



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Board Meeting Packet

May 14, 2024

7:00 P.M. – Regular Board Meeting

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"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting

Time: May 14, 2024, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. Public comment is limited to (3) minutes per person per item. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD May Regular Board Meeting

Time: May 14, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81157335580?pwd=NUgMTjgALMcpWXNGizsu2IMfFeFHvR.1>

Meeting ID: 811 5733 5580

Passcode: 732996

Find your local number: <https://us06web.zoom.us/j/81157335580?pwd=NUgMTjgALMcpWXNGizsu2IMfFeFHvR.1>

1. Call to Order
2. Review and approval of the minutes for the Regular Board Meetings on March 12, 2024 and April 9, 2024.
3. Public Forum: The public forum provides an opportunity for members of the public to speak on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board Members may only "briefly respond" to statements made and questions posed. For example, State law allows Board Members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may also direct staff to report back and/or place a matter on a future agenda for discussion.
4. Manager's Report
 - a. Administration
 - b. Programming
5. Financial Report
 - a. Monthly Statement
6. Old Business:
 - a. Discussion: General Manager Recruitment Ad Hoc Committee Update
Report: General Manager Recruitment Ad Hoc Committee of the Board
Description: This item will be a Board discussion, led by the Ad Hoc Committee, reviewing the status of recruiting for a permanent General Manager.

- b. Discussion: Personnel Ad Hoc Committee Update
Report: Personnel Ad Hoc Committee of the Board
Description: This item will be a Board discussion, led by the Ad Hoc Committee, consisting of personnel matter updates and recommendations from the Committee.
- c. Discussion/Motion: Budget Ad Hoc Committee Update
Report: Budget Ad Hoc Committee of the Board
Description: This item will be a Board discussion, led by the Ad Hoc Committee, consisting of 24-25 Fiscal Year Budget updates and recommendations from the Committee.
- d. Discussion/Motion: Private Swim Lesson Instructor, Swim Team Coach & ASP Head Teacher Benefits/Classification Recommendations
Report: Meg Catmull, Assistant General Manager
Description: This item will be a Board review and discussion of the benefits classifications for the Private Swim Lesson Instructor, Swim Team Coach, and ASP Head Teacher positions.
Recommendation: Approve placing the Swim Team Coach and ASP Head Teacher positions on a classification of RNE-3.

7. New Business:

- a. Discussion: Fitness Center Usage
Report: Meg Catmull, Assistant General Manager
Description: This item will be a Board discussion and review of the fitness center purpose and usage.

8. Upcoming Meetings: Jun 11 – Jul 9 – Aug 13

9. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
Report: Bea Robertson, Bookkeeper
Description: This is a routine item of the itemized bills for Board review and approval.
Recommendation: Approve the Expenditures for March 2024

10. HRD Board of Directors Announcements

12. Adjournment

Written public comments can be submitted to the District prior to the meeting by emailing generalmanager@highlandsrec.ca.gov. Written comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

Oral public comments will be taken on each agenda item during the meeting, subject to a limit of three (3) minutes per person per item. To comment orally in real time during the meeting, you may raise your hand if you are participating in person or use the Zoom “raise hand” function on your computer screen or the *9 function on your phone. Please note that the District provides a Zoom participation option to the public as a courtesy in order to facilitate participation. The District cannot, however, guarantee the adequacy of the audio/video quality or that meeting participation will be uninterrupted via Zoom. If technical difficulties arise relating to the Zoom participation option, the Board meeting may continue with public attendance in person only.

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or disability-related

modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Board Secretary at generalmanager@highlandsrec.ca.gov. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the Highlands Recreation District, located at 1851 Lexington Ave, for the purpose of making those public records available for inspection. The agenda, meeting notice, agenda packet and other writings distributed to the Board in connection with this meeting are also available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.



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"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting

Time: March 12, 2024, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402 (Multi-Purpose Room)

Remote Teleconference Location: 11020 Weyburn Avenue, Room 3345, Los Angeles, CA

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Regular Board Meeting

Time: Mar 12, 2024, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85288580562?pwd=QLWjMz4MI32b73RZ4pOZt7bwUhaBlg.1>

Meeting ID: 852 8858 0562

Passcode: 068657

Find your local number: <https://us06web.zoom.us/j/85288580562>

Board Members:

Andrew Aquino (Vice President) - Absent

Shirin Bakhshay - Remote

Pam Merkadeau (President)

Eric Olbekson

Uy Ut

Staff:

Christopher Gurr (Interim General Manager)

Meg Catmull (Assistant General Manager)

Mike Koenig (K-8 Childcare Director)

Julie Fernandez (EEC Director)

Janelle Slightam (Aquatics Coordinator)

Julia Fior (Recreation Coordinator)

1. Call to Order

The meeting was called to order at 7:00 pm by President Merkadeau.

2. Review and Approval of Minutes

Board Member Olbekson made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from 02/13/2024. The motion passed.

Vote: AA - Absent; SB - Abstain; PM – Y; EO – Y; UU – Y

3. Public Forum:

Public comment was received.

4. Manager's Report

a. Administration

b. Programming

5. Financial Report

a. Monthly Statement

6. Old Business

a. Discussion: TK for All impacts and considerations for HRD

b. Discussion/Motion: RNE-3 Benefits Classification

i. Board Member Ut made a motion, Board Member Bakhshay second, to create RNE-3 Benefits Classification with proposed benefits of Medical, Dental, Vision, LTD, STD, FSA, Accidental Death & Disability, and Life Insurance effective April 1, 2024. The motion passed.

Vote: AA - Absent; SB - Y; PM - Y; EO - N; UU - Y

c. Discussion: Determine additional Ad Hoc and Standing Committees of the Board

d. Discussion: Ad Hoc General Manager Recruitment Committee Updates and Recommendations

7. New Business

a. Discussion: Insurance and deposit for Highlands community rental groups

8. Upcoming Meetings: Mar 24 – Apr 9 – May 14 – Jun 11

9. Review and Payment of Bills

a. Action: Motion to approve Expenditures

i. Board Member Olbekson made a motion, Board Member Ut second, to pay the bills. The motion passed.

Vote: AA - Absent; SB – Abstain; PM – Y; EO – Y; UU – Y

10. HRD Board of Directors Announcements

11. Adjournment

Board Member Ut made a motion, Board Member Olbekson second, to adjourn the meeting. The motion passed.

Vote: AA – Absent; SB – Y; PM – Y; EO – Y; UU –

The Meeting adjourned at 9:06 pm.

Respectfully Submitted,

Meg Catmull
Board Secretary

Board President or Vice President: _____

Signature: _____



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"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting

Time: April 9, 2024, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. Public comment is limited to (3) minutes per person per item. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Regular Board Meeting

Time: Apr 9, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89679114472?pwd=u8L1XhWe2VQVLHYy8trsQoFhXQljod.1>

Meeting ID: 896 7911 4472

Passcode: 982799

Find your local number: <https://us06web.zoom.us/j/89679114472>

Board Members:

Andrew Aquino (Vice President)
Shirin Bakhshay - Absent
Pam Merkadeau (President)
Eric Olbekson - Absent
Uy Ut

Staff:

Christopher Gurr (Interim General Manager)
Meg Catmull (Assistant General Manager)
Julie Fernandez (EEC Director)

1. Call to Order

The meeting was called to order at 7:02 pm by President Merkadeau.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Ut second, to approve the Special Board Meeting Minutes from 03/24/2024. The motion passed.

Vote: AA - Y; SB - Absent; PM – Y; EO – Absent; UU – Y

3. Public Forum:

Public comment was received.

4. Manager's Report

- a. Administration
- b. Programming

5. Financial Report

- a. Monthly Statement

6. Old Business

- a. Discussion/Motion: General Manager Recruiter Contract
 - i. Board Member Merkadeau made a motion, Board Member Aquino second, to approve a General Manager Recruitment contract, pending District Counsel’s approval, not to exceed \$50,000.
Vote: AA - Y; SB - Absent; PM – Y; EO – Absent; UU – Y
- b. Discussion/Motion: Private Swim Lesson Instructor, Swim Team Coach & ASP Head Teacher Benefits/Classification Recommendations
 - i. No motion was made.

7. New Business

- a. Discussion: Interim General Manager Duties & Employee Out of Class Pay
- b. Discussion/Motion: Interim General Manager Invoices for Hours Exceeding 20 per Week
 - i. Board Member Aquino made a motion, Board Member Ut second, to approve payment of Interim General Manager invoices from 1/12/2024-3/24/2024 for hours worked exceeding 20 hours per week.
Vote: AA - Y; SB - Absent; PM – Y; EO – Absent; UU – Y

8. Upcoming Meetings: May 14 – Jun 11 – Jul 9

9. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
 - i. Board Member Aquino made a motion, Board Member Ut second, to pay the bills. The motion passed.
Vote: AA - Y; SB - Absent; PM – Y; EO – Absent; UU – Y

10. HRD Board of Directors Announcements

11. Adjournment

Board Member Ut made a motion, Board Member Merkadeau second, to adjourn the meeting. The motion passed.
Vote: AA - Y; SB - Absent; PM – Y; EO – Absent; UU – Y

The Meeting adjourned at 9:07 pm.

Respectfully Submitted,

Meg Catmull
Board Secretary

Board President or Vice President: _____

Signature: _____



MEMORANDUM

Date: May 14, 2024
To: HRD Board of Directors
From: Christopher Gurr, Interim General Manager
Re: General Manager's Report

Update

- First version of Budget was sent to ad hoc Budget Committee with allocation of "Other" expenses across departments.
- Requested salary data from Paylocity to help review some ranges.
- CPI for April is due to be released May 15
- Still working on the Public Records request as one line item was very substantial, all the other rests have been submitted.
- Admin I/II is on hold until we identify exactly what is needed.
- FEMA project was closed out by FEMA for the slides & electrical, total of \$14,494.07 - should we look at cheaper options for landslide?
- Stair's project is virtually completed, the additional stud has been installed and signed off by county inspectors. All remaining work is cosmetic.
- Tennis court resurfacing can be delayed by a year if necessary (Scott's recommendations)
- QuickBooks online transition/upgrade in preliminary stages
- Bee is in the final stages of the audit, one item left from their list still needs to be completed.
- Will start training Head Lifeguards to be building attendances as part of cross training, this will reduce the need to have building attendance when the pool is open.

Maintenance

- Substantial work has been completed for aquatics including fixing lights, gravel around edges, cutting back trees, cleaning pit, replacing sump pump, ordering new tiles for pool edges.

- Work will start on repairing retaining walls that lead to ASP/Gym that are falling over.
- Old BBQ beyond repair – purchased a Blackstone flat top, easier to clean.



MEMORANDUM

Date: May 14, 2024

To: Christopher Gurr, Interim General Manager

From: Meg Catmull, Assistant General Manager

Re: Assistant General Manager's Report

HUMAN RESOURCES

- Employee Handbook
 - o HR Edge (Paylocity) offers three handbook revision options-
 - Option 1: Paylocity uses our current handbook and a survey to create a new handbook.
 - This option was selected last year but resulted in a handbook that was lengthy and difficult to use, and Paylocity had changed or removed several core District policies.
 - Option 2: Paylocity uses a survey to create a new handbook for you.
 - Staff is currently working with HR Edge on Option 2 to get a generic compilation of policies. We could either use this compilation of policies to create a core handbook with District policies as addendums, or we can use the generic policies to refresh the current handbook to then have HR Edge provide feedback to the refreshed handbook, similar to Option 3.
 - Option 3: Paylocity reviews the current handbook and solely provides feedback on where and how it needs to be updated to be compliant. They would not make any direct edits to the document.
 - Option 3 would be ideal but, due to the current HRD handbook being over 2 years old, we are not currently eligible for this option.
- Onboarding & Offboarding Tasks

- Annual review of onboarding and offboarding tasks in Paylocity was completed in April.

