



**AGENDA**  
**REGULAR CITY COUNCIL**  
**TUESDAY, FEBRUARY 23, 2016, 7:00 P. M.**  
**SAN DIMAS COUNCIL CHAMBER**  
**245 E. BONITA AVENUE**

**NOTE: Students in Government Day participants will be present at the City Council meeting and sit with their counterparts.**

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**CITY COUNCIL:**

Mayor Curtis W. Morris  
Mayor Pro Tem Jeff Templeman  
Councilmember Emmett Badar  
Councilmember Denis Bertone  
Councilmember John Ebiner

**1. CALL TO ORDER FLAG SALUTE**

**2. INTRODUCTION OF SAN DIMAS HIGH SCHOOL STUDENTS IN GOVERNMENT DAY PARTICIPANTS**

**3. ORAL COMMUNICATIONS** (Members of the audience are invited to address the City Council on any item not on the agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. If you desire to address the City Council on an item on this agenda, other than a scheduled public hearing item you may do so at this time and ask to be heard when that agenda item is considered. Comments on public hearing items will be considered when that item is scheduled for discussion. The Public Comment period is limited to 30 minutes. Each speaker shall be limited to three (3) minutes.)

a. Members of the Audience

**4. CONSENT CALENDAR**

(All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the City Council requests separate discussion.)

Resolutions read by title, further reading waived, passage and adoption recommended as follows:

a. **RESOLUTION NO. 2016-11**, A Resolution of the City Council of the City of San Dimas approving certain demands for the month of February, 2016.

b. **ORDINANCE 1243**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA INTRODUCING ORDINANCE 1243 TO REFLECT THE CORRECT RECOMMENDED MILES PER HOUR SPEED LIMIT FOR SAN DIMAS AVENUE (LOOP JUNCTION) TO 30 MPH (**SECOND READING AND ADOPTION**)

c. **ORDINANCE 1242**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA ADOPTING MUNICIPAL CODE TEXT AMENDMENT 15-05 WHICH WILL AMEND CHAPTERS 5.77, 5.28 AND 5.32 TO COMPLY WITH ASSEMBLY BILL 1147 RELATING TO HOW MASSAGE BUSINESSES ARE ALLOWED TO BE PROCESSED, OPERATED AND INSPECTED WITHIN THE CITY (**SECOND READING AND ADOPTION**)

- d. Commencing Proceedings for Annual Levy of Assessments for Open Space Maintenance Districts
  - 1) **RESOLUTION NO. 2016-12**, A Resolution of the City Council of the City of San Dimas authorizing the City Engineer to proceed with the preparation of annual reports for the annual Levy of Assessments for the Boulevard Open Space Maintenance District (TR 32818).
  - 2) **RESOLUTION NO. 2016-13**, A Resolution of the City Council of the City of San Dimas authorizing the City Engineer to proceed with the preparation of annual reports for the annual Levy of Assessments for the Northwoods Open Space Maintenance District (TR 32841)
- e. Approval of minutes for the City Council meeting of February 9, 2016.
- f. Authorize the Appropriation of an Additional \$6,254.40 in Fund 70 of the FY 2015-16 Budget to complete the purchase and replacement of vehicle Unit #23

END OF CONSENT CALENDAR

**5. OTHER BUSINESS**

- a. Update on Conceptual Projects Currently in Development to Meet Municipal Stormwater Permit Compliance NPDES Permit)
- b. Waste Management update on 2015 Activities
- c. Authorize revisions to City's Records Retention Schedule

**6. ORAL COMMUNICATIONS** (Speakers are limited to five (5) minutes or as may be determined by the Chair.)

- a. Members of the Audience
- b. City Manager
- c. City Attorney
- d. Members of the City Council
  - 1) Councilmembers' report on meetings attended at the expense of the local agency
  - 2) Individual Members' comments and updates.

**7. ADJOURNMENT**

The next City Council meeting will be held on Tuesday, March 8, 2016 7:00 p.m.



**Notice Regarding American with Disabilities Act:** In compliance with the ADA, if you need assistance to participate in a city meeting, please contact the City Clerk's Office at (909) 394-6216. Early notification before the meeting you wish to attend will make it possible for the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Copies of documents distributed for the meeting are available in alternative formats upon request.

Any writings or documents provided to the City Council regarding any item on this agenda will be made available for public inspection at the Administration Counter at City Hall and at the San Dimas Library during normal business hours. In addition most documents are posted on the City's website at [cityofsandimas.com](http://cityofsandimas.com).

