-	100	10,000	5,000	10,000
Equipment Rental	-	300	-	-	-
Estimated Workers Comp Claim Payable	-	-	-	168,200	-
Fuel	4,400	9,500	9,100	9,100	9,100
Industrial Enforcement	4,100	8,500	1,000	10,000	10,000
Insurance Premium: Liability	54,800	56,500	48,800	48,800	48,800
Insurance Premium: Property	3,200	5,100	7,700	7,700	7,700
Line Cleaning	-	7,900	-	25,000	10,000
Litigation Services	6,700	56,100	50,000	60,000	30,000
Medical Exams	-	200	400	400	400
Membership and Dues	100	1,200	2,000	2,000	2,000
Mileage	-	-	8,400	9,000	8,400
Muni Sewage Capacity & Treatment	2,291,400	2,295,100	2,300,000	2,310,600	2,302,000
Muni Sewage Transportation	28,200	64,800	65,000	65,000	42,000
Office Supplies	700	400	2,000	2,000	2,000
PERS Actuarial Unfunded Liability	-	-	-	-	1,800,000
Personnel Recruitment	-	100	-	-	-
Professional Services	13,600	17,100	55,000	30,000	72,500
Protective Clothing	2,700	3,400	4,000	4,000	4,000
Repairs	-	3,900	5,400	5,400	5,400
Repair and Maintenance-Equipment	8,900	6,500	15,000	10,000	15,000
Repair and Maintenance-Vehicles	7,200	29,700	20,000	10,000	20,000
Restoration Services	45,100	2,000	20,000	10,000	20,000
Street Sweeping	16,000	16,000	18,000	18,000	18,000
Tools and Supplies	9,000	10,400	11,000	11,000	11,000
Traffic Safety Equipment	-	-	500	500	500
Training	1,500	3,400	13,100	10,000	13,100
Travel & Meetings	10,700	4,100	3,500	2,000	3,500
Utilities-Gas and Electricity	1,000	900	700	700	700
Utilities-Telephone	2,500	3,300	2,500	4,500	4,500
Utilities-Water	1,300	1,300	2,000	2,500	2,500
Inter Trans For Admin Services	737,100	547,500	548,500	548,500	552,400
Inter Trans For Operations	746,800	1,014,700	-	-	-
Inter Trans To Gas Tax Fund	100,000	100,000	100,000	100,000	100,000
Inter Trans For Operations Reserve	-	1,900,000	-	-	-
<b>SUBTOTAL OPERATIONS</b>	\$ 4,127,000	\$ 6,260,300	\$ 3,445,200	\$ 3,596,500	\$ 5,240,500
<b>TOTAL EXPENDITURES</b>	\$ 4,130,400	\$ 6,303,500	\$ 4,581,000	\$ 4,723,400	\$ 6,459,700

# **LEMON GROVE SANITATION DISTRICT RESERVE - FUND 16**

	FY 12-13 ACTUAL	FY 13-14 ACTUAL	FY 14-15 Mid- Year Budget	FY 14-15 Anticipated	FY 15-16 Budget
<b>BEGINNING FUND BALANCE - July 1</b>	\$ 4,683,600	\$ 4,683,600	\$ 6,934,100	\$ 6,934,100	\$ 6,934,100
<b>Rate Stabilization - Beginning Balance (sub-set of Fund Balance)</b>	\$ 3,250,700	\$ 3,257,600	\$ 3,865,200	\$ 3,865,200	\$ 3,523,200
<b>REVENUES</b>					
Interest	6,900	7,600	8,000	8,000	8,000
Transfer From Operations	-	-	-	-	-
Transfer to Operations Reserve	-	(600,000)	(350,000)	(350,000)	-
<b>Rate Stabilization Ending Balance*</b>	\$ 3,257,600	\$ 3,865,200	\$ 3,523,200	\$ 3,523,200	\$ 3,531,200
<b>Operations Reserves - Beg. Bal.(sub-set of Fund Balance)</b>	\$ 1,432,900	\$ 1,397,300	\$ 3,068,900	\$ 3,068,900	\$ 2,902,900
<b>REVENUES</b>					
Interest	5,400	3,300	4,000	4,000	4,000
Transfer From Operations (revenue)	-	1,900,000	-	-	-
Transfer From Rate Stabilization (revenue)	-	600,000	350,000	350,000	-
<b>TOTAL RESOURCES:</b>	\$ 1,438,300	\$ 3,900,600	\$ 3,422,900	\$ 3,422,900	\$ 2,906,900
<b>EXPENDITURES</b>					
<b>CAPITAL EQUIPMENT PURCHASES</b>					
Equipment Replacement	18,000	16,400	20,000	20,000	20,000
Vehicles	-	544,800	-	-	-
<b>CAPITAL IMPROVEMENT PLAN PROJECTS</b>					
Lemon Grove Avenue Realignment Project	1,400	212,900	-	-	-
Sewer Main Rehab	21,600	57,600	2,000,000	500,000	1,500,000
<b>TOTAL EXPENDITURES:</b>	41,000	831,700	2,020,000	520,000	1,520,000
<b>Operations Reserves Ending Balance**</b>	\$ 1,397,300	\$ 3,068,900	\$ 1,402,900	\$ 2,902,900	\$ 1,386,900
<b>ENDING FUND BALANCE - June 30</b>	\$ 4,654,900	\$ 6,934,100	\$ 4,926,100	\$ 6,426,100	\$ 4,918,100

## RESOLUTION NO. 2015-\_\_

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPROVING THE CITY OF LEMON GROVE BUDGET FOR FISCAL YEAR 2014-2015 AND FISCAL YEAR 2015-2016 AND AUTHORIZING EXPENDITURES THERETO

---

**WHEREAS**, the City of Lemon Grove administers 25 individual funds to fulfill the mission and objectives of the City, and includes funds related to the Successor Agency to the Lemon Grove Community Development Agency; and

**WHEREAS**, each year the City Council of the City of Lemon Grove adopts an operating budget for anticipated revenues and expenditures for the upcoming year; and

**WHEREAS**, the City Council desires to make provision for a level of service commensurate with the needs of the City; and

**WHEREAS**, the City of Lemon Grove anticipated budget for Fiscal Year 2014-15 was prepared by City staff and reviewed by the City Manager; and

**WHEREAS**, the City of Lemon Grove budget for Fiscal Year 2015-2016 was prepared by City staff and reviewed by the City Manager; and

**WHEREAS**, the City of Lemon Grove General Fund budgets for Fiscal Year 2014-15 and Fiscal Year 2015-16 were reviewed by the City Council at its regular meetings held on May 5, 2015, May 19, 2015 and June 2, 2015;

**WHEREAS**, the City Council finds it in the public interest to approve the Fiscal Year 2014-15 and Fiscal Year 2015-2016 City Budgets.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby:

1. Approves the City of Lemon Grove Budget for Fiscal Year 2014-15 and Fiscal Year 2015-2016 (Exhibit 1); and
2. Authorizes expenditures thereto.

/////  
/////

## RESOLUTION NO. 2015-\_\_

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPROVING A SALARY PLAN AND CLASSIFICATION SUMMARY

---

**WHEREAS**, on June 2, 2015, the City Council adopted a resolution approving the City Budget for Fiscal Year 2015-2016; and

**WHEREAS**, the Salary Plan and Classification Summary identifies the positions included in the budget, as well as salary ranges for each position and the number of employees per position; and

**WHEREAS**, the City Council finds it in the public interest to approve the attached Salary Plan and Classification Summary.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby approves the Salary Plan and Classification Summary (Exhibit 1).

/////

/////

# **Attachment D**

## **EXHIBIT 1**

The Salary Plan and Classification Summary is included beginning on page 13 of the Fiscal Year 2015-2016 Consolidated Operating & Capital Budget

## RESOLUTION NO. 2015-\_\_

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015-2016

---

**WHEREAS**, Constitutional Article XIII-B (Propositions 4 and 111) places an appropriations limitation on State and Local Government; and

**WHEREAS**, this appropriations limitation is based on proceeds of taxes adjusted annually from the base year 1986-1987 by either the population growth factor for the City of Lemon Grove or for the County of San Diego, and by either the change in the California Per Capita Personal Income or the change in Non-Residential Construction for the City of Lemon Grove; and

**WHEREAS**, the City has received inflation and population data from the State Department of Finance to calculate the Fiscal Year 2015-2016 Appropriations Limit; and

**WHEREAS**, the City Council of the City of Lemon Grove wishes to select those options providing the greatest rate of change as shown below:

Change in California Per Capita Personal Income	City Population Change	
<u>(inflation factor)</u>	<u>(population factor)</u>	<u>Factor</u>
1.0382	1.0133	1.0520

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Lemon Grove, California establishes the Fiscal Year 2014-15 Appropriations Limit at \$43,261,317.