OPERATIONS

- Recreation programming software
 - An estimated 50% of the Administrative Coordinator's time, and a significant amount of the Bookkeeper's time, is spent inputting registrations from our current recreation programming software into Quickbooks. To save staff time, modernize our systems, and improve patron experience, it was suggested that HRD should consider changing recreation programming systems. Quotes have been obtained for other software programs and are currently being compared and weighed.
- CAPRI Renewal
 - Annual renewal forms have been completed and submitted.
- Records Retention Policy & Project
 - Digitizing Records
 - Corodata currently charges \$72/month for storing 98 boxes. At an estimated cost of \$300/box, it would cost the District \$29,400 to scan and digitize these records.
 - A Corodata Inventory Report was obtained to see if we could refer some of the 98 boxes for destruction and scan only the remaining boxes. This report showed that the majority of HRD's records in Corodata storage have been inventoried in their system without any category code, destruction date, or content description which is restricting our ability to refer items for destruction. A quote has been obtained for the cost of pulling items from storage to then properly inventory, digitize, or recommend for destruction. It would cost \$8.60 per box to pull them from storage and \$7.50 per box to destroy.
 - New Policy
 - Board Member Uy Ut met with staff and District Counsel regarding HRD's current Records Retention Policy. District Counsel recommended doing a comparison of HRD's policy to the 2006 California Secretary of State Guidelines for Records Retention (see attached).
 - District Counsel also provided reference to state legislation dictating the laws surrounding Special District record retention (see attached).
 - Recruiting

- Aquatics Supervisor position was posted online through Paylocity. With sponsoring the posting, there are currently 13 candidates.
 - Administrative Assistant recruitment is on hold pending direction from IGM.
 - ASP Rec Leader position was reposted and briefly sponsored; 6 new Rec Leaders have been hired.
 - Recruiting is underway for swim instructors and lifeguards and is looking positive for the summer season.
 - EEC Assistant Director position was posted and has had 19 applicants.
- Reviews
 - A new review system was custom created in Paylocity. Reviews for year-round staff will begin soon.

Records Retention Language – CA State Code

60201.

(a) For purposes of this section, “record” means any record consisting of a “writing,” as defined by Section 7920.545.

(b) The legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved through either of the following procedures:

(1) The legislative body may authorize the destruction or disposition of any category of records if it does both of the following:

(A) Adopts a resolution finding that destruction or disposition of this category of records will not adversely affect any interest of the district or of the public.

(B) Maintains a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

(2) The legislative body may, by resolution, adopt and comply with a record retention schedule that complies with guidelines provided by the Secretary of State pursuant to Section 12236, that classifies all of the district’s records by category, and that establishes a standard protocol for destruction or disposition of records.

(c) A district is not required to photograph, reproduce, microfilm, or make a copy of any record that is destroyed or disposed of pursuant to this section.

(d) Notwithstanding any other provision of this section or other provision of law, a district may not destroy or dispose of any record that is any of the following:

(1) Relates to formation, change of organization, or reorganization of the district.

(2) An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.

(3) Minutes of any meeting of the legislative body of the district.

(4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.

(5) Is the subject of any pending request made pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), whether or not the district maintains that the record is exempt from disclosure, until the request has been

granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.

(6) Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.

(7) Relates to any nondischarged debt of the district.

(8) Relates to the title to real property in which the district has an interest.

(9) Relates to any nondischarged contract to which the district is a party.

(10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.

(11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.

(12) Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.



MEMORANDAUM

Date: May 14, 2024
To: Chris Gurr, Interim General Manager
From: Mike Koenig, K-8th Child Care Director
Re: ASP/IC Program Update

CURRENT PROGRAM UPDATES

- For April, ASP budget is tracking as it should through 84% of budget year. Revenue is in line with expenses and program is on track to meet budget predictions.
- Program staff hired a new ASP Coordinator in April. Alexis Hara will begin in official capacity on May 6. Alexis has worked in ASP for about four years and holds a BA in Sociology. Alexis is excited to start her new role.
- The program continues to hire for Summer Camp. Program staff are currently in the process of rehiring four staff who worked with us in 2023 as well as hiring six new candidates.
- The program received notice from another staff member who was promoted at her other job. Jules has been working in ASP since May 2022. Her last day with the District is May 8. The program will continue to hire for the four vacancies to date.
- Summer Camp registration is currently in progress and is off to a good start. Flyers went out to all schools in the San Mateo-Foster City School District and Belmont-Redwood Shores School District in April. The Program will be sending flyers out again in May.
- Program staff have completed a first-round draft of the 24-25 ASP budget. In-Crowd enrollment is anticipated to be above average this year due to a large graduating fourth grade class. Staff will continually monitor month-end numbers to make small tweaks leading up to budget submittal.

RISKS/OPPORTUNITIES

- Program staff did a salary survey of eleven local cities and six special districts. Program staff recommends the personnel committee consider increasing the Rec Leader and Head Teacher pay ranges.

UPCOMING EVENTS

- Summer Camp advertising/scheduling

- Red Cross CPR/First Aid Certification training
- Seasonal Staff Hiring
- ASP Hiring



MEMORANDUM

Date: May 14, 2024
To: Christopher Gurr, Interim General Manager
From: Meg Catmull, Assistant General Manager
Re: Aquatics Program Staff Report

PROGRAM UPDATES

Lap Swim and Recreational Swimming

Summer pool hours have been expanded to allow for more lap swim, rec swim, and swim lessons.

Pool punch cards have been improved and rebranded with Highlands branding.

Swim Lessons

Private lessons- Demand for Spring and Summer private swim lessons has surpassed our offered inventory with all classes but one filling. We also have significant waitlists for private lessons. Staff has hired another private swim lesson instructor and is recruiting internally and externally to offer more private lessons to meet demand and increase revenue.

Group Lessons- Demand for Summer group lessons is also high, especially for levels 1 & 2 with many of these classes also having waitlists.

Swim Team

The precompetitive class remains popular and is used as a transition from learn to swim levels to swim team. Swim team prices are being evaluated as the current pricing structure is less expensive per-swim than drop in Rec swim and is not in line with market rates.

New Programs

Parent & baby lessons- being implemented by the Aquatics Coordinator, Janelle Slightam. This will be a program in which a trained instructor will lead a group of parents and their infants/toddlers with the goal of assisting the children to be more comfortable in the water while developing basic skills such as breath control and floating. This would be a feeder program for the learn to swim program.

Snack program- aquatics is expanding from selling otter pops to now offering smalls snacks, treats, and drinks for patrons. Snacks can be purchased with cash, or through the use of a branded punch card which is able to be purchased by credit card.

OPERATIONS UPDATES

Maintenance & Facility

The pool was closed on 5/1/24 due to heater failure. Staff was able to repair the issue and reopen the pool after a single day closure.

Staff has gained access to the chemical control system and adjusted chemical level set-points and acceptable ranges to prevent possible chemical issues and assist with early recognition for any chemical issues. Staff was able to drain and clean the filter pit successfully and now plan on replacing the outdated and damaged sump pump in the next two months. To prevent unnecessary pool system issues, staff plans to clean the filter pit every two months and monitor system flow (GPM) as an indicator for the next needed filter clean.

Knorr systems made a visit on 5/3/2024 and did a complete review of systems. During this visit, they completed regular repairs and are subsequently sending quotes for irregular repairs that are not included in the scope of their maintenance contract, such as repairing the pool lights.

Staff has made progress on several needed safety updates and facility improvements at the pool in time for a busy and successful summer season. Some improvements include:

- New straps and head immobilizers for the backboards.
- Relocated the first aid kit and AED to be in a more accessible and visible location.
- Ring buoy and shepherds hook were replaced (CA Code of Regulations requirement).
- On-deck shed was reorganized and party chairs and unused canopies have been placed inside.
- Sun bleached and cracked cork boards have been replaced.
- Pacing clock was mounted to the exterior gymnasium wall.
- Perimeter landscaping rock has been placed to limit weeds/weeding and approve appearances.
- Pool underwater lights have been put back into the pool.
- Guard break room has been organized and holes in the wall have been patched.
- New umbrellas and trash cans were purchased to improve the environment and patron experience.

Staff Operations Improvements

The AGM and Aquatics Coordinator have focused on improving staff operations. Some improvements include:

- New lifeguard uniforms were created and ordered that now clearly distinguish the staff as lifeguards (CA Code of Regulations requirement).
- Metal uniform cabinet has been removed and replaced with a better system of storing uniforms.
- Staff are now clocking in and out for themselves and submitting missed punch requests for themselves as needed.
- Staff GroupMe was created to improve and facilitate staff communication.
- Staff scheduling has been addressed and we are now scheduling according business needs.

Upcoming Events

- Memorial Day Hours (May 27) - 10am to 3pm (Lap Swim and Recreational Swim)
- Summer Recreation Swim hours start June 10, 2024



MEMORANDUM

Date: May 14th, 2024

To: HRD Board of Directors

From: Julie Fernandez, Early Education Center Director

Re: EEC Program Update

Current Program Updates

- EEC staff had a staff meeting on May 10th.
 - We completed the required pesticide training.
 - Went over improving snack options for the children.
 - EEC Director is looking into the requirements to qualify for CACFP – Child and Adult Care Food Program
 - Centers who are a part of this program can qualify for funding for providing healthier snacks.
- We are planning some activities to celebrate AAPI month at the center, including involving the parents.
- All classroom teacher positions are filled. We are still in the process of recruitment for an Assistant Director.
 - Applications are coming through, and we will be scheduling interviews soon.

Fiscal Impacts

- 5% increase to all tuition for the next school year has been agreed.
- We are looking into the pricing to repaint the outdoor fence.
- Break room update:
 - Approximate cost for furnishings, paint and labor would be ~\$3000

2023-2024 School Year Enrollment

- There are currently 8 children enrolled in the Monkeys classrooms. One will transition into the Tigers class in June and another for July.
- The Chameleon room still has 16 enrolled and we are still in the process of enrolling for the summer.
- The Tiger's room currently has 16 children enrolled, although there are currently 2 planned transitions happening in the next couple of months from children aging out of the Monkeys class.

2024-2025 School Year Enrollment

- The majority of the currently enrolled will return next school year. We have 4 children attending TK and 6 Children leaving to attend kindergarten.
- After receiving the remaining re-enrollment from the pending families, there are 2 families who will not be returning, which will make it a total of 12 spaces to enroll for the new school year.
- I have 2 families from that recently toured and are planning to enroll soon.

Upcoming Important Dates

- May 6th- May 10th was teacher appreciation week.
- May 10th early closure for staff meeting
- May 27th EEC is closed for Memorial Day



MEMORANDAUM

Date: May 7, 2024

To: Christopher Gurr, Interim General Manager

From: Julia Fior, Recreation Coordinator

Re: Seasonal Programs and Rentals Update – May 2024

EVENTS

- The Highlands Senior Network had one scheduled event in April. The HSN had a Spring Potluck on April 18 and there were roughly 20 attendees total. Future HSN events include:
 - May 16: Group lunch at Celia's Mexican Restaurant
 - June 20: Event at CSUMC
- Planning for the HRD Summer Splash will begin soon. Summer Splash is scheduled for July 13; more details will be provided as they are laid out!

CLASSES

- This year's Highlands Theater concluded April 27. The production for this year was Roald Dahl's "Willy Wonka Junior". The program had 47 students registered and had 3 performances overall.
- Fall Activity Guide planning is underway. The Fall Guide is scheduled to be completed by the end of June in order to be advertised to people in early July. The Fall Guide will cover early August through December.
 - Staff are researching ways to lower overall costs of printing and mailing the Guide going forward, possibly going more digital (printing costs are currently \$18K per year). Updates will be provided as necessary.
 - Once typical class schedules are confirmed (Tennis, Kuk Sool, Line Dancing, etc.), outside vendors will be contacted.
- Summer Enrichment Camp registrations are coming in. One camp has already surpassed registration minimums with 12 students enrolled. Two other camps are currently at ½ registration minimum, with expectations to pick up with Summer Advertising.

RENTALS

- April had 51 total Rentals, including:
 - 18 Diving Well Rentals (private and artistic swimming)
 - 4 Scuba Pool Rentals
 - 3 School Pool Rentals
 - 1 Pool Party Rental (whole pool)
 - 9 Basketball Rentals – Gym
 - 7 Scout Rentals
 - 4 Gym Dance Rentals

- 2 Private MPR Rentals
 - 1 Private Gym Rental
 - 1 CERT Rental
 - 1 NLYM Rental
- May currently has 25 rentals scheduled. Indoor facility rentals are expected to lower as the weather becomes nicer while pool rentals/parties drastically pick up beginning May 28. In order to promote overall facility usage, patrons are encouraged to rent a facility alongside a pool party/pool rental.
 - Staff are beginning to review current pool rental pricing in all aspects (lanes, diving well, party cost, full rental, recurring rentals, etc.) to ensure that prices are accurate in regards to overall usage.