**Posting Statement:** On February 19, 2016, a true and correct copy of this agenda was posted on the bulletin board at 245 East Bonita Avenue (San Dimas City Hall), 145 North Walnut Avenue (Los Angeles County Library), 300 East Bonita Avenue (United States Post Office), Von's Shopping Center (Puente/Via Verde Avenue) and the City's website [www.cityofsandimas.com/minutes.cfm](http://www.cityofsandimas.com/minutes.cfm)

**RESOLUTION 2016-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SAN DIMAS, CALIFORNIA, APPROVING  
CERTAIN DEMANDS FOR THE MONTH FEBRUARY 2016**

**WHEREAS**, the following listed demands have been audited by the Director of Finance;  
and

**WHEREAS**, the Director of Finance has certified as to the availability of funds for  
payment thereto; and

**WHEREAS**, the register of audited demands have been submitted to the City Council for  
approval.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of San  
Dimas does hereby approve Warrant Register 02/29/2016 (154302-154439 in the amount of  
\$819,736.49.

**PASSED, APPROVED AND ADOPTED** this 23<sup>rd</sup>, day of February 2016.

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Curtis W. Morris, Mayor of the City of San Dimas

**ATTEST:**

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Debra Black, Assistant City Clerk

**I, DEBRA BLACK, ASSISTANT CITY CLERK, HEREBY CERTIFY** that  
Resolution 2016-11 was approved by vote of the City Council of the City of San Dimas at its  
regular meeting of February 23<sup>rd</sup>, 2016 by the following vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

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Debra Black, Assistant City Clerk

02/29/2016

WARRANT REGISTER

Ck#'s 154302-154439

Total: \$819,736.49

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
BANK OF AMERICA							
154302	02/29/16	A & C BILLIARDS & BA	350.00		16-23834		N D 001.4420.033.000
154303	02/29/16	A & I REPROGRAPHICS	341.82		RC00049017		N D 001.4311.018.000
154304	02/29/16	ACCO ENGINEERED SYST	2,000.00		653762		N D 001.4411.015.000
154304	02/29/16	ACCO ENGINEERED SYST	2,663.00		653762		N D 001.4412.015.000
					*CHECK TOTAL		
154305	02/29/16	AGUIRRE/GLORIA	22.50				M D 001.4420.013.009
154306	02/29/16	ALBERTSON'S	48.99		005609		N D 001.4150.408.000
154306	02/29/16	ALBERTSON'S	30.00		011254		N D 001.4420.013.003
					*CHECK TOTAL		
154307	02/29/16	ALIPURIA/HARI	1,951.62				N D 110.211.814
154308	02/29/16	AMERINATIONAL COMM.	23.65		16-00180		N D 001.214.020
154309	02/29/16	AMERIPRIDE UNIFORM	9.56		1401296807		N D 001.4311.029.000
154309	02/29/16	AMERIPRIDE UNIFORM	9.56		1401299		N D 001.4311.029.000
154309	02/29/16	AMERIPRIDE UNIFORM	43.15		1401301489		N D 001.4341.029.000
154309	02/29/16	AMERIPRIDE UNIFORM	4.80		1401301493		N D 001.4342.031.000
154309	02/29/16	AMERIPRIDE UNIFORM	21.90		1401301493		N D 001.4410.029.000
154309	02/29/16	AMERIPRIDE UNIFORM	9.56		1401301494		N D 001.4311.029.000
154309	02/29/16	AMERIPRIDE UNIFORM	4.80		1401306311		N D 001.4342.031.000
154309	02/29/16	AMERIPRIDE UNIFORM	43.15		1401306311		N D 001.4341.029.000
154309	02/29/16	AMERIPRIDE UNIFORM	30.56		1401306311		N D 001.4341.029.000
154309	02/29/16	AMERIPRIDE UNIFORM	209.14		1401306321		N D 001.4415.029.000
					*CHECK TOTAL		
154310	02/29/16	ARAWARK REFRESHMENT	339.59		1356188		N D 001.4190.033.000
154311	02/29/16	ARCHITERRA DESIGN GR	89.11		20846		N D 020.4410.557.003
154311	02/29/16	ARCHITERRA DESIGN GR	650.00		20923		N D 020.4410.557.003
154311	02/29/16	ARCHITERRA DESIGN GR	18.36		20924		N D 020.4410.557.003
154311	02/29/16	ARCHITERRA DESIGN GR	11,209.82		20988		N D 012.4841.692.001
					*CHECK TOTAL		
154312	02/29/16	BASAL/ROY	80.00				M D 001.4420.020.000
154313	02/29/16	BATTERY WORX, INC.	16.44		1-62444		N D 001.4342.033.000
154314	02/29/16	BEHEN/JOHN	5,789.00				M D 001.4420.020.000
154315	02/29/16	BERGQUIST-DEVOE/CARL	476.00				M D 001.4420.020.000
154316	02/29/16	BONITA UNIFIED SCH D	345.50		1277		N D 072.4125.434.000
154317	02/29/16	BOOMERANG BLUEPRINT	95.80		285380		N D 001.4310.033.000