/////  
/////

## RESOLUTION NO. 2015-\_\_\_\_

### **RESOLUTION OF THE LEMON GROVE ROADWAY LIGHTING DISTRICT BOARD APPROVING THE LEMON GROVE ROADWAY LIGHTING DISTRICT BUDGET FOR FISCAL YEAR 2014-15 and FISCAL YEAR 2015-2016 AND AUTHORIZING EXPENDITURES THERE TO**

---

**WHEREAS**, the Roadway Lighting District operates with two separate funds: the General Benefit Fund (Fund 11) and the Local Benefit Assessment (Fund 12); and

**WHEREAS**, each year the Lemon Grove Roadway Lighting District Board of Directors (District Board) adopts an Operating Budget for revenues and expenditures for the upcoming year; and

**WHEREAS**, the District Board desires to make provision for a level of service commensurate with the needs of the District; and

**WHEREAS**, the District Board has reviewed the proposed Fiscal Year 2014-15 and Fiscal Year 2015-2016 Budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Lemon Grove Roadway Lighting District hereby:

1. Approves the Lemon Grove Roadway Lighting District Budget for Fiscal Year 2014-15 and Fiscal Year 2015-2016 (Exhibit 1);
2. Authorizes expenditures thereto.

/////  
/////

## RESOLUTION NO. 2015-\_\_\_\_

### RESOLUTION OF THE LEMON GROVE SANITATION DISTRICT BOARD APPROVING THE LEMON GROVE SANITATION DISTRICT BUDGET FOR FISCAL YEAR 2014-15 AND FISCAL YEAR 2015-2016 AND AUTHORIZING EXPENDITURES THERETO

---

**WHEREAS**, the Sanitation District operates with two separate funds: the Operation Fund (Fund 15) and the Reserve Fund (Fund 16); and

**WHEREAS**, each year the Lemon Grove Sanitation District Board of Directors (District Board) adopts an Operating Budget for revenues and expenditures for the upcoming year; and

**WHEREAS**, the District Board desires to make provision for the level of service commensurate with the needs of the District; and

**WHEREAS**, the District Board has reviewed the proposed Fiscal Year 2014-15 and Fiscal Year 2015-2016 Budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Lemon Grove Sanitation District hereby:

1. Approves the Lemon Grove Sanitation District Budget for Fiscal Year 2014-15 and Fiscal Year 2015-2016 (Exhibit 1);
2. Authorizes expenditures thereto.

/////

/////



## RESOLUTION NO. 2015-\_\_

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA UPDATING THE CITY OF LEMON GROVE MASTER FEE SCHEDULE FOR FISCAL YEAR 2015-2016

---

**WHEREAS**, the City of Lemon Grove Master Fee Schedule was first adopted by Resolution No. 2599 on January 3, 2006; and

**WHEREAS**, most fees listed in the Master Fee Schedule represent reimbursement for costs reasonably borne by the City in providing direct services to individuals or groups rather than to the general populace of Lemon Grove; and

**WHEREAS**, in order for the City to continue providing services, it is necessary for the City to recover the costs of providing such services; and

**WHEREAS**, in order to meet cost recovery objectives, the adopted Master Fee Schedule update process occurs during the adoption of the budget; and

**WHEREAS**, the proposed fee increases do not exceed the reasonable amount required to provide the service for which the fee or service charge is levied and will not exceed the cost of providing the services; and

**WHEREAS**, the Development Services Building Fees, Development Services Engineering Fees and the Development Services Planning Fees are valid and in compliance with California Constitution Article XIIIC, subd. (e) (1), (2), (3) & (6); and

**WHEREAS**, the Fire Department Plan Check Fees, Inspection Fees and Cost Recovery Fees are valid and in compliance with California Constitution Article XIIIC, subd. (e) (1), (2), (3) & (6); and

**WHEREAS**, the Annual Fire Code Permit Fees are valid and in compliance with California Constitution Article XIIIC, subd. (e) (1), (2) & (3); and

**WHEREAS**, the General Fees are valid and in compliance with California Constitution Article XIIIC, subd. (e) (1), (2), (3), (5), (6) & (7); and

**WHEREAS**, the Law Enforcement Fees are valid and in compliance with California Constitution Article XIIIC, subd. (e) (2), (3) & (5); and

**WHEREAS**, the Facilities and Program Fees are valid and in compliance with California Constitution Article XIIIC, subd. (e) (1), (2), (4) & (5); and

**WHEREAS**, the Sanitation Fees are valid and in compliance with California Constitution Article XIIIC, subd. (e) (1), (2), (3), (5), (6) & (7); and

**WHEREAS**, Government Code Section 66016(a) requires that a public hearing be held prior to adoption of any new or increases to any existing fees; and

**WHEREAS**, it is in the best interest of the City and its residents to update the Master Fee Schedule for Fiscal Year 2015-2016.

## **Attachment H**

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby approves the attached City of Lemon Grove Master Fee Schedule (Exhibit 1) for Fiscal Year 2015-2016.

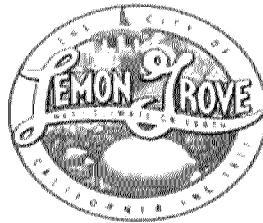
**Exhibit 1**

**CITY OF LEMON GROVE  
MASTER FEE SCHEDULE**



**Fiscal Year 2015-2016**

## CITY OF LEMON GROVE MASTER FEE SCHEDULE



**Fiscal Year 2015-2016**  
(FY 2015-16)

### ***Annual Update Process***

*In order to maintain User Fee Cost Recovery Objectives, the City Council of the City of Lemon Grove has adopted the following annual update process:*

- 1. Fees shall be analyzed annually as part of the City budget process and may be updated at the discretion of the City Council.*
- 2. During the fiscal year, if the need arises, the City Council may adjust fees.*

*Changes to the Annual Update Process shall be made by action of the City Council.*

### **TABLE OF CONTENTS**

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**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**BUSINESS LICENSE/PERMIT & REGULATORY**

Description	Fee	Comments
<b>BUSINESS LICENSE/PERMIT</b>		
Processing Fee	\$30.00	all businesses
<b>SB 1186</b>	\$1.00	Remit 30% to the State/Retain 70%
<b>Late Fee</b>		
If paid in February	25% of	Business License/Permit Tax
If paid after February	100% of	Business License/Permit Tax
<b>Base Fee/Tax -- by Type of Business</b>		
<b>General - Fixed Location In City</b>	\$15.00 +	\$2.00 per employee (max. \$100.00)
<b>Apartment (minimum fee \$10.00)</b>	\$3.00	per unit
<b>Out-of-City</b>		
Contractors, wholesalers	\$15.00 +	\$2.00 per employee (max. \$100.00)
Other Services	\$40.00 +	\$2.00 per employee (max. \$100.00)
<b>Retail Route Deliveries</b>	\$40.00	per vehicle
<b>Amusement/Mechanical/Music</b>	\$25.00	each machine
<b>Auction</b>	\$150.00	
<b>Auctioneer</b>	\$75.00	
<b>Billboard Advertising</b>	\$100.00 +	\$10.00 per billboard if more than two
<b>Bowling Alley</b>	\$15.00 +	\$10.00 per lane
<b>Circus/Carnival</b>	\$250.00	
<b>Coin-operated Vending Machines</b>	\$25.00 +	\$2.00 per machine
<b>Ice Cream Carts/Wagons/Food Vending Vehicles</b>	\$200.00	per vehicle
<b>Pawnbrokers</b>	\$100.00	
<b>Peddlers, Solicitors, Transient Merchants</b>		
Fixed Location on Tax Roll	\$10.00	
No Fixed Location on Tax Roll	\$15.00	
<b>Pool Rooms, Billiards</b>	\$15.00 +	\$10.00 per table
<b>Professionals</b>	\$25.00 +	\$2.00 per employee (max. \$100.00)
<b>Real Estate Broker</b>	\$15.00 +	\$10.00 per salesperson
<b>Shooting Galleries/Arcade/Amusement Center</b>	\$100.00	
<b>Taxi Cabs/Vehicles for Hire</b>		
In-City	\$50.00	
Out-of-City	\$100.00	
<b>Trailer Park</b>	\$15.00 +	\$2.00 per space
<b>REGULATORY PERMITS</b>		
<b>Adult Entertainment Establishment</b>	\$110.00	Annual
<b>Alarm Permit (one time fee)</b>	\$75.00	
<b>Penalty Fees</b>		
Third False Alarm (6 month period)	\$50.00	
Fourth False Alarm (6 month period)	\$100.00	
Fifth False Alarm (6 month period)	\$150.00	
Each Additional False Alarm (6 month period)	\$200.00	
<b>Bingo</b>	\$50.00	
<b>Entertainers</b>		Annual
January	\$30.00	
February	\$30.00	
March	\$30.00	
April	\$30.00	
May	\$27.50	
June	\$25.00	
July	\$22.50	
August	\$20.00	
September	\$17.50	
October	\$15.00	
November	\$12.50	
December	\$10.00	
Renewal	\$30.00	
<b>Fortunetelling &amp; Related Occupations</b>	\$500.00 +	\$5,000 surety bond
<b>Massage Technician</b>		
Initial	\$130.00	
Renewal	\$35.00	
<b>Massage Establishment</b>	\$290.00	
<b>Peep Show Establishment</b>		
Investigation	\$120.00	semi-annual fee
Peep Show -Per Device	\$35.00	semi-annual fee
<b>Second Hand Dealer/Pawn Broker</b>	\$130.00	annual
<b>Solicitor's Permit</b>	\$30.00	initial
Renewal	\$20.00	