MISC.

- HRD Social Media Advertising is shifting over to primarily focus on Summer Programs as of May 6. This includes a focus on hiring promotions for seasonal employees and an emphasis on Summer Camps and Enrichment Camps.
- Rec Coordinator is working on ensuring the HRD website is updated and refreshed. This includes updated photos for all departments, removing outdated pages, and streamlining overall patron experience when using the website. Overall media creation takes additional time for this, but should ramp up in Summer as more programs happen on campus.



SECRETARY OF STATE

LOCAL GOVERNMENT

RECORDS MANAGEMENT GUIDELINES

SECRETARY OF STATE DEBRA BOWEN

ARCHIVES DIVISION
RECORDS MANAGEMENT

(916) 653-3834

FEBRUARY 2006

**LOCAL GOVERNMENT
RECORDS MANAGEMENT GUIDELINES**

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LOCAL GOVERNMENT RECORDS MANAGEMENT

GUIDELINES

California Government Records Management Program

2-1000

Background

2-1010

In 1968 the Legislature passed the California Public Records Act (PRA) ([Government Code, Section 6250 et seq.](#)) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1978 the Information Practices Act (IPA) ([California Civil Code, Section 1798 et seq.](#)) became effective to protect personal privacy rights for individuals. The IPA is modeled after the Federal Privacy Act of 1974 and supercedes portions of the PRA. It does not apply to local public agencies except under voluntary contractual agreements.

The State Records Management Act ([Government Code, Section 14740-14774](#)) requires the Director of the Department of General Services (DGS) to establish and administer the state's records management program. The program applies "... to the creation, utilization, maintenance, retention, preservation, and disposal of state records." DGS administers the program through the State Administrative Manual (SAM), Chapter 1600 and the California Acquisition Manual (CAM).

SAM and CAM require every state agency to establish Records Retention Schedules which, when approved, become the legal authority for the agency to dispose of official public records. Retention schedules are the key element in effective records management programs for both government and private industry. State agencies must revise and update their schedules every five years or whenever a change occurs that impacts the keeping or disposing of agency records. The Records Management Act, SAM and CAM do not apply to local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program **do not** apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added [Section 12236](#) to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.”

These guidelines are an initial attempt to provide some standards and structure to the local government records management effort. Other attempts at standardization include the California City Clerks Association’s 1998 list of common local government records and recommended retention periods. The goal of the State Archives in compliance with GC 12236 is to consolidate information resources and provide local government with a single source for archival and records management support and guidance.

Authority

2-1020

- California Public Records Act (Government Code, Section 6250 et seq.)
- Government Code, Section 12236

Definitions

2-1030

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, [Section 54952](#).”

- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Records Management

2-2000

Principles

2-2010

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records". Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

These principles apply to all levels of government.

Inventory

2-2020

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The Records Inventory Worksheet, state form STD 70, is available to assist agencies in gathering information needed in a records management program. Regardless of the form used, the following information should be obtained during any inventory of agency records:

- **Record Series** - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".
- **Media** – Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.

- Years covered – Determine the period of years covered by each record series. (Example: 1994-98).
- Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.
- Volume – Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

Appraisal and Scheduling

2-2030

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them.

The appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Records with administrative value are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain accumulated data that can be useful for both scientific and genealogical research. At the local level historical societies and/or public libraries may be able to assess this potential value for the agency.

The final step in appraising records is determining their retention period. Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Most managers tend to keep records too long “just in case” and unwittingly extend the agency liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

Questions to ask are how serious would it be if a particular record 5 or 10 years from now were unavailable? What are the chances of it being needed? Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if necessary? Answering these questions will lead to a more realistic approach to the problem of determining how long records should be kept.

Establishing retention periods may also involve negotiation with the people who use the records. They should be encouraged to look realistically at their need for the records. Don't accept the answer that 'the records are used all the time and therefore must be kept permanently'. “Permanent” retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, government code, etc. The State assumes “permanent” to mean 500 years! Will your records really have any value 500 years from now?

Once retention periods have been established for all records, a Records Retention Schedule can be developed. The schedule formalizes the retention and disposition of the agency's records and establishes the agency's “normal course of doing business”.

Retention Schedules**2-2040**

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the agency's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

The state uses two forms to create Records Retention Schedules: the Records Retention Schedule Approval Request, [STD Form 72 \(pdf\)](#); and the Records Retention Schedule, [STD Form 73 \(pdf\)](#). The Form 72 contains signature elements from the agency involved, the Records Manager, the approval authority, and an archival review. The Form 73 is the schedule itself and contains an agency description or mission statement plus the listing of all agency records. Both of these forms are for state agencies but could easily be adapted/modified for use by local government.

Use of these or similar forms help an agency ensure their schedule contains all the elements necessary to withstand legal scrutiny. The signatures of the program manager (record custodian) and agency Records Manager attest to the completeness and accuracy of the information on the schedule. The approval authority should be the government body having administrative authority over the agency. For local government this authority could be the County Board of Supervisors, County Administration, Mayor's Office, City Administrator or similar government functions. Archival review at the local level could be from a county or city historical society, historical museum, library, or similar organization.

In state government schedules are considered current for five years unless amended sooner due to a significant change in an agency's record keeping practices. A change of mission, added functions, new programs, etc. would all trigger an amendment to an existing schedule. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition. Renewing schedules more frequently is always an option, and is required in some states. Local government agencies should adopt whatever cycle is most practical within their jurisdiction.

Physical location, complexity, and activity levels of records are some of the factors to consider when determining how many schedules are needed to support an agency's records management program. Small agencies housed in one facility with narrowly focused missions may only need one schedule for the entire agency. Larger, more complex agencies may need many schedules to efficiently and effectively document the varied records maintained by the agency. For example, County Health Services in a large populous county would probably require separate schedules for Children's Services, Mental Health, Health Promotion, Elder Care Services, etc. On the other

hand, a small county Health Services Agency might use a single schedule and list record series in groups under each different agency function.

Disposition of Records

2-2050

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. A properly completed schedule provides an agency with the legal authority to dispose of records entrusted to its care. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what the agency does in the normal course of doing business. Your Records Retention Schedule spells out the normal course of business for how your agency handles and disposes of its records.

In general, most agencies keep records well beyond the record's administrative, fiscal, or legal value "just in case" the records may be desired for future purposes. That is one of the worst reasons to retain records because excess records over-burden staff, slow response times to public requests, and extend the agency's legal liability. A court can not demand an agency produce documents that have been destroyed in accordance with accepted and documented (your retention schedule) industry practices.

Summary

2-2060

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

In today's litigious society Records Management is more important than ever but unfortunately is still overlooked and under-funded at all levels of government. In court an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. The agency's legal position in the litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program doesn't cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing

a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, bar code, and other related technologies cannot be adequately evaluated and cost justified without a good records management program. Other benefits of effective records management include:

- Space Savings
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

Acknowledgement

2-2070

The California State Archives would like to acknowledge the League of California Cities and the City Clerks Association of California for their major contribution to these guidelines. Attachment C represents several years of effort by the League and the Association to provide standard retention periods for record series common to most city jurisdictions. Attachment D – County Records Retention Guidelines has been permanently removed.

Please forward comments and/or corrections to these retention periods to the California State Archives.

For assistance in developing a Records Management Program or to comment on this web site please contact:

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Secretary of State
Archives Division
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Sacramento, CA 95814
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lmetzger@sos.ca.gov

Administrative Records - Typical Retention Periods

Type of Record	Years	Remarks
<u>Correspondence</u>		
Chron Files	2	
General/Public	3	
Controlled	2	
Reports	3	
Subject Files	3	
Reproduction/Printing Requests	2	
<u>Financial</u>		
		>4/7 = 4 yrs for state funds/7 for federal funds<
Expense Reports	4/7	Or until audited, whichever is first
Budgets	4/7	Or until audited, whichever is first
Billing/Accounting Reports	4/7	Or until audited, whichever is first
Budget Change Proposals	4/7	Or until audited, whichever is first
Budget Change Concepts	4/7	Or until audited, whichever is first
Audits	4/7	
Invoices	4/7	Or until audited, whichever is first
Fees/Receipts	4/7	Or until audited, whichever is first
Checks/Ledgers/Registers	4/7	Or until audited, whichever is first
Cal Stars Reports	Active+1	Active until new budget approved*
Cost Recovery - Federal	Active+7	Active until claim paid then 7 or until audited, whichever is first*
Cost Recovery - State	Active+4	Active until claim paid then 4 or until audited, whichever is first*
Grants	Active+2	Active until end of grant year*
<u>Equipment/Supplies/Space</u>		
Inventory	Active	Active until revised*
Purchase Request/Order	Active+4/7	Active until items received(4/7 if subject to audit)*
Service Orders/Authorizations	Active	Active until service performed*
Vendor Information	Active	Active until revised*
Building Maintenance/Leases	Active	Active until lease terminates*
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded*
Equipment Maintenance	Active+2	Active until maintenance complete*
Hardware/Software Documentation	Active	Active until revised/rescinded/superseded*
Vehicle Files	2	
<u>Personnel</u>		
Duty Statements	Active	Active until revised*

Employee Records	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)*
Attendance	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.*
Travel	Active+1	Active until travel complete. PRA 6254, IPA 1798.40, CD.*
Training	3	PRA 6254, IPA 1798.40, CD.
Applications	2	PRA 6254, IPA 1798.40, GC 12946, CD.
Interview Documents	2	PRA 6254, IPA 1798.40, CD.
Affirmative Action	Active	Active until revised*
Merit Awards	3	PRA 6254, IPA 1798.40, CD.
Superior Accomplishments	3	PRA 6254, IPA 1798.40, CD.
Labor Relations	2	
Production/Assignment Logs	2	
Overtime Logs	2	PRA 6254, IPA 1798.40, CD.
Action Requests/Grievances	2	PRA 6254, IPA 1798.40, CD.
Toxic Exposure Reports	Active	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.*
<u>Policy/Procedure/Organization</u>		
Policies (All)	Active	Active until revised*
Procedures (All)	Active	Active until revised*
Compliance Requirements	Active	Active until revised*
Organization Charts	Active	Active until revised*
Mission Statements	Active	Active until revised*
Associations	Active	Active while membership is current*
Meetings/Minutes/Agendas	2	
Activity Reports	2	
Studies/Statistics	3	
Feasibility Studies	5	
Request for Proposals	3	
Delegation Orders	Active	Active until revised/superseded/Revoked*
Conferences/Committees	3	
Contracts	Active+4/7	Active until contract terminates/+4/7 if subject to audit*
Emergency Preparedness	Active	Active until revised*
Public Hearings	5	
Health/Safety	3	
Plans and Goals	Active	Active until revised/rescinded/superseded/Complete*
<u>Records Management</u>		
Records Retention Schedule	Active	Active until revised*
Records Transfer List (STD 71)	Active	Active until disposal of records*
Records Destruction Authorization	4	

Forms File	Active+1	Active until revised/rescinded/superseded*
Legislation/Regulations/Legal		
Bill Analysis	3	PRA 6254
Research Information	3	PRA 6254
Proposed Legislation/Regulations	4	PRA 6254
Legal Opinions	Active+1	Active until issues resolved*
Law Suits/Small Claims	Active+1	Active until litigation complete*
Enrolled Bill Report	4	PRA 6254
PRA/IPA Files	2	
Public Relations		
Clippings	2	
Press Releases	2	
Speeches	2	

* “Active” retention is for Perpetual Records that remain “active” until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The “Remarks” section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an “Active” period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

Records Management and Archives Resources

Many resources exist to assist you in your records management program. This list is not all-inclusive but will provide you with several contacts where you can ask questions and receive professional answers to many records management issues. All of these resources provide information free of charge and some also offer membership in the organization, which entitles you to additional benefits.

AIIM - Association for Information and Image Management, International.

AIIM is a global industry association connecting users and suppliers of enterprise content management (ECM) technologies - tools and methods that help capture, manage, store, preserve and deliver content in support of business processes. AIIM is a neutral and unbiased source of information. They produce educational events and conferences, provide up-to-the-minute industry information, and are ANSI/ISO-accredited for standards development. Local chapters provide networking and educational opportunities throughout the country.