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
BANK OF AMERICA							
154318	02/29/16	BEN SPORTS INC	10715		97587510		N D 001.4420.033.000
154319	02/29/16	CA.BARBED WIRE COLLE	.00013				N D 001.341.002
154320	02/29/16	CALBO	11859		9911		N D 001.4311.021.000
154321	02/29/16	CARSON/AMANDA	12102				M D 001.4430.020.000
154322	02/29/16	CASTILLO'S MOBILE TR	11049		1726		M D 001.4342.020.001
154323	02/29/16	CHARTER OAK GYMNASI	11525				N D 001.4420.020.000
154324	02/29/16	CHARTER OAK MOBILE H	11850				N D 034.341.034
154324	02/29/16	CHARTER OAK MOBILE H	11850				N D 034.341.034
154324	02/29/16	CHARTER OAK MOBILE H	11850				N D 034.341.034
154324	02/29/16	CHARTER OAK MOBILE H	11850				N D 034.341.034
154324	02/29/16	CHARTER OAK MOBILE H	11850				N D 034.341.034
154325	02/29/16	CHRISTIAN COMMUNITY	.00002				N D 110.211.852
154326	02/29/16	CLARK/JASON B	11019				N D 001.4420.020.000
154326	02/29/16	CLARK/JASON B	11019				N D 001.4420.020.000
154327	02/29/16	COELHO/BECKY	10613				M D 001.4420.020.000
154328	02/29/16	COMPUTER SERVICE COM	11690		3730-3774		N D 007.4345.020.002
154328	02/29/16	COMPUTER SERVICE COM	11690		3730-3774		N D 007.4345.020.002
154328	02/29/16	COMPUTER SERVICE COM	11690		3775-3799		N D 007.4345.020.002
154328	02/29/16	COMPUTER SERVICE COM	11690		3775-3799		N D 007.4345.020.002
154328	02/29/16	COMPUTER SERVICE COM	11690		3800-3823		N D 007.4345.020.002
154328	02/29/16	COMPUTER SERVICE COM	11690		3800-3823		N D 007.4345.020.002
154329	02/29/16	CONSTRUCTION HARDWAR	12284		88423		N D 001.4411.033.000
154330	02/29/16	CSG CONSULTANTS INC	10871		B160055		N D 001.4311.020.001
154331	02/29/16	D.H. MAINTENANCE SER	11950		18351		N D 003.4410.023.001
154331	02/29/16	D.H. MAINTENANCE SER	11950		18351		N D 001.4410.023.000
154331	02/29/16	D.H. MAINTENANCE SER	11950		18351		N D 001.4411.023.000
154331	02/29/16	D.H. MAINTENANCE SER	11950		18351		N D 001.4412.023.000
154331	02/29/16	D.H. MAINTENANCE SER	11950		18351		N D 001.4430.023.000
154332	02/29/16	D&J FOOTHILL ELECTRI	10782		5659		N D 020.4410.605.002
154333	02/29/16	DAILY BULLETIN	11961		259643		N D 001.4120.010.000