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

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**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**DEVELOPMENT SERVICES - BUILDING**

Description	Fee	Comments
<b>Permit Issuance Fee</b> (for all permits)	\$44.10	per permit
<b>Building Permit Fee</b> (based on total valuation*)		
\$1.00 to \$500.00	\$27.56	
\$501.00 to \$2000.00	\$27.56	for the first \$500.00 plus \$3.36 for each additional \$100, or fraction thereof
\$2001.00 to \$25,000.00	\$80.48	for the first \$2,000.00 plus \$15.44 for each additional \$1,000.00 or fraction thereof
\$25,001.00 to \$50,000	\$453.24	for the first 25,000.00 plus \$11.13 for each additional \$1,000.00, or fraction thereof
\$50,001.00 to \$100,000.00	\$745.41	for the first \$50,000.00 plus \$7.72 for each additional \$1,000.00 or fraction thereof
\$100,001.00 to \$500,000.00	\$1,149.91	for the first \$100,000.00 plus \$6.17 for each additional \$1,000.00 or fraction thereof
\$500,001.00 to \$1,000,000.00	\$3,743.65	for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof
\$1,000,000.00 and up	\$6,499.90	for the first \$1,000,000.00 plus \$3.47 for each additional \$1,000.00 or fraction thereof
<b>Individual Plumbing Permit</b>	\$143.33	
<b>Individual Electrical Permit</b>	\$143.33	
<b>Individual Mechanical Permit</b>	\$143.33	
<b>Water Heater Permit</b>	\$66.15	
<b>In Combination With Building Permit</b>		
Plumbing Permit	10.50%	of Building Permit Fee
Electrical Permit	10.50%	of Building Permit Fee
Mechanical Permit	10.50%	of Building Permit Fee
Energy Surcharge Fee	15.75%	of Building Permit Fee
Disabled Access Surcharge Fee	10.50%	of Building Permit Fee
Green Code Inspection - all additions	\$41.50	
Green Code Inspection - all buildings	\$124.50	
<i>(Disabled Access fee applies to new Commercial, Industrial, Assembly, Educational and Multi-Family type projects required by State Building Code)</i>		
<b>Plan Check Fee</b>	89.25%	of Building Permit Fee
Residential sub-divisions or tract developments with production units that are duplicates of model units	31.50%	of Building Permit Fee
Green Code Plan Check - all additions	\$45.00	
Green Code Plan Check - all new buildings	\$135.00	
<b>Miscellaneous</b>		
Landscape Plans	\$150	Deposit
Storm Water Management Surcharge	5%	of Total Permit and Plan Check Fees
Transportation Uniform Mitigation Fee	\$ 2,310	Per new residential housing unit
<b>(AKA Regional Transportation Improvement Plan - RCTIP)</b>		
<b>Construction and Debris Diversion Deposits</b>		
Roof Tear-offs	\$100.00	
Small ≤ 2,500 sf	\$500.00	
Small > 2,500 < 10,000 sf	.25/sq	
Large ≥ 10,000 sf	\$0.25/sf, \$3,500 min.	

**NOTES:**

1. A Building Permit shall include only a single issuance fee if the permit has a combination of activities [i.e.: Building/ Plumbing/ Electrical/ Mechanical].
2. Expedited processing is only available for unusual circumstances when requested by the applicant and as deemed appropriate by City Staff. Charges for expedited services shall be determined by using an hourly rate of two times the current hourly rate as established by EsGil Corporation. - Appendix A
3. Projects requiring additional inspections, additional re-inspections, or plan check for revised or deferred items, shall pay a fee determined by using the current hourly rate as established by EsGil Corporation - Appendix A
4. Plan check fees for residential sub-division or tract development projects may have production units that are duplicates of the model units reduced to 30% of the permit fee.

\*The contract price of the work being done, the architect's estimate, or the valuation using the current City-adopted valuation tables of the San Diego Chapter of the ICC and the area of the proposed construction or work being proposed

\*\*Effective 8/16/09

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**DEVELOPMENT SERVICES - BUILDING**

Description	Fee	Comments
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**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**Building Valuation Tables**

**San Diego Area Chapter International Code Council**

Occupancy	Use	Type of Construction	2015-2016
<i>ENR Construction cost index January 20 City Average</i>			<b>0.027</b>
R-2	Apartment Houses	*Type I or I B.	\$ 152.13
	Apartment Houses	Type V or III (Masonry)	\$ 124.21
	Apartment Houses	Type V Wood Frame	\$ 114.45
	Apartment Houses	Type I Basement Garage	\$ 53.04
B	Banks	Type I or I B.	\$ 206.56
	Banks	Type II A	\$ 152.13
	Banks	Type II B	\$ 147.94
	Banks	Type III A	\$ 167.48
	Banks	Type III B	\$ 161.90
	Banks	Type V A	\$ 152.13
	Banks	Type V B	\$ 146.55
B	Car Washes	Type III A	\$ 97.70
	Car Washes	Type III B	\$ 93.51
	Car Washes	Type V A	\$ 83.74
	Car Washes	Type V B	\$ 78.16
A-3	Churches	Type I or I B.	\$ 138.17
	Churches	Type II A	\$ 104.68
	Churches	Type II B	\$ 99.09
	Churches	Type III A	\$ 113.05
	Churches	Type III B	\$ 107.47
	Churches	Type V A	\$ 106.07
	Churches	Type V B	\$ 99.09
I-2	Convalescent Hospitals	Type I or I B.	\$ 194.00
	Convalescent Hospitals	Type II A	\$ 135.38
	Convalescent Hospitals	Type III A	\$ 138.17
	Convalescent Hospitals	Type V A	\$ 129.80
R- 3	Dwellings ***	Type V Adobe	\$ 170.27
	Dwellings ***	Type V Masonry	\$ 135.38
	Dwellings ***	Type V Wood Frame	\$ 128.40
	Dwellings ***	Basements (semi-finished)	\$ 32.10
	Dwellings ***	Additions - Wood Frame	\$ 153.52
	Dwellings ***	Solariums	\$ 129.80
	Dwellings ***	Cabana - Pool House (Type V)	\$ 120.03
B/R/S	Fire Stations	Type I or I B.	\$ 159.11
	Fire Stations	Type II A	\$ 104.68
	Fire Stations	Type II B	\$ 99.09
	Fire Stations	Type III A	\$ 114.45
	Fire Stations	Type III B	\$ 110.26
	Fire Stations	Type V A	\$ 107.47
	Fire Stations	Type V B	\$ 101.88
A-3	Fitness Centers	<i>Same values as Office Buildings</i>	\$ -
I-2	Hospitals	Type I A or I B.	\$ 227.49
	Hospitals	Type III A	\$ 188.42
	Hospitals	Type V A	\$ 180.04
R-1	Hotels & Motels	Type I A or I B.	\$ 140.96
	Hotels & Motels	Type III A	\$ 122.82
	Hotels & Motels	Type III B	\$ 115.84
	Hotels & Motels	Type V A	\$ 106.07
	Hotels & Motels	Type V B	\$ 104.68