World Headquarters

1100 Wayne Avenue, Suite 1100

Silver Spring, MD 20910

1-800-477-2446

<http://www.aiim.org/>

ARMA International – Association of Records Managers and Administrators.

The mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success. ARMA has a network of local chapters that provide educational opportunities for members and non-members alike.

ARMA International

4200 Somerset Dr., #215

Prairie Village, KS 66208

1-800-422-2762

<http://www.arma.org/>

NAGARA – National Association of Government Archives and Records Administrators.

NAGARA is an association dedicated to the improvement of federal, state, and local government records and information management. Their goal is to promote the availability of our documentary legacy by improving the quality of records and information management at all levels of government

NAGARA

48 Howard Street

Albany, NY 12207

1-518-463-8644

<http://www.nagara.org/>

NARA – National Archives and Records Administration

Major source for national archives and records management issues and policies.

Develops standard Record Retention Schedules for federal agencies.

National Archives and Records Administration

700 Pennsylvania Avenue, NW

Washington, D.C. 20408

1-800-234-8861

<http://www.archives.gov/index.html>

COSHRC

Council of State Historical Records Coordinators

Provides internet links to all State Archives and Records Management Offices.

<http://www.coshrc.org/arc/states.htm>

InterPARES

International Research on Permanent Authentic Records in Electronic Systems

Source for international research papers seeking to recommend standards in the electronic records industry.

<http://inter pares.org/>

CA Secretary of State

Provides records management guidelines for local government agencies through the California State Archives web site.

California State Archives

1020 O Street

Sacramento, CA 95814

(916) 653-3834

lmetzer@sos.ca.gov

CA Department of General Services – California Records and Information Management (CalRIM)

CalRIM establishes guidelines for state agencies to manage their records programs,

including the management of electronic records and using technology such as imaging.

CalRIM provides training, Master Service Agreements to streamline the contracting process for records and imaging technologies and consultation, and other services to

help customers establish and maintain effective records programs. CalRIM also reviews and maintains all state agency records retention schedules.

Department of General Services
Procurement Division
California Records and Information Management Program
1500 5th Street, Suite 101
Sacramento, California 95814
(916) 324-4809
<http://www.osp.dgs.ca.gov/calrim/default.htm>

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

**August 1999
City Clerks' Association of California
California State Archives 2002 Version**

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

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Disclaimer

Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT**August 1999****ADMINISTRATION**

Audit
 Community Services
 Elections
 General Subject
 Grants
 Human Resources
 Information Services
 Legal/Legislative
 Municipal Clerk
 Policies & Procedures
 Public Information
 Public Financing Authority
 Risk Management

DEVELOPMENT

Administration
 Building
 Code Enforcement
 Engineering
 Environmental Quality
 Housing
 Municipal Facilities
 Planning
 Property
 Redevelopment

FINANCE

Accounting
 Administrative Services
 Fixed Assets
 License
 Payroll
 Purchasing
 Reports
 Treasurer

PUBLIC SAFETY

Animal Control*
 Emergency Management
 Fire Safety
 Administration
 Personnel
 Property
 Reports
 Hazardous Materials
 Health & Welfare
 Law Enforcement
 Administration
 Investigations
 Patrol
 Services

PUBLIC WORKS

Parks
 Sanitation/Solid Waste/
 Wastewater
 Streets/Alleys
 Utilities
 Water

TRANSPORTATION

Administration
 Airport
 Ground Transportation
 Harbor

*Anticipate will be addressed by County Officials

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Warrants - Unserved (Local)	Public Safety	C-38
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LEGEND

Records Retention

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

CITATIONS

B&P – Business and Professions

H&S – Health & Safety

CAC – California Administrative Code

**HUD – Housing and Urban
Development**

CCP – Code of Civil Procedure

**OSHA – Occupational Safety & Health
Act**

CCR – Code of California Regulations

PC – Penal Code

**CEQA – California Environmental
Quality Act**

**POST – Police Officers Standards
Training**

CFR – Code of Federal Regulations

UFC – Uniform Fire Code

EC – Election Code

USC – United States Code

**FMLA – Family & Medical Leave Act,
1993**

WIC – Welfare & Institutions Code

GC – Government Code

ADMINISTRATION

Record Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
COMMUNITY SERVICES			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
HUMAN RESOURCES			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
LEGAL/ LEGISLATIVE			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
POLICIES/ PROCEDURES			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC 34090	

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29,*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220- 0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

DEVELOPMENT

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A- 110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
BUILDING			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
MUNICIPAL FACILITY			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

FINANCE

Record Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
PAYROLL			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (<i>PERS Public Employee Retirement System</i>) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
PURCHASING			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001- 1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
TREASURER			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
Mutual Aid, Strategic Plans	S + 2	GC34090	
FIRE SAFETY ADMINISTRATION			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
PERSONNEL			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
PROPERTY			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
REPORTS			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
HAZARDOUS MATERIALS			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
LAW ENFORCEMENT ADMINISTRATION			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication Inventory	T + 2 S + 2	GC34090 GC34090	Retained until termination of equipment use; Manuals, instructions, procedures Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions Survey Response Files	CU + 2 CU + 2	GC34090 GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
INVESTIGATIONS			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Asset Forfeiture	CL + 2	GC34090	
Investigations/ Proceedings Case File			
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Record Series	Retention	Citation	Descriptor
Jail	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Daily Logs			
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses	CU + 2	GC34090	
Bicycle			
Bingo, Mace	CU + 2	GC34090	
Business	T + 1	GC34090	
License Review Board			
Administrative Files			
Duplicate (Pink),	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Secondhand			
Dealer,			
Pawn Brokers			
Logs	S		
Auto Theft			
Case	CU + 1		
Assignment			
Daily	CU + 2	GC34090	
Activity			
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Report	CU + 2	GC34090	Report numbers, type, names, dates retained for research value
Summary			
Investigative	CL + 10	GC34090	Retained by division until cases are suspended and closed
(Pre-Arrest)			
Juvenile	CU + 2	GC34090	Logs document juvenile processing per CYA
Detention			
Property	CU + 2	GC34090	Logs items coming into and going out of property room
Control			
Rap Sheet	CL + 2	GC34090	Requests for criminal history
Subpoena	CU + 2	GC34090	Subpoenas received/served daily
Pawn Slips/Tickets	CU + 3	B & P 21628	
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Daily Report	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
(Negatives)			
Inmates	CU + 20		By Prisoner number
(Negatives)			

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within juris- diction		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Man- datory destruc- tion from date of convic-tion or date of arrest with no convic- tion)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Man-datory Destruc- tion (Upon notice from Depart- ment of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felonv Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felonv Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu- ant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Manda-tory Destruc-tion upon and pursu- ant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Se curity Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Excep-tion: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
PATROL			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
SERVICES			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
PARKS			
Agendas, Board	CU + 2	GC34090	
Grants (<i>refer to Admin.</i>)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
SANITATION/ SOLID WASTE/ WASTEWATER			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
STREETS/ALLEYS			
Abandonment/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of- Way	P	GC34090	
Field Books	P	GC34090	
Grants (see <i>Admin.</i>)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
UTILITIES			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants (see <i>Admin.</i>)			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variations, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

TRANSPORTATION

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
AIRPORT			
Airport Certification	P	14 CFR 139.207b & 171.13- 171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4

TRANSPORTATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Reports			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft
Airport Operational (Regulatory)	P		Annual and special reports to federal and state regulatory agencies.
Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records
NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance/operations
GROUND TRANSPORTATION			
Auto for Hire	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc
HARBOR			
Registers, Transient Vessel Reservation	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored
Slip Rental Index	CU + 5		Annual and periodic reports of slip renters
Slip Rental Permits	CL + 2		Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces
Slip Rental Waiting List	CU + 2		

LOCAL GOVERNMENT
RECORDS RETENTION
GUIDELINES

County Records
June 2002
California State Archives

The document entitled “Local Government Records Retention Guidelines, County Records” at one time appeared on this website as Attachment D to Local Government Records Management Guidelines. Upon learning that Gladwell Governmental Services, Inc. asserts a copyright to the document’s content, the Secretary of State has permanently removed the document from this website. If you received from our office, or utilized, downloaded or reproduced from this website any portion of Attachment D, we ask that you contact the business that asserts a copyright to this material, Gladwell Governmental Services, Inc. Gladwell Governmental Services, Inc. can be contacted through its attorney, Kevin D. Hughes, Esq., Tisdale & Nicholson, LLP, 2029 Century Park East, Suite 900, Los Angeles, CA, 90067; telephone (310) 286-1260; fax (310) 286-2351; e-mail: KHughes@T-NLaw.com.

Highlands Recreation District		1:32 PM
Profit & Loss		05/09/2024
April 2024		Accrual Basis
		Apr 24
Income		
102100	Property Taxes	169,681.89
152100	Interest Earned	39,190.35
232100	Park & Recreation Fees	
232101	Refunds - Fees	-2,898.00
232100	Park & Recreation Fees - Other	247,955.51
	Total 232100 · Park & Recreation Fees	245,057.51
	Total Income	453,929.75
Gross Profit		453,929.75
Expense		
411100	Permanent Salaries	30,778.34
411101	Temporary Out of Class	3,000.00
416101	Office Wages	10,352.86
416102	Pool Wages	21,349.95
416103	Maintenance Wages	5,696.32
416104	Supervision Wages	5,097.32
416105	Program Specialist	7,050.00
416107	ASP/Camp Wages	17,919.93
416108	EEC Wages	42,255.25
416110	Vacation Expense	-869.78
431100	Social Security	8,347.62
431200	Medicare Contribution	1,952.27
463100	District Employee Benefits	11,613.98
515600	Household Expense	
515601	Recology	1,152.50
515602	Janitorial Supplies	589.45
515605	Cleaning Company	3,855.00
	Total 515600 · Household Expense	5,596.95
519300	Office Expense	
519303	General Office Supplies	120.27
519304	Advertising/Recruiting	150.00
519305	Postage & Mailing Expense	38.25
519307	Other Office Expense	3,662.50
519308	Credit card/ACH fee	3,631.01
519309	Payroll service fees	1,765.74
	Total 519300 · Office Expense	9,367.77
533100	Memberships & Licensing Fees	110.00
545900	Maintenance-Facilities & Imprv	
545903	Paint, Solvents & Chemicals	3,243.18
545909	Other General Maintenance	199.73
545912	Vehicle Expense	55.56
545913	Ground/Facility Improvements	150.99
	Total 545900 · Maintenance-Facilities & Imprv	3,649.46
563800	Utility Expense	
563801	P G & E	12,225.39

Highlands Recreation District					1:32 PM
Profit & Loss					05/09/2024
April 2024					Accrual Basis
					Apr 24
				563802 · Water	1,253.87
				Total 563800 · Utility Expense	13,479.26
				585600 · Contract Expenses	
				585601 · Audit Fees	935.00
				585603 · Legal fees	6,703.50
				585604 · Consultants	20,714.70
				Total 585600 · Contract Expenses	28,353.20
				596600 · Program Specific Expenses	
				596602 · Spec Act-ASP	2,960.00
				596603 · Snacks-ASP	1,011.30
				596604 · Supplies-ASP	180.55
				596608 · Misc Exp-ASP	7.50
				596611 · Misc Exp-OTHER	247.69
				596612 · Special Events	232.70
				596613 · Conferences/Seminars	745.00
				596614 · Pool Supplies	284.24
				596616 · Incrowd Rent	1,125.79
				596621 · EEC supplies	981.42
				596622 · EEC Snacks	721.13
				596623 · EEC Special Activities	239.24
				596624 · EEC Misc	158.24
				596626 · MISC EXP-SWIM TEAM	1,782.01
				Total 596600 · Program Specific Expenses	10,676.81
				671200 · Telephone Service Charges	466.76
				673100 · Insurance	
				673101 · CAPRI-WORKERS COMP	2,864.34
				673102 · CAPRI-GEN INS	9,316.25
				Total 673100 · Insurance	12,180.59
				7211 · Fixed Assets-Structures/Improve	
				721101 · Construction in Progress	5,203.90
				Total 7211 · Fixed Assets-Structures/Improve	5,203.90
				Total Expense	253,628.76
				Net Income	200,300.99
<p>This report includes all data received from SMC Treasury as of 5/8/2024. If additional April 2024 Journal Entries are received on the Final SMC Trial Balance, this data will be adjusted accordingly.</p>					