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

Occupancy	Use	Type of Construction	2015-2016
F	Industrial Plants	Type I A or I B.	\$ 79.55
	Industrial Plants	Type II A	\$ 55.83
	Industrial Plants	Type II B (Stock)	\$ 51.64
	Industrial Plants	Type III A	\$ 61.41
	Industrial Plants	Type III B	\$ 57.22
	Industrial Plants	Tilt-up	\$ 41.87
	Industrial Plants	Type V A	\$ 57.22
	Industrial Plants	Type V B	\$ 53.04
B	Medical Offices	Type I A or I B.	\$ 167.48
	Medical Offices	Type II A	\$ 128.40
	Medical Offices	Type II B	\$ 122.82
	Medical Offices	Type III A	\$ 139.57
	Medical Offices	Type III B	\$ 129.80
	Medical Offices	Type V A	\$ 125.61
	Medical Offices	Type V B	\$ 121.42
B	Offices	*Type I or I B.	\$ 149.34
	Offices	Type II A	\$ 100.49
	Offices	Type II B	\$ 94.91
	Offices	Type III A	\$ 107.47
	Offices	Type III B	\$ 103.28
	Offices	Type V A	\$ 100.49
	Offices	Type V B	\$ 94.91
U	Private Garages	Wood Frame - Finished	\$ 33.50
	Private Garages	Wood Frame - Unfinished	\$ 33.50
	Private Garages	Masonry	\$ 39.08
	Private Garages	Open Carports	\$ 23.73
B	Public Buildings	*Type I or I B.	\$ 171.67
	Public Buildings	Type II A	\$ 139.57
	Public Buildings	Type II B	\$ 133.98
	Public Buildings	Type III A	\$ 145.15
	Public Buildings	Type III B	\$ 139.57
	Public Buildings	Type V A	\$ 132.59
	Public Buildings	Type V B	\$ 128.40
S-2	Public Garages	*Type I or I B.	\$ 68.39
	Public Garages	*Type I or II Open Parking	\$ 51.64
	Public Garages	Type II B	\$ 39.08
	Public Garages	Type III A	\$ 51.64
	Public Garages	Type III B	\$ 46.06
	Public Garages	Type V A	\$ 47.45
A-2	Restaurants	Type III A	\$ 136.78
	Restaurants	Type III B	\$ 131.19
	Restaurants	Type V A	\$ 124.21
	Restaurants	Type V B	\$ 120.03
E	Schools	Type I or I B.	\$ 154.92
	Schools	Type II A	\$ 106.07
	Schools	Type III A	\$ 113.05
	Schools	Type III B	\$ 108.86
	Schools	Type V A	\$ 106.07
	Schools	Type V B	\$ 101.88

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

Occupancy	Use	Type of Construction	2015-2016
M	Service Stations	Type II B	\$ 93.51
	Service Stations	Type III A	\$ 97.70
	Service Stations	Type V A	\$ 83.74
	Service Stations	Pump Island Canopies	\$ 39.08
M	Stores	*Type I or I B.	\$ 114.45
A-1	Stores	Type II A	\$ 69.78
	Stores	Type II B	\$ 68.39
	Stores	Type III A	\$ 85.14
	Stores	Type III B	\$ 80.95
	Stores	Type V A	\$ 72.57
	Stores	Type V B	\$ 66.99
	Stores	Retail Garden Center (Type V B)	\$ 55.52
	Theatres	Type I or I B.	\$ 153.52
	Theatres	Type III A	\$ 111.65
	Theatres	Type III B	\$ 106.07
	Theatres	Type V A	\$ 104.68
	Theatres	Type V B	\$ 99.09
	Warehouses **	Type I or I B.	\$ 68.39
	Warehouses **	Type II A	\$ 40.47
S	Warehouses **	Type II B	\$ 39.08
	Warehouses **	Type III A	\$ 46.06
	Warehouses **	Type III B	\$ 44.66
	Warehouses **	Type V A	\$ 40.47
	Warehouses **	Type V B	\$ 39.08
	Warehouses **	Type V B	\$ 39.08

**NOTE:**

1. Add 0.5 percent to the total cost for each story over three
2. Deduct 11 percent for mini-warehouse
3. For subdivisions with 10 or more single family dwellings which have plan check and building permit issuances in groups of 10 or more, the valuation or the plan check and building permit fees may be increased

**MISCELLANEOUS**

		<b>0.027</b>
Agricultural Building.		\$ 23.73
Aluminum Siding.		\$ 6.98
Antennas	Radio over 30 ft. high	\$4,494.06
Antennas	Dish, 10 ft. dia w/decoder	\$5,464.06
Awning or Canopy		\$ 26.52
(supported by building)	Aluminum	\$ -
Awning or Canopy		\$ 11.17
(supported by building)	Canvas	\$ -
Balcony		\$ 18.14
Decks (wood)		\$ 18.14
Demolition of Building		\$ 5.58
Fence or Freestanding Wall	Wood or Chain Link	\$ 2.79
Fence or Freestanding Wall	Wood Frame with Stucco	\$ 6.98
Fence or Freestanding Wall	Wire	\$ 2.79
Fence or Freestanding Wall	Masonry	\$ 11.17
Fence or Freestanding Wall	Wrought Iron	\$ 6.98

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

Occupancy	Use	Type of Construction	2015-2016
	whole building). Remainder of building		\$ -
	Greenhouse		\$ 6.98
	Manufactured Housing (25% of value of "site built" house)		\$ 30.70
	Mobile Home		\$ -
	Patio	Wood Frame with Cover	\$ 30.70
	Patio	Metal Frame with Cover	\$ 11.17
			\$ 13.96
	Patio	Wood Frame Cover & Walls	\$ 15.35
	Patio	Metal Frame Cover & Walls	\$ 18.14
	Patio	Screen or Plastic Walls	\$ 4.19
	Plastering	Inside	\$ 4.19
	Plastering	Outside	\$ 4.19
	Retaining Wall	Concrete or Masonry	\$ 22.33
	Reroofing (1 square = 100 square feet)	Built-up	\$170.27
	Reroofing (1 square = 100 square feet)	Composition Shingles	\$159.11
	Reroofing (1 square = 100 square feet)	Fiberglass Shingles	\$159.11
	Reroofing (1 square = 100 square feet)	Asbestos Cement Shingles	\$378.23
	Reroofing (1 square = 100 square feet)	Wood Shingles (Class C min)	\$378.23
	Reroofing (1 square = 100 square feet)	Wood Shakes (Class C min)	\$378.23
	Reroofing (1 square = 100 square feet)	Aluminum Shingles	\$570.83
	Reroofing (1 square = 100 square feet)	Clay Tile	\$478.72
	Reroofing (1 square = 100 square feet)	Concrete Tile	\$404.74
	Roof Structure Replacement		\$ 18.14
	Saunas (Steam)		\$11,217.02
	Spa or Hot Tub ("Jacuzzi@")		\$9,203.06
	Stairs		\$ 18.14
	Stone and Brick Veneer		\$ 11.17
	Storage Racks	per CF	\$ 1.40
	Swimming Pool (per sf surface area)	Vinyl-lined	\$ 43.27
	Swimming Pool (per sf surface area)	Gunitite	\$ 47.45
	Swimming Pool (per sf surface area)	Fiberglass	\$ 51.64
			<b>0.027</b>
		hazardous 'h' occupancies	
Tenant Improvements		hazardous 'h' occupancies	58.62
Tenant Improvements		Other such as stores & offices	42.13

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

Occupancy	Use	Type of Construction	2015-2016
<b>General Additions and Modifiers</b>			<b>0.027</b>
	Fire Sprinkler System		3.63
	Air Conditioning-Commercial		5.86
	Air Conditioning-Residential		4.88
	Fireplace-Concrete or masonry		4,494.06
	Fireplace-prefabricated metal		3,055.13
	Pile Foundations	Cast-in-place concrete piles	29.31
	Pile Foundations	Steel piles	72.57
<b>Alterations to Existing Structures</b> <i>(with no additional Floor Area or Roof Cover)</i>			<b>0.027</b>
	Interior Partition		\$ 66.99
	Doors		\$ 20.94
	Close Exterior Wall Opening		\$ 19.54
<b>Shell Buildings</b>			<b>0.027</b>
B	Banks	*Type I or I B.	\$ 165.25
	Banks	Type II A	\$ 121.70
	Banks	Type II B	\$ 118.35
	Banks	Type III A	\$ 133.98
	Banks	Type III B	\$ 129.52
	Banks	Type V A	\$ 121.70
	Banks	Type V B	\$ 117.24
B	Medical Offices	*Type I or I B.	\$ 133.98
	Medical Offices	Type II A	\$ 102.72
	Medical Offices	Type II B	\$ 98.26
	Medical Offices	Type III A	\$ 111.65
	Medical Offices	Type III B	\$ 103.84
	Medical Offices	Type V A	\$ 100.49
	Medical Offices	Type V B	\$ 97.14
B	Offices	*Type I or I B.	\$ 119.47
	Offices	Type II A	\$ 80.39
	Offices	Type II B	\$ 75.92
	Offices	Type III A	\$ 85.97
	Offices	Type III B	\$ 82.62
	Offices	Type V A	\$ 80.39
	Offices	Type V B	\$ 75.92
A-2	Restaurants	Type III A	\$ 109.42
	Restaurants	Type III B	\$ 104.95
	Restaurants	Type V A	\$ 99.37
	Restaurants	Type V B	\$ 96.02
	Stores	*Type I or I B.	\$ 91.56
	Stores	Type II A	\$ 55.83
	Stores	Type II B	\$ 54.71
	Stores	Type III A	\$ 68.11
	Stores	Type III B	\$ 64.76
	Stores	Type V A	\$ 58.06
	Stores	Type V B	\$ 53.59