Highlands Recreation District		1:39 PM
Profit & Loss		05/09/2024
July 2023 through April 2024		Accrual Basis
FISCAL YEAR TO DATE		Jul '23 - Apr 24
Income		
102100	Property Taxes	581,411.36
102101	ERAF	188,802.68
152100	Interest Earned	132,322.13
1997	Capital Grants & Contrib	65,333.00
232100	Park & Recreation Fees	
232101	Refunds - Fees	-35,211.14
232102	Bounced Checks-Fees	-3,066.00
232100	Park & Recreation Fees - Other	2,545,231.44
	Total 232100 · Park & Recreation Fees	2,506,954.30
265800	Miscellaneous Revenue	11,045.94
	Total Income	3,485,869.41
Gross Profit		3,485,869.41
Expense		
411100	Permanent Salaries	363,691.66
411101	Temporary Out of Class	10,500.00
416101	Office Wages	119,054.24
416102	Pool Wages	241,024.78
416103	Maintenance Wages	56,370.46
416104	Supervision Wages	48,740.70
416105	Program Specialist	48,006.10
416107	ASP/Camp Wages	214,560.88
416108	EEC Wages	419,131.38
416110	Vacation Expense	3,080.77
431100	Social Security	90,373.64
431200	Medicare Contribution	21,134.22
445100	Unemployment Insurance	32.00
463100	District Employee Benefits	151,243.02
512100	Clothing & Uniforms	5,198.38
515600	Household Expense	
515601	Recology	9,544.68
515602	Janitorial Supplies	7,838.90
515605	Cleaning Company	37,440.00
	Total 515600 · Household Expense	54,823.58
519300	Office Expense	
519301	Outside Printing & Copy Serv	13,601.80
519303	General Office Supplies	3,042.31
519304	Advertising/Recruiting	4,724.39
519305	Postage & Mailing Expense	6,482.38
519307	Other Office Expense	22,197.64
519308	Credit card/ACH fee	25,657.53
519309	Payroll service fees	21,869.17
	Total 519300 · Office Expense	97,575.22
533100	Memberships & Licensing Fees	13,954.33

Highlands Recreation District		1:39 PM
Profit & Loss		05/09/2024
July 2023 through April 2024		Accrual Basis
FISCAL YEAR TO DATE		Jul '23 - Apr 24
	542300 · Maintenance-Equipment	11,312.55
	545900 · Maintenance-Facilities & Imprv	
	545902 · Plumbing & Piping	20,949.03
	545903 · Paint, Solvents & Chemicals	21,491.84
	545904 · Pool Supplies	895.70
	545905 · Locks & Security System	3,818.61
	545906 · Signage Expense	1,260.17
	545907 · General Electrical Expense	1,553.75
	545909 · Other General Maintenance	5,062.14
	545911 · Landscape/Garden Expense	1,228.40
	545912 · Vehicle Expense	2,794.25
	545913 · Ground/Facility Improvements	1,624.69
	Total 545900 · Maintenance-Facilities & Imprv	60,678.58
	563800 · Utility Expense	
	563801 · P G & E	108,495.89
	563802 · Water	13,526.68
	563803 · Sewer Fees	10,070.30
	Total 563800 · Utility Expense	132,092.87
	585600 · Contract Expenses	
	585601 · Audit Fees	10,415.00
	585603 · Legal fees	19,368.30
	585604 · Consultants	66,644.70
	Total 585600 · Contract Expenses	96,428.00
	596600 · Program Specific Expenses	
	596601 · Buses-ASP	6,181.00
	596602 · Spec Act-ASP	10,800.68
	596603 · Snacks-ASP	6,936.31
	596604 · Supplies-ASP	8,218.51
	596607 · Misc Exp-POOL	1,035.81
	596608 · Misc Exp-ASP	2,914.77
	596610 · Misc Exp-OFFICE	1,103.78
	596611 · Misc Exp-OTHER	4,685.66
	596612 · Special Events	5,200.72
	596613 · Conferences/Seminars	5,316.88
	596614 · Pool Supplies	4,754.24
	596616 · Incrowd Rent	12,125.44
	596617 · Seasonal Programs	299.21
	596621 · EEC supplies	6,201.72
	596622 · EEC Snacks	4,797.71
	596623 · EEC Special Activities	548.97
	596624 · EEC Misc	1,076.15
	596626 · MISC EXP-SWIM TEAM	6,724.94
	Total 596600 · Program Specific Expenses	88,922.50
	6331 · Bond Interest Expense	60,481.00

Highlands Recreation District		1:39 PM
Profit & Loss		05/09/2024
July 2023 through April 2024		Accrual Basis
FISCAL YEAR TO DATE		Jul '23 - Apr 24
	6332 · Bond Principal exp	144,000.00
	671200 · Telephone Service Charges	3,552.46
	673100 · Insurance	
	673101 · CAPRI-WORKERS COMP	16,540.34
	673102 · CAPRI-GEN INS	93,072.50
	Total 673100 · Insurance	109,612.84
	7211 · Fixed Assets-Structures/Improve	
	721101 · Construction in Progress	141,114.17
	721102 · Fixed Assets-Not Capitalized	1,157.20
	Total 7211 · Fixed Assets-Structures/Improve	142,271.37
	7311 · Fixed Assets-Equipment	
	731101 · Equip-Not Capitalized	4,563.16
	Total 7311 · Fixed Assets-Equipment	4,563.16
	Total Expense	2,812,410.69
	Net Income	673,458.72
<p>This report includes all data received from SMC Treasury as of 5/8/2024. If additional April 2024 Journal Entries are received on the Final SMC Trial Balance, this data will be adjusted accordingly.</p>		

Highlands Recreation District Balance Sheet

3:11 PM

05/09/2024

As of April 30, 2024

Accrual Basis

		APRIL - PREVIOUS YEAR COMPARISON		FISCAL YEAR END - PREVIOUS 4-YEAR COMPARISON			
		Apr 30, 2024	Apr 30, 2023	Jun 30, 23	Jun 30, 22	Jun 30, 21	Jun 30, 20
ASSETS				PRELIMINARY	FINAL	FINAL	FINAL
Current Assets							
Checking/Savings							
	004000 · Petty Cash	140.00	100.00	100.00	300.00	100.00	100.00
	005000 · Silicon Valley Bank *FY24 Incl. Sweep Acct Balance	332,458.89	326,776.51	246,427.73	416,252.35	333,725.63	467,140.64
	006000 · Pettycash-pool	80.00	80.00	80.00	80.00	80.00	80.00
	007000 - Bank of New York Mellon						0.01
	011100 · Cash in Treasury	4,375,053.22	3,543,534.19	3,883,842.03	3,292,125.90	2,384,003.73	2,521,689.13
	Total Checking/Savings	4,707,732.11	3,870,490.70	4,130,449.76	3,708,758.25	2,717,909.36	2,989,009.78
Accounts Receivable							
	1200 - Accounts Receivable					301.55	861.48
	Total Accounts Receivable					301.55	861.48
Other Current Assets							
	027000 - Interest Receivable			0.00	8,632.46	5,692.11	10,935.10
	040000 · Prepaid Expenses	29,021.32	37.98	9,633.29	18,966.53	18,717.08	15,786.65
	Total Other Current Assets	29,021.32	37.98	9,633.29	27,598.99	24,409.19	26,721.75
	Total Current Assets	4,736,753.43	3,870,528.68	4,140,083.05	3,736,357.24	2,742,620.10	3,016,593.01
Fixed Assets							
90001 · Building							
	0571 · Accum depr-Building	-1,716,621.84	-1,685,874.14	-1,716,621.84	-1,531,768.78	-1,344,492.80	-1,156,952.48
	90001 · Building - Other	5,815,567.00	5,815,567.00	5,815,567.00	5,815,567.00	5,815,567.00	4,190,819.00
	Total 90001 · Building	4,098,945.16	4,129,692.86	4,098,945.16	4,283,798.22	4,471,074.20	3,033,866.52
90002 · Improvements							
	0572 · Accum depr-Improv	-274,487.70	-271,237.41	-274,487.70	-261,356.01	-250,388.82	-241,494.74
	90002 · Improvements - Other	685,984.50	380,222.00	685,984.50	380,222.00	355,288.00	355,288.00
	Total 90002 · Improvements	411,496.80	108,984.59	411,496.80	118,865.99	104,899.18	113,793.26
90003 · Equipment							
	0570 · Accum depr-Equip	-165,899.99	-162,946.43	-165,899.99	-148,178.63	-159,365.85	-196,140.47
	90003 · Equipment - Other	266,505.00	266,505.00	266,505.00	266,505.00	267,534.00	327,100.00
	Total 90003 · Equipment	100,605.01	103,558.57	100,605.01	118,326.37	108,168.15	130,959.53
	90004 · Land	19,532.00	19,532.00	19,532.00	19,532.00	19,532.00	19,532.00
	90005 · Construction in Progress	163,811.17	293,494.17	22,697.00	27,461.50	2,516.50	1,479,259.42
	Total Fixed Assets	4,794,390.14	4,655,262.19	4,653,275.97	4,567,984.08	4,706,190.03	4,777,410.73
TOTAL ASSETS		9,531,143.57	8,525,790.87	8,793,359.02	8,304,341.32	7,448,810.13	7,794,003.74

		APRIL - PREVIOUS YEAR COMPARISON		FISCAL YEAR END - PREVIOUS 4-YEAR COMPARISON			
		Apr 30, 2024	Apr 30, 2023	Jun 30, 23	Jun 30, 22	Jun 30, 21	Jun 30, 20
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable				12,180.60	51,659.88	44,680.32	490,532.37
064000 - Accounts Payable				12,180.60	51,659.88	44,680.32	490,532.37
Total Accounts Payable		0.00	0.00				
Other Current Liabilities							
065000 · Payroll liability		0.00	0.00	0.00	1,881.70	2,408.01	4,731.16
065010 · Payroll liability-FSA		-441.78	3,359.89	5,021.73	3,744.87	3,387.19	5,922.75
066400 - Accrued Sales Tax				0.00	29.00	125.00	673.00
Other Accrued Expenses				62,225.00	124,781.02	118,702.83	71,499.41
80002 · accr interest pay -bond		9,708.18	10,452.14	20,904.32	22,330.32	23,704.66	25,027.34
80003 · Bond Principal accrual		98,666.68	96,000.00	120,000.00	115,000.00	110,833.34	10,666.68
Total Other Current Liabilities		107,933.08	109,812.03	208,151.05	267,766.91	259,161.03	214,520.34
Total Current Liabilities		107,933.08	109,812.03	220,331.65	319,426.79	303,841.35	705,052.71
Long Term Liabilities							
265900 · COP-bond		1,780,333.32	1,927,000.00	1,903,000.00	2,046,000.00	2,183,166.66	2,315,333.32
266000 · Compensated absences		46,440.01	59,295.92	43,359.24	55,325.47	56,775.12	38,616.00
Total Long Term Liabilities		1,826,773.33	1,986,295.92	1,946,359.24	2,101,325.47	2,239,941.78	2,353,949.32
Total Liabilities		1,934,706.41	2,096,107.95	2,166,690.89	2,420,752.26	2,543,783.13	3,059,002.03
Equity							
081300 · Fund Balance		349,181.59	349,181.59	349,181.59	349,181.59	349,181.59	349,181.59
081400 · Retained Earnings		3,668,114.89	3,149,753.71	3,149,753.71	2,167,360.04	2,055,436.73	3,252,994.41
9998 · Amount to be provided		-1,888,708.18	-2,033,452.14	-2,043,904.32	-2,183,330.32	-2,317,704.66	-2,447,027.34
9999 · Investment in Capital Assets		4,794,390.14	4,655,262.19	4,653,275.97	4,567,984.08	4,706,190.03	4,777,410.73
Net Income		673,458.72	308,937.57	518,361.18	982,393.67	111,923.31	-1,197,557.68
Total Equity		7,596,437.16	6,429,682.92	6,626,668.13	5,883,589.06	4,905,027.00	4,735,001.71
TOTAL LIABILITIES & EQUITY		9,531,143.57	8,525,790.87	8,793,359.02	8,304,341.32	7,448,810.13	7,794,003.74
<p>This report includes all data received from SMC Treasury as of 5/8/2024. If additional April 2024 Journal Entries are received on the Final SMC Trial Balance, this data will be adjusted accordingly.</p>							

**Highlands Recreation District
Profit & Loss by Class**

April 2024

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
Income							
102100 · Property Taxes	0.00	0.00	169,681.89	0.00	0.00	0.00	169,681.89
152100 · Interest Earned	0.00	0.00	39,190.35	0.00	0.00	0.00	39,190.35
232100 · Park & Recreation Fees							
232101 · Refunds - Fees	0.00	0.00	0.00	-849.00	-800.00	-1,249.00	-2,898.00
232100 · Park & Recreation Fees - Other	89,030.30	101,415.30	1,182.92	37,541.49	11,408.50	7,377.00	247,955.51
Total 232100 · Park & Recreation Fees	89,030.30	101,415.30	1,182.92	36,692.49	10,608.50	6,128.00	245,057.51
Total Income	89,030.30	101,415.30	210,055.16	36,692.49	10,608.50	6,128.00	453,929.75
Gross Profit	89,030.30	101,415.30	210,055.16	36,692.49	10,608.50	6,128.00	453,929.75
Expense							
411100 · Permanent Salaries	7,705.62	7,076.94	8,000.00	7,995.78	0.00	0.00	30,778.34
411101 · Temporary Out of Class	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
416101 · Office Wages	0.00	0.00	10,352.86	0.00	0.00	0.00	10,352.86
416102 · Pool Wages	0.00	0.00	0.00	21,349.95	0.00	0.00	21,349.95
416103 · Maintenance Wages	0.00	0.00	5,696.32	0.00	0.00	0.00	5,696.32
416104 · Supervision Wages	0.00	0.00	0.00	0.00	3,501.68	1,595.64	5,097.32
416105 · Program Specialist	0.00	0.00	0.00	0.00	0.00	7,050.00	7,050.00
416107 · ASP/Camp Wages	17,608.18	0.00	0.00	0.00	0.00	311.75	17,919.93
416108 · EEC Wages	0.00	42,255.25	0.00	0.00	0.00	0.00	42,255.25
416110 · Vacation Expense	0.00	0.00	-869.78	0.00	0.00	0.00	-869.78
431100 · Social Security	1,555.30	2,993.87	1,649.24	1,814.68	214.69	119.84	8,347.62
431200 · Medicare Contribution	363.72	700.19	385.69	424.43	50.68	27.56	1,952.27
463100 · District Employee Benefits	2,669.56	4,068.21	4,581.17	239.03	29.64	26.37	11,613.98
515600 · Household Expense							
515601 · Recology	0.00	0.00	1,152.50	0.00	0.00	0.00	1,152.50
515602 · Janitorial Supplies	13.95	262.37	313.13	0.00	0.00	0.00	589.45
515605 · Cleaning Company	1,156.50	1,542.00	231.30	771.00	154.20	0.00	3,855.00
Total 515600 · Household Expense	1,170.45	1,804.37	1,696.93	771.00	154.20	0.00	5,596.95
519300 · Office Expense							
519303 · General Office Supplies	0.00	28.75	91.52	0.00	0.00	0.00	120.27

Highlands Recreation District										1:45 PM
Profit & Loss by Class										05/09/2024
April 2024										Accrual Basis
	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL			
519304 · Advertising/Recruiting	0.00	150.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	150.00
519305 · Postage & Mailing Expense	0.00	0.00	38.25	0.00	0.00	0.00	38.25	0.00	0.00	38.25
519307 · Other Office Expense	0.00	0.00	3,579.54	12.99	14.99	54.98	3,662.50	0.00	0.00	3,662.50
519308 · Credit card/ACH fee	0.00	0.00	3,631.01	0.00	0.00	0.00	3,631.01	0.00	0.00	3,631.01
519309 · Payroll service fees	0.00	0.00	1,765.74	0.00	0.00	0.00	1,765.74	0.00	0.00	1,765.74
Total 519300 · Office Expense	0.00	178.75	9,106.06	12.99	14.99	54.98	9,367.77			
533100 · Memberships & Licensing Fees	0.00	110.00	0.00	0.00	0.00	0.00	110.00	0.00	0.00	110.00
545900 · Maintenance-Facilities & Imprv										
545903 · Paint, Solvents & Chemicals	0.00	0.00	0.00	3,243.18	0.00	0.00	3,243.18	0.00	0.00	3,243.18
545909 · Other General Maintenance	0.00	0.00	199.73	0.00	0.00	0.00	199.73	0.00	0.00	199.73
545912 · Vehicle Expense	0.00	0.00	46.71	8.85	0.00	0.00	55.56	0.00	0.00	55.56
545913 · Ground/Facility Improvements	0.00	0.00	150.99	0.00	0.00	0.00	150.99	0.00	0.00	150.99
Total 545900 · Maintenance-Facilities & Imprv	0.00	0.00	397.43	3,252.03	0.00	0.00	3,649.46			
563800 · Utility Expense										
563801 · P G & E	0.00	215.83	3,345.23	8,664.33	0.00	0.00	12,225.39	0.00	0.00	12,225.39
563802 · Water	119.80	295.59	239.56	598.92	0.00	0.00	1,253.87	0.00	0.00	1,253.87
Total 563800 · Utility Expense	119.80	511.42	3,584.79	9,263.25	0.00	0.00	13,479.26			
585600 · Contract Expenses										
585601 · Audit Fees	0.00	0.00	935.00	0.00	0.00	0.00	935.00	0.00	0.00	935.00
585603 · Legal fees	0.00	0.00	6,703.50	0.00	0.00	0.00	6,703.50	0.00	0.00	6,703.50
585604 · Consultants	225.00	0.00	20,489.70	0.00	0.00	0.00	20,714.70	0.00	0.00	20,714.70
Total 585600 · Contract Expenses	225.00	0.00	28,128.20	0.00	0.00	0.00	28,353.20			
596600 · Program Specific Expenses										
596602 · Spec Act-ASP	2,960.00	0.00	0.00	0.00	0.00	0.00	2,960.00	0.00	0.00	2,960.00
596603 · Snacks-ASP	1,011.30	0.00	0.00	0.00	0.00	0.00	1,011.30	0.00	0.00	1,011.30
596604 · Supplies-ASP	180.55	0.00	0.00	0.00	0.00	0.00	180.55	0.00	0.00	180.55
596608 · Misc Exp-ASP	7.50	0.00	0.00	0.00	0.00	0.00	7.50	0.00	0.00	7.50
596611 · Misc Exp-OTHER	0.00	0.00	247.69	0.00	0.00	0.00	247.69	0.00	0.00	247.69
596612 · Special Events	0.00	0.00	0.00	0.00	0.00	232.70	232.70	0.00	0.00	232.70
596613 · Conferences/Seminars	0.00	0.00	0.00	745.00	0.00	0.00	745.00	0.00	0.00	745.00

Highlands Recreation District

Profit & Loss by Class

April 2024

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
596614 · Pool Supplies	0.00	0.00	0.00	284.24	0.00	0.00	284.24
596616 · Incrowd Rent	1,125.79	0.00	0.00	0.00	0.00	0.00	1,125.79
596621 · EEC supplies	0.00	981.42	0.00	0.00	0.00	0.00	981.42
596622 · EEC Snacks	0.00	721.13	0.00	0.00	0.00	0.00	721.13
596623 · EEC Special Activities	0.00	239.24	0.00	0.00	0.00	0.00	239.24
596624 · EEC Misc	0.00	158.24	0.00	0.00	0.00	0.00	158.24
596626 · MISC EXP-SWIM TEAM	0.00	0.00	0.00	1,782.01	0.00	0.00	1,782.01
Total 596600 · Program Specific Expenses	5,285.14	2,100.03	247.69	2,811.25	0.00	232.70	10,676.81
671200 · Telephone Service Charges	213.03	0.00	253.73	0.00	0.00	0.00	466.76
673100 · Insurance							
673101 · CAPRI-WORKERS COMP	0.00	0.00	2,864.34	0.00	0.00	0.00	2,864.34
673102 · CAPRI-GEN INS	0.00	0.00	9,316.25	0.00	0.00	0.00	9,316.25
Total 673100 · Insurance	0.00	0.00	12,180.59	0.00	0.00	0.00	12,180.59
7211 · Fixed Assets-Structures/Improve							
721101 · Construction in Progress	0.00	0.00	5,203.90	0.00	0.00	0.00	5,203.90
Total 7211 · Fixed Assets-Structures/Improve	36,915.80	61,799.03	93,594.82	47,934.39	3,965.88	9,418.84	253,628.76
Total Expense	52,114.50	39,616.27	116,460.34	-11,241.90	6,642.62	-3,290.84	200,300.99
Net Income							

This report includes all data received from SMC Treasury as of 5/8/2024. If additional April 2024 Journal Entries are received on the Final SMC Trial Balance, this data will be adjusted accordingly.

Highlands Recreation District										1:50 PM
Profit & Loss by Class										05/09/2024
July 2023 through April 2024										Accrual Basis
FISCAL YEAR TO DATE										
	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL			
Income										
102100 · Property Taxes	0.00	0.00	581,411.36	0.00	0.00	0.00	581,411.36	0.00	0.00	581,411.36
102101 · ERAF	0.00	0.00	188,802.68	0.00	0.00	0.00	188,802.68	0.00	0.00	188,802.68
152100 · Interest Earned	0.00	0.00	132,322.13	0.00	0.00	0.00	132,322.13	0.00	0.00	132,322.13
1997 · Capital Grants & Contrib	0.00	0.00	65,333.00	0.00	0.00	0.00	65,333.00	0.00	0.00	65,333.00
232100 · Park & Recreation Fees										
232101 · Refunds - Fees	-4,195.00	0.00	0.00	-8,717.69	-9,721.25	-12,577.20	-35,211.14			-35,211.14
232102 · Bounced Checks-Fees	-1,201.00	-400.00	0.00	-1,445.00	0.00	-20.00	-3,066.00			-3,066.00
232100 · Park & Recreation Fees - Other	855,940.16	1,047,056.45	14,004.78	423,943.89	89,779.33	114,506.83	2,545,231.44			2,545,231.44
Total 232100 · Park & Recreation Fees	850,544.16	1,046,656.45	14,004.78	413,781.20	80,058.08	101,909.63	2,506,954.30			2,506,954.30
265800 · Miscellaneous Revenue	2,157.00	0.00	8,888.94	0.00	0.00	0.00	11,045.94			11,045.94
Total Income	852,701.16	1,046,656.45	990,762.89	413,781.20	80,058.08	101,909.63	3,485,869.41			3,485,869.41
Gross Profit	852,701.16	1,046,656.45	990,762.89	413,781.20	80,058.08	101,909.63	3,485,869.41			3,485,869.41
Expense										
411100 · Permanent Salaries	77,508.06	52,795.20	170,287.68	63,100.72	0.00	0.00	363,691.66			363,691.66
411101 · Temporary Out of Class	0.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00			10,500.00
416101 · Office Wages	0.00	0.00	119,054.24	0.00	0.00	0.00	119,054.24			119,054.24
416102 · Pool Wages	0.00	0.00	0.00	241,024.78	0.00	0.00	241,024.78			241,024.78
416103 · Maintenance Wages	0.00	0.00	56,370.46	0.00	0.00	0.00	56,370.46			56,370.46
416104 · Supervision Wages	0.00	0.00	0.00	0.00	34,271.11	14,469.59	48,740.70			48,740.70
416105 · Program Specialist	0.00	0.00	0.00	0.00	0.00	48,006.10	48,006.10			48,006.10
416107 · ASP/Camp Wages	211,817.88	0.00	0.00	0.00	0.00	2,743.00	214,560.88			214,560.88
416108 · EEC Wages	0.00	419,131.38	0.00	0.00	0.00	0.00	419,131.38			419,131.38
416110 · Vacation Expense	0.00	0.00	3,080.77	0.00	0.00	0.00	3,080.77			3,080.77
431100 · Social Security	17,971.78	28,638.77	21,730.93	18,835.79	2,123.15	1,073.22	90,373.64			90,373.64
431200 · Medicare Contribution	4,202.90	6,690.68	5,088.78	4,404.91	496.69	250.26	21,134.22			21,134.22
445100 · Unemployment Insurance	0.00	32.00	0.00	0.00	0.00	0.00	32.00			32.00
463100 · District Employee Benefits	28,937.40	48,373.70	48,296.95	25,281.12	185.58	168.27	151,243.02			151,243.02
512100 · Clothing & Uniforms	2,447.59	0.00	235.16	2,515.63	0.00	0.00	5,198.38			5,198.38
515600 · Household Expense										