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

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**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**DEVELOPMENT SERVICES - ENGINEERING**

Description	Fee	Deposit	Comments
<b>Amending Map/Certificate of Correction</b>		\$ 1,000.00	
<b>Document Preparation and/or Recordation</b>	\$ 85.00		See Note 1
<b>Encroachment Permits</b>			
Minor	\$ 350.00		See Note 2
Major	\$ 750.00		See Note 2
Roll-off trash container, event, or maintenance	\$ 50.00		
<b>Grading Permit</b>			
Minor Grading (50 - 150 cu. Yds.)		\$ 1,500.00	
Major Grading (>150 cu. Yds.)		\$ 5,000.00	
Construction Change		\$ 500.00	
<b>Improvement Plan Check - Residential</b>			
1-4 dwelling units		\$ 2,500.00	
5-25 more dwelling units		\$ 6,000.00	
Over 25 dwelling units		\$15,000.00	
Construction Change		\$ 500.00	
<b>Improvement Plan Check - Commercial/ Industrial</b>			
Minor		\$ 1,500.00	See Note 3
Major		\$ 2,500.00	See Note 4
Construction Change		\$ 500.00	
<b>Monitoring Well Permit</b>	\$ 200.00		per well
<b>Parcel Map</b>		\$ 3,500.00	
<b>Streets</b>			
Street Opening/Vacation/Quitclaims		\$ 2,000.00	
<b>Subdivision Map</b>			
5-25 lots		\$ 6,000.00	
more than 25 lots		\$12,000.00	
<b>Transportation Permit</b>			
Single Trip or Rider	\$ 16.00		See Note 5
Annual	\$ 90.00		
<b>Water Quality Document Review</b>		\$ 150.00	

**NOTES:**

1. See Engineering Agreement Check List Bulletin.
2. At the discretion of the City Engineer:  
Minor Encroachment permits shall apply to a single parcel requiring no more than 500 square feet of Right-of-Way (including Traffic Control).  
Major Encroachment permits shall apply to multiple parcels & single parcels requiring more than 500 square feet of Right-of-Way (including Traffic Control).
3. Minor Improvement Plan Check-Com/Ind shall apply to a single parcel requiring no more than 500 square feet of Right-of-Way.
4. Major Improvement Plan Check-Com/Ind shall apply to multiple parcels & single parcels requiring more than 500 sq ft of Right-of-Way.
5. Special Service Charge for each hour (\$50/hour) expended directly on engineering investigations, routing definition, coordination, and control of permit movement for each individual which meets any one of **three** following criteria:
  - a. Loads in excess of 14 feet wide
  - b. Loads in excess of 135 feet in overall length
  - c. Loads that are of a weight that requires more than a 13-axle, single-vehicle width hauling combination (**approximately 370,000 lbs**)

City of Lemon Grove Master Fee Schedule  
FY 2015-16

DEVELOPMENT SERVICES - ENGINEERING

Description	Fee	Deposit	Comments
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**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**DEVELOPMENT SERVICES - PLANNING**

Description	Fee	Deposit	Comments
<b>Address-new</b> (not associated with TPM/TM)	\$100.00		
<b>Appeal (City Council Interpretation)</b>	\$75.00		
<b>Boundary Adjustment</b>			
Application		\$1,800.00	Includes Certificate of Compliance
<b>Certificate of Compliance</b>		\$150.00	
<b>Community Housing Conversion Permit</b>		\$2,000.00	
<b>Conditional Use Permit</b>			
Application		\$1,500.00	
Modification		\$785.00	
Time Extension (Staff Review)		\$250.00	
Time Extension (PC/CC Review)		\$350.00	
<b>General Plan/Specific Plan Amendment</b>		\$3,000.00	
<b>Manuals and Maps</b>			
City of Lemon Grove Master EIR (MEIR)	\$100.00		
Downtown Village Specific Plan	\$45.00		
General Plan	\$65.00		
General Plan Implementation Manual	\$25.00		
General Plan Map	\$2.50		
Housing Element	\$30.00		
Redevelopment Plan	\$10.00		
Zoning Map	\$6.00		
Compact Disc (CD) of a document listed above	\$3.50		
<b>Minor Use Permit</b>			
Application		\$300.00	
Modification		\$100.00	
Time Extension (Staff Review)		\$100.00	
Time Extension (PC/CC Review)		\$100.00	
<b>Parkland Fees</b> (in-lieu fee per dwelling unit)			
RL, RL/M zones (or 762.3 s.f.)	\$900.00		
RM, RM/H zones (or 544.5 s.f.)	\$639.00		
DVSP zone	\$639.00		
R/P, CC, GC zones (or 435.6 s.f.)	\$513.00		
<b>Planned Development Permit</b>			
<b>Residential</b>			
Application		\$2,000.00	
Modification		\$525.00	
<b>Commercial/Industrial</b>			
Application		\$2,000.00	(≤ one acre)
Modification		\$1,000.00	
Time Extension (Staff Review)		\$250.00	
Time Extension (PC/CC Review)		\$350.00	
<b>Pre-Application Review</b>		\$500.00	
<b>Signs (Planning)</b>			
Standard (Wall, Freestanding, Projecting)	\$60.00		per sign
Business Complex		\$100.00	
Business Complex Modification		\$100.00	
Special Event and Temporary	\$20.00		
<b>Substantial Conformance Review (SCR)</b>		\$200.00	
<b>Temporary Use Permits</b>			
Sidewalk Sales	\$50.00	\$250.00	Clean-up deposit - See Note 1
Group Assembly (Carnivals, Fairs, Concerts, Shows, Parades)	\$100.00	\$250.00	Clean-up deposit - See Note 1
Special Events (Christmas tree lots)	\$50.00	\$250.00	Clean-up deposit - See Note 1
Non-Profit (special events)	\$10.00		
Trailer Coach Permit	\$50.00		
<b>Tentative Map</b> (Major Subdivision, 5+ lots)			
Application - base deposit amount		\$4,500.00	
Additional deposit - \$125 per lot (5-25 lots)			
Additional deposit - \$100 per lot (26-50 lots)			
Additional deposit - \$75 per lot (51+lots)			
Revised Map		\$2,000.00	
Time Extension		\$350.00	
<b>Tentative Parcel Map</b> (Minor Subdivision)			
Application		\$3,000.00	
Revised Map		\$1,700.00	
Time Extension		\$350.00	

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**DEVELOPMENT SERVICES - PLANNING**

Description	Fee	Deposit	Comments
<b>Variance</b>		\$750.00	
Minor Modification		\$100.00	
Time Extension		\$350.00	
<b>Zoning Amendment/Reclassification</b>		\$1,000.00	
<b>Zoning Clearance (ZC)</b>		\$150.00	

**NOTES:**

1. Clean-up deposit may be waived at the discretion of the Development Services Director.
2. The total cost of processing a planning application is based on staff hours spent (rounded to the nearest quarter hour) charged at the weighted rate provided in Appendix A, plus all direct costs
3. Environmental analysis costs will be charged against the deposit.
4. Costs for technical studies and/or environmental impact reports are not included and will be borne by the applicant.
5. Fees from other agencies are not included in this schedule.
6. Hourly rates adjusted annually - see Appendix A.
7. Direct costs of required public noticing shall be deducted from the application deposit.