Highlands Recreation District										1:50 PM
Profit & Loss by Class										05/09/2024
July 2023 through April 2024										Accrual Basis
FISCAL YEAR TO DATE										
	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL			
515601 · Recology	0.00	0.00	9,544.68	0.00	0.00	0.00	9,544.68			
515602 · Janitorial Supplies	455.29	3,590.86	2,446.66	1,346.09	0.00	0.00	7,838.90			
515605 · Cleaning Company	11,187.00	15,066.00	2,237.40	7,458.00	1,491.60	0.00	37,440.00			
Total 515600 · Household Expense	11,642.29	18,656.86	14,228.74	8,804.09	1,491.60	0.00	54,823.58			
519300 · Office Expense										
519301 · Outside Printing & Copy Serv	0.00	0.00	13,551.50	50.30	0.00	0.00	13,601.80			
519303 · General Office Supplies	10.93	47.22	2,656.21	213.80	114.15	0.00	3,042.31			
519304 · Advertising/Recruiting	0.00	4,116.39	108.00	108.00	196.00	196.00	4,724.39			
519305 · Postage & Mailing Expense	0.00	0.00	6,482.38	0.00	0.00	0.00	6,482.38			
519307 · Other Office Expense	1,260.00	164.27	20,191.65	176.89	44.97	359.86	22,197.64			
519308 · Credit card/ACH fee	0.00	0.00	25,657.53	0.00	0.00	0.00	25,657.53			
519309 · Payroll service fees	0.00	0.00	21,869.17	0.00	0.00	0.00	21,869.17			
Total 519300 · Office Expense	1,270.93	4,327.88	90,516.44	548.99	355.12	555.86	97,575.22			
533100 · Memberships & Licensing Fees	424.55	1,205.00	12,279.78	45.00	0.00	0.00	13,954.33			
542300 · Maintenance-Equipment	0.00	2,921.92	1,634.03	6,756.60	0.00	0.00	11,312.55			
545900 · Maintenance-Facilities & Imprv										
545902 · Plumbing & Piping	444.00	18,010.15	2,395.08	99.80	0.00	0.00	20,949.03			
545903 · Paint, Solvents & Chemicals	0.00	0.00	0.00	21,491.84	0.00	0.00	21,491.84			
545904 · Pool Supplies	0.00	0.00	0.00	895.70	0.00	0.00	895.70			
545905 · Locks & Security System	371.75	142.83	2,926.37	0.00	123.33	254.33	3,818.61			
545906 · Signage Expense	0.00	0.00	1,260.17	0.00	0.00	0.00	1,260.17			
545907 · General Electrical Expense	0.00	0.00	1,028.75	525.00	0.00	0.00	1,553.75			
545909 · Other General Maintenance	99.34	167.74	4,576.47	109.32	0.00	109.27	5,062.14			
545911 · Landscape/Garden Expense	0.00	501.10	727.30	0.00	0.00	0.00	1,228.40			
545912 · Vehicle Expense	0.00	0.00	2,785.40	8.85	0.00	0.00	2,794.25			
545913 · Ground/Facility Improvements	0.00	84.05	1,115.17	0.00	0.00	425.47	1,624.69			
Total 545900 · Maintenance-Facilities & Imprv	915.09	18,905.87	16,814.71	23,130.51	123.33	789.07	60,678.58			
563800 · Utility Expense										
563801 · P G & E	0.00	5,748.38	31,681.00	71,066.51	0.00	0.00	108,495.89			
563802 · Water	392.20	3,606.06	3,045.41	6,483.01	0.00	0.00	13,526.68			

Highlands Recreation District										1:50 PM
Profit & Loss by Class										05/09/2024
July 2023 through April 2024										Accrual Basis
FISCAL YEAR TO DATE										
	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL			
563803 · Sewer Fees	0.00	0.00	10,070.30	0.00	0.00	0.00	10,070.30			10,070.30
Total 563800 · Utility Expense	392.20	9,354.44	44,796.71	77,549.52	0.00	0.00	132,092.87			
585600 · Contract Expenses										
585601 · Audit Fees	0.00	0.00	10,415.00	0.00	0.00	0.00	10,415.00			10,415.00
585603 · Legal fees	0.00	0.00	19,368.30	0.00	0.00	0.00	19,368.30			19,368.30
585604 · Consultants	225.00	0.00	66,419.70	0.00	0.00	0.00	66,644.70			66,644.70
Total 585600 · Contract Expenses	225.00	0.00	96,203.00	0.00	0.00	0.00	96,428.00			96,428.00
596600 · Program Specific Expenses										
596601 · Buses-ASP	6,181.00	0.00	0.00	0.00	0.00	0.00	6,181.00			6,181.00
596602 · Spec Act-ASP	10,800.68	0.00	0.00	0.00	0.00	0.00	10,800.68			10,800.68
596603 · Snacks-ASP	6,936.31	0.00	0.00	0.00	0.00	0.00	6,936.31			6,936.31
596604 · Supplies-ASP	8,218.51	0.00	0.00	0.00	0.00	0.00	8,218.51			8,218.51
596607 · Misc Exp-POOL	0.00	0.00	0.00	1,035.81	0.00	0.00	1,035.81			1,035.81
596608 · Misc Exp-ASP	2,914.77	0.00	0.00	0.00	0.00	0.00	2,914.77			2,914.77
596610 · Misc Exp-OFFICE	0.00	0.00	1,103.78	0.00	0.00	0.00	1,103.78			1,103.78
596611 · Misc Exp-OTHER	0.00	0.00	4,400.20	0.00	0.00	285.46	4,685.66			4,685.66
596612 · Special Events	0.00	0.00	0.00	594.34	0.00	4,606.38	5,200.72			5,200.72
596613 · Conferences/Seminars	169.00	12.00	3,163.88	1,972.00	0.00	0.00	5,316.88			5,316.88
596614 · Pool Supplies	0.00	0.00	0.00	4,754.24	0.00	0.00	4,754.24			4,754.24
596616 · Incrowd Rent	12,125.44	0.00	0.00	0.00	0.00	0.00	12,125.44			12,125.44
596617 · Seasonal Programs	206.56	0.00	0.00	0.00	0.00	92.65	299.21			299.21
596621 · EEC supplies	0.00	6,201.72	0.00	0.00	0.00	0.00	6,201.72			6,201.72
596622 · EEC Snacks	0.00	4,797.71	0.00	0.00	0.00	0.00	4,797.71			4,797.71
596623 · EEC Special Activities	0.00	548.97	0.00	0.00	0.00	0.00	548.97			548.97
596624 · EEC Misc	0.00	1,076.15	0.00	0.00	0.00	0.00	1,076.15			1,076.15
596626 · MISC EXP-SWIM TEAM	0.00	0.00	0.00	6,724.94	0.00	0.00	6,724.94			6,724.94
Total 596600 · Program Specific Expenses	47,552.27	12,636.55	8,667.86	15,081.33	0.00	4,984.49	88,922.50			88,922.50
6331 · Bond Interest Expense	0.00	60,481.00	0.00	0.00	0.00	0.00	60,481.00			60,481.00
6332 · Bond Principal exp	0.00	144,000.00	0.00	0.00	0.00	0.00	144,000.00			144,000.00
671200 · Telephone Service Charges	708.61	0.00	2,843.85	0.00	0.00	0.00	3,552.46			3,552.46

Highlands Recreation District										1:50 PM
Profit & Loss by Class										05/09/2024
July 2023 through April 2024										Accrual Basis
FISCAL YEAR TO DATE										
	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL			
673100 · Insurance										
673101 · CAPRI-WORKERS COMP	2,577.90	3,952.78	3,307.12	6,186.96	323.72	191.86	16,540.34			
673102 · CAPRI-GEN INS	0.00	0.00	93,072.50	0.00	0.00	0.00	93,072.50			
Total 673100 · Insurance	2,577.90	3,952.78	96,379.62	6,186.96	323.72	191.86	109,612.84			
7211 · Fixed Assets-Structures/Improve										
721101 · Construction in Progress	0.00	0.00	128,962.17	12,152.00	0.00	0.00	141,114.17			
721102 · Fixed Assets-Not Capitalized	1,157.20	0.00	0.00	0.00	0.00	0.00	1,157.20			
Total 7211 · Fixed Assets-Structures/Improve	1,157.20	0.00	128,962.17	12,152.00	0.00	0.00	142,271.37			
7311 · Fixed Assets-Equipment										
731101 · Equip-Not Capitalized	0.00	0.00	4,563.16	0.00	0.00	0.00	4,563.16			
Total 7311 · Fixed Assets-Equipment	0.00	0.00	4,563.16	0.00	0.00	0.00	4,563.16			
Total Expense	409,751.65	832,104.03	952,535.04	505,417.95	39,370.30	73,231.72	2,812,410.69			
Net Income	442,949.51	214,552.42	38,227.85	-91,636.75	40,687.78	28,677.91	673,458.72			

This report includes all data received from SMC Treasury as of 5/8/2024. If additional April 2024 Journal Entries are received on the Final SMC Trial Balance, this data will be adjusted accordingly.

P&L Budget Comparison (modified accr basis)		Plug in new month #'s in column B, then copy & paste #'s to appropriate month in O-Z columns								APPROVED	100%	DIFF	DIFF
July 23 through Apr 24		Apr 24	Apr 23	Apr 22	July 21 - 21	Apr July 22 - 22	Apr July 23 - 24	Apr July 24 - 24	BUDGET	% of Budget	Budget - Current YTD	Curr YTD - Last Yr YTD	
Unrestricted beginning Fund Balance								4,025,591.00					
Income													
102100	Property Taxes	169,681.89	31,181.29	28,588.85	552,826.90	401,324.14	581,411.36	656,369.00	88.58%	74,957.84	180,087.22		
102101	ERAF	0.00	0.00	0.00	0.00	169,905.17	168,802.88	160,560.00	117.59%	(28,242.88)	18,897.51		
152100	Interest Earned	39,190.35	406.44	3.85	10,827.56	29,100.04	132,322.13	100,000.00	132.32%	(32,322.13)	103,222.09		
187100	State-aid	0.00	0.00	0.00	0.00	0.00	0.00	37,500.00	0.00%	37,500.00	-		
198200	All Other Local Govt Rev	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00%	-	-		
199700	Cap grants & Contributions	0.00	0.00	0.00	0.00	0.00	0.00	227,833.00	28.68%	162,500.00	65,333.00		
232100	Park & Recreation Fees												
ASP		89,030.30	104,086.00	67,797.41	754,402.02	802,778.30	850,819.16	972,500.00	87.49%	121,680.84	48,040.86		
Pool		36,692.49	20,582.00	29,457.77	360,922.92	296,826.50	413,781.20	472,750.00	87.53%	58,968.80	116,954.70		
Seasonal Prog		6,128.00	20,377.00	6,313.40	126,361.72	132,771.51	101,909.63	168,000.00	60.66%	66,090.37	(30,861.88)		
Fac Rental		10,608.50	4,575.50	6,802.00	62,832.00	71,392.00	80,058.08	95,000.00	84.27%	14,941.92	8,666.08		
EEC		101,415.30	113,064.40	92,195.00	996,711.50	1,107,267.30	1,046,656.45	1,304,547.00	80.23%	257,890.55	(60,810.85)		
Other		1,182.92	0.00	0.00	0.00	0.00	14,004.78	17,900.00	78.24%	3,895.22	14,004.78		
Transaction fees		0.00	1,734.82	1,521.70	13,171.85	13,690.43	0.00	0.00	0.00%	-	(13,690.43)		
Total Park & Rec fees		245,057.51	264,419.72	204,087.28	2,314,402.01	2,424,726.04	2,617,239.93	3,030,697.00	86.36%	413,457.07	192,513.89		
264200	Stale-Dated Checks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-		
265800	Miscellaneous Revenue **	0.00	1.06	0.00	482,735.75	10,217.40	10,770.94	300.00	3590.31%	(10,470.94)	553.54		
Total Income		453,929.75	296,008.51	234,679.98	3,362,792.22	3,035,272.79	3,485,869.41	4,213,259.00	82.74%	727,389.59	450,596.62		
Expense								8,238,850.00					
411100	Permanent Salaries	30,778.34	30,603.08	37,059.58	370,741.73	246,582.86	363,691.66	534,107.00	68.09%	170,415.34	117,108.80		
411101	Temporary Out of Class	3,000.00	0.00	0.00	0.00	32,549.74	10,500.00	0.00	0.00%	(10,500.00)	(22,049.74)		
416101	Office Wages	10,352.86	11,959.83	8,597.72	97,709.09	111,076.33	119,054.24	168,049.00	70.84%	48,994.76	7,977.91		
416102	Pool Wages	21,349.95	18,368.41	17,999.02	180,646.43	192,978.80	241,024.78	263,050.00	91.63%	22,025.22	48,045.98		
416103	Maintenance Wages	5,696.32	5,721.38	4,819.18	50,432.27	54,212.66	56,370.46	82,000.00	68.74%	25,629.54	2,157.80		
416104	Supervision Wages	5,097.32	4,954.04	3,955.20	40,612.24	49,077.11	48,740.70	61,000.00	79.90%	12,259.30	(336.41)		
416105	Program Specialist-Staff	0.00	0.00	0.00	0.00	0.00	281.25	0.00	0.00%	(281.25)	281.25		
416107	ASP/Camp Wages	17,919.93	20,189.24	18,930.47	186,833.17	197,871.12	214,279.63	305,000.00	70.26%	90,720.37	16,408.51		
416108	EEC Wages	42,255.25	41,565.40	36,831.89	393,713.11	406,388.67	419,131.38	505,000.00	76.21%	130,868.62	12,742.71		
416110	Vacation Expense	-869.78	835.38	481.76	537.27	3,970.45	3,080.77	4,600.00	66.97%	1,519.23	(889.68)		
431100	Social Security	8,347.62	8,591.73	8,219.89	80,620.12	79,948.67	90,373.64	121,718.00	74.25%	31,344.36	10,424.97		
431200	Medicare Contribution	1,952.27	2,009.36	1,922.40	19,193.75	18,697.65	21,134.22	28,467.00	74.24%	7,332.78	2,436.57		
445100	Unemployment Insurance	0.00	0.00	0.00	751.00	0.00	32.00	1,000.00	3.20%	968.00	32.00		
463100	District Employee Benefits	11,613.98	16,594.88	12,409.37	147,121.38	132,070.78	151,243.02	211,800.00	71.41%	60,556.98	19,172.24		
	PAYROLL EXP SUBTOTAL	157,494.06	161,392.71	151,226.48	1,568,911.56	1,525,424.84	1,738,937.75	2,330,791.00	74.61%	591,853.25	213,512.91		
416105	Program Specialist - Vendor	7,050.00	6,910.56	138.60	64,765.88	64,207.70	48,006.10	88,000.00	54.55%	39,993.90	(16,201.60)		
416109	Prog spec-Swimteam	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-		
416111	ASP/Camp Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-		
416112	EEC Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-		
512100	Clothing & Uniforms	0.00	45.93	0.00	3,063.83	2,384.53	5,198.38	8,500.00	61.16%	3,301.62	2,813.85		
515600	Household Expense	5,596.95	5,529.95	4,755.02	48,387.13	51,223.94	54,823.58	73,300.00	74.79%	18,476.42	3,599.64		
519300	Office Expense	9,367.77	13,546.83	16,294.34	99,462.16	95,234.01	97,575.22	112,400.00	86.81%	14,824.78	2,341.21		
533100	Memberships	110.00	230.00	317.70	16,230.74	9,358.77	13,954.33	14,093.00	99.02%	138.87	4,595.56		
542300	Maintenance-Equipment	0.00	784.31	13,532.86	21,426.23	19,403.66	11,312.55	14,600.00	77.48%	3,287.45	(8,091.11)		
545900	Maintenance-Facilities & Imprv	3,648.46	3,657.20	4,012.80	48,034.91	66,048.35	60,678.58	92,150.00	65.85%	31,471.42	(5,369.77)		
563800	Utility Expense	13,478.26	12,296.40	4,823.86	101,291.64	114,708.55	132,092.87	131,490.00	100.46%	(602.87)	17,384.32		
572200	Employee Expense Reimb	0.00	0.00	0.00	77.33	0.00	0.00	0.00	0.00%	-	-		
585600	Contract Expenses	28,353.20	7,593.34	5,497.50	28,321.72	75,368.18	96,428.00	54,750.00	176.12%	(41,678.00)	21,059.82		
598600	Program Specific Expenses	10,676.81	9,498.08	7,490.57	86,382.13	85,258.80	88,922.50	128,500.00	69.20%	39,577.50	3,663.90		
671200	Telephone Service Charges	466.76	341.34	293.37	5,178.80	3,238.45	3,552.46	5,000.00	71.05%	1,447.54	314.01		
673100	Insurance	12,180.59	0.00	0.00	111,291.60	141,287.00	109,612.84	152,752.00	71.78%	43,139.16	(31,674.16)		
721102	F/A Struct. & Imprmnts not cap.	0.00	0.00	0.00	0.00	0.00	606.36	1,000.00	60.64%	393.64	606.36		
731101	F/A Equipment not capitalized	0.00	0.00	0.00	7,578.00	3,883.51	7,858.36	8,000.00	98.23%	141.64	3,974.85		
TOTAL OPERATING EXPENSES		200,300.99	221,826.65	208,383.10	2,210,403.66	2,257,030.09	2,469,559.88	3,215,326.00		745,766.12	212,529.79		
NET INCOME AFTER OPERATING EXP		253,628.76	74,181.86	26,296.88	1,152,388.56	778,242.70	1,126,320.16	997,933.00		(128,387.16)	348,077.46		
633100	Bond-Interest Expense	0.00	0.00	0.00	69,052.50	64,852.00	60,481.00	60,481.00	100.00%	-	(4,371.00)		
633200	Bond-Principal Expense	0.00	0.00	0.00	133,000.00	138,000.00	144,000.00	144,000.00	100.00%	-	6,000.00		
721100	Fixed Assets-Structures/Imprv	0.00	0.00	0.00	24,934.00	0.00	550.84	263,000.00	0.21%	262,449.16	550.84		
721101	Construction in Progress	5,203.90	0.00	4,051.84	14,237.34	266,032.38	138,253.21	125,000.00	110.60%	(13,253.21)	(127,779.17)		
731100	Fixed Assets-Equipment	0.00	0.00	0.00	26,759.65	0.00	0.00	10,000.00	0.00%	10,000.00	-		
TOTAL FIXED ASSETS		5,203.90	0.00	4,051.84	65,930.99	266,032.38	138,804.05	398,000.00	34.88%	259,195.95	(127,228.33)		
NET INC AFTER OPEX, BOND INT & PRINC PYMT. & F/A		248,424.86	74,181.86	22,245.04	884,405.07	309,358.32	783,035.11	395,452.00		(387,583.11)	473,676.79		
80002	Accrued Bond Interest payable						4,854.10						
80003	Accrued Bond Principal						12,333.35						
861100	Approp. for Contingencies						350,000.00						
088300	Capital Reserve						473,296.00						
882100	General Reserve						250,000.00						
	Building Renovations Reserve						100,000.00						
Unassigned Fund balance							3,247,747.00						
**							8,238,850.00						

This report includes all data received from SMC Treasury as of 5/8/2024. If additional April 2024 Journal Entries are received on the Final SMC Trial Balance, this data will be adjusted accordingly.



MEMORANDUM

Date: May 14, 2024

To: HRD Board of Directors

From: Meg Catmull, Assistant General Manager

Re: Private Swim Lesson Instructor, Swim Team Coach & ASP Head Teacher
Benefits/Classification Recommendations

BACKGROUND

At the Regular Board of Directors Meeting on March 12, 2024, the Board approved a new Benefits Classification of RNE-3 for employees whose positions may not be classified as full-time but who work an average of more than 30 hours per week. The roles/employees currently not classified as full-time but who have recently been working an average of more than 30 hours per week are the Swim Team Coach and ASP Head Teachers.

DISCUSSION:

Private Swim Lesson Instructor- A review and evaluation of duties and hours has been completed and this employee is scheduled for approximately 25 hours per week on an ongoing basis which would not meet the requirements for the RNE-3 classification. Retaining this staff member could be a challenge in the coming months as medical benefits are important to this employee. If this employee's hours were to increase above 30 hours per week, the direct increase in lesson revenue would help offset any possible benefits cost.

Swim Team Coach- Due to CA Labor Law, the employee is unable to be reclassified as a contractor at this stage. A review and evaluation of duties and hours has been completed and given the hours for swim practices and swim meets, the employee will maintain RNE-3 benefits and status when applicable if they work an average of more than 30 hours per week, per the policy. In conversations with the employee, they have expressed that keeping benefits, especially medical benefits, is something that is important to them.

ASP Head Teachers- The department is being directed to reduce the number of head teachers working 30+ hours per week down from three to two for the 2024-2025 School Year which is anticipated to meet the needs of the program. The program does benefit from having two staff members who are able to consistently work a higher number of hours as this aids in the pickup of kindergarten children from the school and coverage during full-day camps. These two staff members would receive benefits per the RNE-3 policy, should they continue to maintain an average of 30+ hours per week.

As the current benefits classifications stand, only RE/RNE-1/RNE-2 are eligible for retirement contributions. As per the approval specifications of RNE-3, RNE-3 employees do not qualify for retirement contributions.

RECOMMENDATION:

The recommendation is to allow the Swim Team Coach and ASP Head Teachers (as needed and as applicable- see discussion items above) to qualify as RNE-3 with changes to benefits effective June 5, 2024.

There is an additional recommendation to allow these employees to accrue a bank of unpaid time-off of 60 hours per year to use for vacation leave while still maintaining benefits eligibility.

FISCAL IMPACT

Approximate Annual Cost of RNE-3 Classified Employee Benefits*	
Medical	\$4,800-\$15,000
Dental	\$684.24
Vision	\$72.48
Life	\$54.00
A D & D	\$21.60
STD	\$220-\$320
LTD	\$110-\$200
Total	\$6,000-\$16,352.32
*Per year, per RNE-3 employee	

Annual RNE-3 Benefits Costs Per Employee Elections					
Department	Private Lesson Instructor	ASP Head Teacher	ASP Head Teacher	ASP Head Teacher	Swim Team Coach
Medical	Benefits Termed	\$ -	\$ 5,851.92	\$ 6,489.84	\$ 6,489.84
Dental		\$ -	\$ -	\$ 684.24	\$ 684.24
Vision		\$ -	\$ 72.48	\$ 72.48	\$ -
Life		\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00
A D & D		\$ 21.60	\$ 21.60	\$ 21.60	\$ 21.60
STD		\$ 306.96	\$ 271.56	\$ 227.28	\$ 306.96
LTD		\$ 151.44	\$ 133.92	\$ 112.08	\$ 151.44
Total		\$ 534.00	\$ 6,405.48	\$ 7,661.52	\$ 7,708.08



MEMORANDUM

Date: May 14, 2024

To: HRD Board of Directors

From: Meg Catmull, Assistant General Manager

Re: Fitness Center Usage

BACKGROUND

During construction for the stairs & deck project, Escon Builders found a compromised support beam under the administrative offices. The fitness center located beneath the administrative offices was closed to allow construction to occur to remedy this issue. During this construction, the fitness center mirrors were removed, and fitness equipment was all pushed against the far wall and protected by plastic sheeting.

While in operation, the fitness center is accessed through the pool entrance during pool hours for a per-use fee of \$2. Usage of this facility is generally low with very few regular users. Much of the equipment is outdated and was given to the Rec as donations from community members who no longer had a need/want for the equipment.

DISCUSSION

The fitness center could be converted to serve a variety of purposes. As a secondary, smaller multipurpose room, it could be used as a small class/group meeting space, Highlands community group rental space, employee conference room, pool party room, etc. which could serve to meet a greater need and generate more income.

RECOMMENDATION

Management is recommending the fitness center be converted to another multipurpose space.

FISCAL IMPACT

Current income generated from the fitness center is estimated to be less than \$1,000 per annum.

As a multipurpose space, income could be generated through a variety of sources.

The main expenses related to converting this room would be installing flooring, changing locks, and possibly building out a closet space to store some tables and chairs.