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**FIRE**

<b>Description</b>	<b>Fee</b>	<b>Comments</b>
<b>Plan Check Fees</b>		
<i>Plan Review</i>		
Single Family Residence	\$65.00	
Multi-family Residential	\$275.00	per floor
Commercial	\$275.00	per floor
Automatic Fire Sprinkler System (basic)	\$110.00	
Alarm System (basic/TI)	\$110.00	
Fire Protection System-Outside Review		Cost of Consultant/Reviewer
General Plan Review-Outside Review		Cost of Consultant/Reviewer
Outside Plan Review Administrative Fee		Up to 25% of Review Cost
Alteration to Existing Fire Sprinkler System (TI)	\$110.00	
Other Fire Protection System	\$130.00	
Tenant Improvement	\$80.00	
Special Extinguishing Systems	\$150.00	
<b>Inspection Fees</b>		
Alarm System Inspection	\$110.00	
Apartment Building (1-14 units)	\$80.00	
Apartment Building (15-50 units)	\$110.00	
Apartment Building (51 + units)	\$165.00	
Assembly (Small)	\$30.00	
Assembly (Large)	\$55.00	
Care Facilities (More than 6 occupants)	\$55.00	
Care Facility (Preinspection)	\$60.00	
Code Compliance re-inspection (First)	\$30.00	
Code Compliance re-inspection (Subsequent)	\$110.00	
Commercial Inspection (Medium)	\$110.00	
Commercial Inspection (Large)	\$250.00	
Convalescent Facilities	\$130.00	
Educational Facilities	\$110.00	
Fire Sprinkler Inspection (Residential)	\$55.00	
Fire Sprinkler Inspection (Commercial)	\$110.00	
Special Extinguishing Systems (Hood)	\$70.00	
Small Business	\$30.00	
Stand Pipe System	\$85.00	
<b>Cost Recovery Fees</b>		
After Hour Inspection	\$96.00	per hour
Deposition/Interview	\$96.00	per hour
Duty Chief	\$94.00	per hour
Engine Company	\$155.00	per hour
Fire Alarm Malfunction	\$155.00	2 alarms/30 days or 3/6 mos
Malicious False Alarm	\$155.00	
Incident Dispatch Fee	\$50.00	
Incident Photo Copies	\$10.00	per photo
Incident Report Copies	\$0.15	per page
Audio Tape	\$10.00	
Compact Disc (CD)	\$10.00	

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**FIRE**

<b>Description</b>	<b>Fee</b>	<b>Comments</b>
<b>Annual Fire Code Permit Fees</b>		
Aerosol Products	\$55.00	
Aircraft Refueling	\$55.00	
Aircraft Repairs	\$55.00	
Asbestos Removal	\$55.00	
Assembly Occupancies	\$85.00	
Automotive Wrecking Yard	\$85.00	
Battery System	\$55.00	
Bowling Alley	\$55.00	
Candles/Open Flame	\$55.00	
Carnivals/Fairs	\$85.00	
Cellulose Nitrate Storage	\$85.00	
Christmas Tree Lots	\$30.00	
Class 1 Liquid (5-10 Gallons)	\$55.00	
Class 1 Flammable Liquids (>10 Gallons)	\$55.00	
Combustible Fiber Storage	\$55.00	
Commercial Rubbish Handling	\$55.00	
Compressed Gasses	\$55.00	
Cryogenics	\$55.00	
Dry Cleaning Plants	\$55.00	
Dust Producing Operations	\$85.00	
Explosives or Blasting	\$110.00	
Fireworks Display	\$110.00	
Fruit Ripening	\$85.00	
Green Waste	\$110.00	
Hazardous Materials	\$165.00	
High Pile Combustible Storage	\$85.00	
Hot Work Operations (Tar Pots)	\$55.00	
Liquefied Petroleum Gases (>55 Gallons)	\$55.00	
Lumber Yards	\$110.00	
Magnesium Working	\$55.00	
Mall-Covered	\$165.00	
Motor Vehicle Fuel Dispensing	\$85.00	
Open Burning	\$30.00	
Organic Coatings	\$85.00	
Ovens-Industrial	\$85.00	
Pyrotechnic Special Affects	\$110.00	
Radioactive Materials	\$85.00	
Refrigeration Equipment	\$110.00	
Removal of Above Ground Tank	\$110.00	
Removal of Underground Tank	\$110.00	
Repair Garages	\$85.00	
Spraying and Dipping Operations	\$85.00	
Tank Vehicles, Plants	\$85.00	
Temporary Structures-Tent-Canopy	\$70.00	
Tire Storage	\$110.00	
Underground Tank Installation	\$135.00	
Use/Modify Pipe Line	\$140.00	
Wood Products	\$110.00	

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**GENERAL**

Description	Fee	Comments
<b>Administrative Citation</b>		
First Citation	\$100.00	
Second Citation	\$200.00	
Third Citation	\$500.00	
Fourth Citation	\$1,000.00	
Processing Fee-Code Enforcement Lien	\$480.00	One hour rate (cost recovery)
Late Payment Penalty	25% of fine plus 10% per month interest on delinquent fine	
<b>Copy Fees (paper)*</b>		
8 1/2 X 11	\$0.20	
8 1/2 X 11 Color	\$1.30	
8 1/2 X 14	\$0.35	
8 1/2 X 14 Color	\$1.80	
11 X 17 "B"	\$0.65	
11 X 17 "B" Color	\$2.30	
18 X 24 "C"	\$3.55	
24 X 36 "D"	\$4.55	
36 X 42 "E"	\$6.00	
Note: Government Code Section 81008 limits the cost for campaign finance documents to .10 cents per page and a retrieval fee not to exceed five dollars per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request.		
<b>Copy Fees (other media)</b>		
Audio Tape	\$3.50	
Compact Disc (CD)	\$3.50	
<b>Credit Card Fees-VISA/Mastercard only. Excludes Discover, debit and prepaid cards)</b>		
Per Transaction	\$10.00 min charge	Maximum 3%, not to exceed all merchant's credit card processing charges
The fee will be charged on all transactions that are \$500 and above. It will not be charged for deposits. The transaction fee will apply for all transactions conducted on-line.		
<b>Dog License</b>		
	<b>Altered</b>	<b>Unaltered</b>
1 Year License	\$15.00	\$40.00
2 Year License	N/A	N/A
3 Year License	\$35.00	\$75.00
Puppy License - 1 year	N/A	N/A
Transfer Fee	\$10.00	\$10.00
Penalty Fee	\$10.00	\$25.00
Tag Replacement Fee	\$5.00	\$5.00
<b>Animal Penalties-Running At Large-altered</b>		
	<b>Altered</b>	
1st offense	\$50.00	
2nd offense	\$100.00	
3rd offense	\$200.00	
<b>Animal Penalties-Running At Large-unaltered</b>		
1st offense	\$100.00	Reduced to \$50 if owner agrees to alter dog
2nd offense	\$200.00	Reduced to \$100 if owner agrees to alter dog
3rd offense	\$300.00	Reduced to \$200 if owner agrees to alter dog
<b>Boarding Fee-Impounded Animal</b>		
Altered-Per Night	\$15.00	
Unaltered-Per Night	\$25.00	Reduced to \$15/night if owner agrees to alter dog
<b>Notary Public Services</b>		
Per Signature	\$10.00	
<b>Storm Water Management Fee</b>		
Residential Unit	\$15.00	
In-City Business (HOPs are exempt)	\$26 -- \$120	per Table based on Bus.Lic cost
Out-of-City Business	\$26 -- \$120	per Table based on Bus Lic cost
Apartment Complex (6+ units)	\$7.50	per unit
<b>Storm Water Violation</b>		
Failure to abate after 5 days of notice	\$100.00	
Failure to abate after 10 days of notice	\$200.00	
Failure to abate after 15 days of notice	\$500.00	per day
<b>Other</b>		
Returned Check Fee	\$25.00	
<b>Other</b>		
Citizens Initiative Filing Fee	\$200.00	
*NOTE - Larger projects may be outsourced at full cost recovery		

City of Lemon Grove Master Fee Schedule  
FY 2015-16

GENERAL

Description	Fee	Comments
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**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**LAW ENFORCEMENT**

Description	Fee	Comments
<b>Parking Violation Notice</b>		
72 Hour Parking Restriction	1 \$ 53.00	LGMC 10.28.130
Curb Markings	2 \$ 53.00	LGMC 10.32.060
Parking in Violation of Signs	3 \$ 53.00	LGMC 10.28.180
Parking of Commercial Vehicle	4 \$ 53.00	LGMC 10.28.170
Parking Within 15' of Fire Hydrant	5 \$ 53.00	CVC 22514
Stopping, Standing, or Parking	6 \$ 47.50	CVC 22500 (a-k)
Curb Parking	7 \$ 47.50	CVC 22502 (a-e)
Plate (Front/Back Required)	8 \$ 37.50	CVC 5200
Missing Tabs (Month/Year)	9 \$ 63.00	CVC 5204 (a)
Bike Lane	10 \$ 38.00	CVC 21211
Parking in Spaces Designated for Disabled Persons	11 \$ 403.00	CVC 22507.8
License Plate Cover	12 \$ 33.00	CVC 5201 (f) (2)
<b>Other Violations</b>		
Registration/Wrong Vehicle	\$ 103.00	CVC 1164 (B)
Parking on Public Grounds	\$ 28.00	CVC 21113 (a)
Bus Zone	\$ 253.00	CVC 22500 (l)
Blocking Disabled Zone/Curb Cut	\$ 278.00	CVC 22500 (l)
Fire Lane	\$ 38.00	CVC 22500 1
Parking on Hills	\$ 38.00	CVC 22509
Unattended Vehicle	\$ 28.00	CVC 22515
Locked Vehicle/Passenger Inside	\$ 38.00	CVC 22516
Less than 7.5 ft. from R.R. Tracks	\$ 28.00	CVC 22521
3ft. From Handicapped Ramp	\$ 275.00	CVC 22522
Abandoned Vehicle	\$ 103.00	CVC 22523
Blocking Intersection	\$ 53.00	CVC 22526
Store Open Container/Pass Comp.	\$ 38.00	CVC 23226
Stop/Park in Vehicle Crossing	\$ 28.00	CVC 23333
Vehicle With Unlawful Lighting Device	\$ 33.00	CVC 24003
Dimmed Lights on Parked Vehicles	\$ 33.00	CVC 24401
Lamp or Flag on Projections	\$ 33.00	CVC 24604
Reflectors on Rear	\$ 33.00	CVC 24607
Reflectors on Front and Sides	\$ 33.00	CVC 24608
Unlawful Flashing Lights	\$ 33.00	CVC 25250
Flashing Lights Required	\$ 33.00	CVC 25251
Warn Dev/Disabled, Parked Vehicle	\$ 33.00	CVC 25300
Set Parking Brakes	\$ 33.00	CVC 26451
Fuel Tank Caps	\$ 33.00	CVC 27155
Registration	\$ 53.00	CVC 4000 (a)
Positioning of Plates	\$ 33.00	CVC 5201
Commercial Veh/Weight Fees Due	\$ 133.00	CVC 9400
Repairing/Washing/Offering Sale in Street	\$ 38.00	LGMC 10.28.140
No Parking in Alley	\$ 38.00	LGMC 10.32.090
Other LGMC Violation	\$ 38.00	
Penalty for all above violations	\$35.00	Penalty assessed if not paid within 21 days of the date of the notice.
<b>Vehicle Impound</b>		
Administrative Fee for Release	\$ 70.00	
Serious Traffic Offender Program (STOP)	\$ 65.00	

City of Lemon Grove Master Fee Schedule  
FY 2015-16

LAW ENFORCEMENT

Description	Fee	Comments
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**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**Public Works - Facilities**

Description	Fee	Comments
<b>Rental Facilities</b>		
<i>Senior Center*</i>		
Without Alcohol		
Fee	\$850.00	+ \$200.00 deposit
With Alcohol		
Fee	\$1,150.00	+ \$300.00 deposit
Special Event	\$1,500.00	\$400 deposit
<i>Community Center*</i>		
Without Alcohol		
Fee-Non-profits	\$450.00	+ \$200.00 deposit
Fee-All Others	\$520.00	+ \$200.00 deposit
With Alcohol		
Fee-Non-profit	\$700.00	+ \$300.00 deposit
Fee-All Others	\$800.00	+ \$300.00 deposit
Special Event	\$1,100.00	+ \$400 deposit
<i>H Lee House Courtyard*</i>		
Without Alcohol		
Fee-Non-profit	\$300.00	+ \$200.00 deposit
Fee-All Others	\$350.00	+ \$200.00 deposit
With Alcohol		
Fee-Non-profit	\$400.00	+ \$300.00 deposit
Fee-All Others	\$550.00	+ \$300.00 deposit
Special Event	\$800.00	+ \$400 deposit
<i>Recreation Center Gymnasium - Entire Facility**</i>		
Fee-Non-Commercial	\$60.00	+ \$200.00 deposit***
Fee-Commercial	\$100.00	+ \$200.00 deposit***
<i>Gymnasium Only**</i>		
Fee-Non-Commercial	\$50.00	+ \$200.00 deposit***
Fee-Commercial	\$80.00	+ \$200.00 deposit***
<i>Park Gazebos (Berry Street Park &amp; Lemon Grove Park)**</i>		
Fee-Small	\$80.00	
Fee-Large	\$100.00	
<b>Non Profit meetings:</b>		
No Staff Required		
Monday-Thursday 8am-5pm	\$20	per use + \$25.00 set up fee
Monday-Thursday 5pm-10pm	\$20	per use + \$25.00 set up fee
Friday-Sunday	\$30	per hour
Staff Required		
Monday-Thursday 8am-5pm	\$30	per use + \$25.00 set up fee
Monday-Thursday 5pm-10pm	\$30	per use + \$25.00 set up fee
Friday-Sunday	\$50	per hour

\*Eight (8) hour rate. Four (4) hour rate available at half the 8 hour rate plus \$50. Additional per hour

\*\*Hourly Rate

\*\*\*Deposit may be waived at the discretion of the Department Director.

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

<b>Description</b>	<b>Fee</b>	<b>Comments</b>
<b>Public Works - Recreational Programs</b>		
<i>Adult*</i>		
Basketball fee	\$200.00	per team + \$5.00 equipment fee
Softball fee	\$385.00	per team + \$5.00 equipment fee
Volleyball fee	\$200.00	per team + \$5.00 equipment fee
Volleyball - Women's Individual	\$45.00	per season - 'Queen of the Court'
*Winners of each adult league and playoffs shall receive a discount of \$50 - \$350 on their next league		
Classes	\$10-\$100	per session
<i>Youth</i>		
Pee Wee Sports (first session)	\$27.00	includes a t-shirt
Pee Wee Sports (additional sessions)	\$22.00	each session
Basketball	\$50.00	
Basketball Club League-Team	\$225.00	per team
Day Camp	\$35-100	amount depends on the number of participat
Flag Football	\$50.00	
Indoor Soccer	\$30.00	
Classes	\$10-\$100	per session
Banner Installation Fee	\$20.00	per installation

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**SANITATION DISTRICT**

<b>Description</b>	<b>Fee</b>	<b>Comments</b>
New System Connection Permit Fee	\$1,000.00	per Equivalent Dwelling Unit (EDU)
<b>Annual Sewer Service Charge*</b>		
Residential	\$534.62	per EDU
General Commercial, Professional, Industrial	Minimum of 1.2 EDUs charged	
Food Service Establishments	Minimum of 3 EDUs charged	
Hotels & Motels	Based upon number of living units - w or w/o kitchen	
Self-service Laundry	1 EDU per washer	
Churches, Theaters & Auditoriums	Minimum of 1.5 EDUs charged	
Schools	Minimum of 1 EDU, based upon number of pupils	

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

Description	Fee	Comments
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**City of Lemon Grove Master Fee Schedule  
FY 2014-15**

**APPENDIX A - HOURLY RATES**

<b>Position Title</b>	<b>Loaded Rate</b>
Assistant City Engineer	\$ 41
Associate Civil Engineer	\$ 60
Building Inspector (EsGil Corporation)*	\$ 83
Building Official (EsGil Corporation)*	\$ 100
City Attorney (Lounsbery, Ferguson, Altona & Peak)	\$ 210
City Engineer	\$ 75
Code Enforcement Officer/Water Quality Inspector	\$ 41
Crime Prevention Specialist (County of San Diego)	\$ 68
Fire Inspectors	\$ 34
Development Services Director	\$ 79
Development Services Technician	\$ 43
Electrical Engineer (EsGil Corporation)*	\$ 105
Energy Plans Examiner (EsGil Corporation)*	\$ 105
Engineering Inspector	\$ 43
Engineering Tech III	\$ 43
Management Analyst	\$ 47
Mechanical Engineer (EsGil Corporation)*	\$ 105
Plans Examiner (EsGil Corporation)*	\$ 90
Public Works Director	\$ 77
Principal Planner	\$ 59
Structural Engineer (EsGil Corporation)*	\$ 120
Supervising Building Inspector (EsGil Corporation)*	\$ 90

\*EsGil rates are increased by a factor of 1.5 for overtime, holiday and weekend assignments

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 3  
**Mtg. Date** June 2, 2015  
**Dept.** City Manager's Office

**Item Title:** City Council Salary

**Staff Contact:** Graham Mitchell, City Manager

**Recommendation:**

Introduce and conduct the first reading, by title only, of Ordinance No. 429 (**Attachment B**), establishing City Council salaries after the 2016 municipal election and a resolution (**Attachment C**) adjusting the automobile reimbursement allowance.

**Item Summary:**

In 2014, the City Council discussed compensation for elected officials representing the City. The topic was raised during the budget discussion on May 19, 2015. The City Council has not adjusted City Council compensation since October 2007. The purpose of this staff report is to recommend adjustments to the City Council salary and auto allowance rates. Staff has prepared a report (**Attachment A**) that provides background information and an analysis of the proposed rate adjustments. Staff has also prepared an ordinance (**Attachment B**) adjusting the City Council salary that would take effect after the 2016 municipal election and a resolution (**Attachment C**) adjusting the City Council auto allowance.

**Fiscal Impact:**

Adjusting City Council compensation will have an annual budget impact of \$6,759 beginning in December 2016. Adoption of the resolution modifying auto allowance will have a \$1,500 impact on the FY 2015-16 budget—the impact on the General Fund will \$1,125.

**Environmental Review:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section   | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> None                     | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper |   | <input type="checkbox"/> Neighborhood meeting                     |

**Attachments:**

- A. Staff Report
- B. Ordinance No. 429
- C. Resolution

# Attachment A

## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 3

Mtg. Date June 2, 2015

Item Title: City Council Salary

Staff Contact: Graham Mitchell, City Manager

### Discussion:

On several occasions, the City Council has deferred action on considering an adjustment to its compensation. The last time an adjustment occurred was after the 2008 municipal election. Pursuant to Government Code Section 36516, a City Council may increase its salary by a maximum of five percent per year from the operative date of the last adjustment. Between 2008 and the 2016 (the year of the next municipal election), based on California code, the City Council may legally adjust its salary by 40 percent (8 years multiplied by 5 percent).

Alternatively, since 2008, the consumer price index has increased by 10.6 percent (based on the San Diego region according to the Bureau of Labor Statistics). Using consumer price index forecasts, staff anticipates increases by 1.5 percent in 2015 and 1.8 percent in 2016. Based on these increases, the City Council may consider a salary increase of 13.9 percent that would be effective after the 2016 municipal election.

The last time the City Council adjusted its auto allowance was on July 1, 2006. Since July 1, 2006, the consumer price index has increased by 16.8 percent. Based on this increase, the City Council may also consider an auto allowance adjustment of 16.8 percent, which would become effective July 1, 2015.

Staff has prepared an ordinance (**Attachment B**) that adjusts the City Council salary by 13.9 percent and a resolution (**Attachment C**) that adjusts the City Council auto allowance by 16.8 percent.

Using the consumer price index method, monthly salaries for City Council members increase from \$705 to \$803 and the salary for the Mayor increases from \$1,234 to \$1,405.25. This increase will have an annual impact of \$6,759 beginning in 2016. Also, using the consumer price index method, the monthly auto allowance would increase from \$150 to \$175. The impact on the FY 2015-16 budget is \$1,500—\$1,125 of which is allocated to the City's General Fund.

### Conclusion:

Staff recommends that the City Council introduce Ordinance No. 429 (**Attachment B**), an ordinance establishing City Council salaries, and conduct its first reading, by title only. Staff also recommends that the City Council consider adopting a resolution (**Attachment C**) establishing an adjusted auto allowance rate.

# Attachment B

## ORDINANCE NO. 429

### ORDINANCE OF THE LEMON GROVE CITY COUNCIL AMENDING LEMON GROVE MUNICIPAL CODE SECTION 2.16.010 ESTABLISHING CITY COUNCIL SALARIES

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**WHEREAS**, California Government Code 36516 regulates the process by which a city council may increase its salary; and

**WHEREAS**, effective October 16, 2007, Ordinance No. 365 established the rate of salary for the City Council and Mayor; and

**WHEREAS**, after review and discussion, the City Council has determined it appropriate to adjust salary ranges within the rate of increase as prescribed by California Government Code 36516; and

**WHEREAS**, pursuant to California Government Code 36516.5, the adjusted salary rate will not become effective until the seating of the City Council after the certification of the 2016 Lemon Grove municipal election.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Lemon Grove that Section 2.16.010 of the Lemon Grove Municipal Code is hereby amended as follows:

2.16.010 Established.

A. Salaries for members of the city council are established pursuant to the provisions of the Government Code in the sum of eight hundred and three dollars (\$803.00) per month.

B. Effective Date. Payment of compensation at said established level shall commence upon certification of the results of the Lemon Grove municipal election in the year 2016.

/////  
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## Attachment B

## Attachment C

### RESOLUTION NO. 2015-\_\_\_\_\_

#### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA ESTABLISHING THE RATE OF AUTOMOBILE ALLOWANCE POLICY FOR CITY COUNCIL MEMBERS

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**WHEREAS**, in 2006, the City Council, by way of Resolution No. 2636, established an Automobile Reimbursement Allowance Policy; and

**WHEREAS**, Resolution No. 2636, established an Automobile Reimbursement Allowance rate of one hundred fifty dollars (\$150.00) per month to pay for the use of personal vehicles for short trips, defined as twenty (20) miles or less; and

**WHEREAS**, the cost of operating an automobile has increased since 2006; and

**WHEREAS**, the City Council wishes to establish an equitable Automobile Reimbursement Allowance for short vehicle trips; and

**WHEREAS**, the City Council, by applying a Consumer Price Index rate since 2006, deems that an adjusted rate of one hundred seventy-five dollars (\$175.00) per month is equitable.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby directs that the Automobile Reimbursement Allowance be established at one hundred seventy-five dollars (\$175.00) per month, effective July 1, 2015.

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**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 4  
**Mtg. Date** June 2, 2015  
**Dept.** City Manager's Office

**Item Title:** **Recreation Focus Group**

**Staff Contact:** Graham Mitchell, City Manager and Mike James, Public Works Director

**Recommendation:**

Provide feedback to staff on 1) the scope of work to be performed by the Recreation Focus Group, and 2) the composition of the Recreation Focus Group.

**Item Summary:**

During the City Council's goal setting workshop and ensuing discussions, the City Council identified a priority in 2015 to conduct a focus group to explore the establishment of a Recreation Council. The purpose of this agenda item is to seek feedback from the City Council on the scope of work to be performed by the Recreation Focus Group. The staff report (**Attachment A**) recommends an expanded scope of work to what was initially discussed by the City Council. The staff report also identifies staff's recommendation regarding the composition of the Recreation Focus Group.

**Fiscal Impact:**

None.

**Environmental Review:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Not subject to review<br><input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Negative Declaration<br><input type="checkbox"/> Mitigated Negative Declaration |
|--|--|

**Public Information:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> None                     | <input type="checkbox"/> Newsletter article   | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting |   |

**Attachments:**

A. Staff Report

## LEMON GROVE CITY COUNCIL STAFF REPORT

**Item No.** 4

**Mtg. Date** June 2, 2015

**Item Title:** **Recreation Focus Group**

**Staff Contact:** Graham Mitchell, City Manager and Mike James, Public Works Director

### **Discussion:**

One of the priorities discussed during the City Council goal setting workshop earlier this year was the establishment of a focus group to explore the establishment of a Recreation Council. The purpose of this agenda item is to seek feedback from the City Council on the scope of work to be performed by the Recreation Focus Group. Also, to help with the recruitment process, staff seeks feedback on the composition of the focus group.

### Scope of Work

During the City Council's goal setting workshop, the initial intent expressed by the City Council was to form a focus group to explore the potential establishment of a Recreation Council. Staff recommends that the focus group expand its discussion to the broader topic of recreation services. Staff recommends that the focus group be tasked with the following scope of work:

- 1) Identify the existing recreational opportunities for Lemon Grove residents in and near the City,
- 2) Identify recreational needs in the community, including barriers and opportunities to meeting those needs, and
- 3) Provide a recommendation on the role a Recreation Council can play in the community, including the Recreation Council's form, whether it is a City established entity, its purpose, staff time required to support, funding issues/opportunities, etc.

Staff envisions that the focus group members will be asked to conduct research, perform analysis, and seek community feedback in order to present its findings to the City Council.

### Focus Group Composition

Staff recommends that the focus group be limited to 20 members. Staff recommends that the City solicit participation from residents and local business owners. In addition, staff recommends that the City Council invite two members of the Planning Commission and two representatives of the Lemon Grove School District to participate on the focus group.

### Focus Group Recruitment

Once the scope of work is determined, staff will begin soliciting interest by advertising on the City's website, Facebook page, press releases, and e-notification services. Staff recommends using a similar one-page application as the City has for past focus groups. The form asks applicants to provide information about work and community experience (including volunteer activities and experience or special knowledge that would be helpful on the focus group). The form also asks potential focus group members why they would like to serve on the focus group.

### **Conclusion:**

Staff recommends that the City Council provide feedback on the Recreation Focus Group's scope of work and composition.