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WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
BANK OF AMERICA								
154334	02/29/16	DEPARTMENT OF JUSTIC	10155 FINGERPRINT APPS X5	160.00		147428		N D 001.4150.020.000
154335	02/29/16	DIAMOND DANCEWEAR	10366 SHOOTING STAR UNIFO 1,609.20					N D 110.213.148
154336	02/29/16	DRANGINIS/RYAN	.00005 REFUND CITE#122124777	45.00				N D 001.332.001
154337	02/29/16	DURAN/KEN	10169 MILEAGE REIMB 2/3-5	103.14				N D 001.4150.021.000
154338	02/29/16	E & E SPORTS PHOTOGR	12142 YOUTH BASKETBALL PI 1,401.84			20216		M D 001.4420.034.003
154339	02/29/16	EWING IRRIGATION PRO	12340 REPAIR KIT/ SOLENOID	42.03		879431		N D 020.4410.015.000
154339	02/29/16	EWING IRRIGATION PRO	12340 IRRIGATION SUPPLIES	119.74		889328		N D 008.4415.033.000
				161.77		*CHECK TOTAL		
154340	02/29/16	EXCEL MICRO, LLC	10536 MCAFFEE EMAIL PROTEC 1,200.00			0334103		N D 001.4190.020.002
154341	02/29/16	F & H TIRE CO	10701 FLAT TIRE REPAIR	16.00		IN00726134		N D 001.4342.020.001
154342	02/29/16	FAITH FIRE EXTINGUIS	10246 ORTLY FIRE INSP. WALK	194.00		3041		M D 003.4410.015.000
154342	02/29/16	FAITH FIRE EXTINGUIS	10246 ORTLY FIRE INSP SR HO	369.00		3042		M D 034.4802.015.000
						*CHECK TOTAL		
154343	02/29/16	FALCON SIGNS	10432 INSTALL SD CYN RD	50.00		C878HX		M D 001.4309.033.001
154344	02/29/16	FENCE CRAFT OF UPLAN	12361 FENCE REPAIR	590.00		178580		N D 008.4414.033.000
154344	02/29/16	FENCE CRAFT OF UPLAN	12361 FENCE REPAIR	815.00		178581		N D 008.4414.033.000
						*CHECK TOTAL		
154345	02/29/16	GAS COMPANY/THE	16323 163 717 4800 1	372.13				N D 001.4430.022.002
154346	02/29/16	GOLDEN STATE WATER	16324 641405000006	40.47				N D 001.4411.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 161620000006	16.34				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 758893000006	167.55				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 758843000003	57.01				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 6225813000001	581.59				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 6134491000000	505.90				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 5229082000009	33.93				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 2258453000000	33.16				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 1087443000000	71.81				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 0441130000007	102.82				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 0005330000006	157.82				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 9974430000008	39.30				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 9874430000008	199.71				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 9674430000007	37.01				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 5974430000000	203.28				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 5874430000000	43.22				N D 001.44115.022.004
154346	02/29/16	GOLDEN STATE WATER	16324 3418430000000	322.57				N D 001.44115.022.004

WARRANT DATE VENDOR

BANK OF AMERICA

Disbursement Journal

AMOUNT CLAIM INVOICE

PO#

F 9 S ACCOUNT

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
154346	02/29/16	GOLDEN	STATE	60.10				001.4415.022.004
154346	02/29/16	GOLDEN	STATE	75.10				001.4415.022.004
154346	02/29/16	GOLDEN	STATE	74.06				001.4415.022.004
154346	02/29/16	GOLDEN	STATE	22.39				003.44110.022.004
154346	02/29/16	GOLDEN	STATE	320.75				072.411255.453.002
154346	02/29/16	GOLDEN	STATE	12.20				008.44115.022.004
154346	02/29/16	GOLDEN	STATE	26.44				008.44114.022.004
154346	02/29/16	GOLDEN	STATE	35.60				008.44114.022.004
154346	02/29/16	GOLDEN	STATE	9.69				008.44114.022.004
154346	02/29/16	GOLDEN	STATE	26.22				008.44114.022.004
154346	02/29/16	GOLDEN	STATE	29.14				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	11.9				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	9.57				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	1.99				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	1.89				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	3.12				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	3.12				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	1.88				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	1.34				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	1.82				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	1.85				001.44115.022.004
154346	02/29/16	GOLDEN	STATE	3.4				008.44115.022.004
154346	02/29/16	GOLDEN	STATE	5.7				008.44115.022.004
154347	02/29/16	GOLDEN	STATE	9,679.56				
154347	02/29/16	GOLDEN	STATE	2,172.08				
154348	02/29/16	GRAINGER	VACUUM MTR/BLWR	901.36				
154348	02/29/16	GRAINGER	COLD PROTECT GEAR	126.39				
154348	02/29/16	GRAINGER	COLD PROTECT GLOVES	38.24				
154348	02/29/16	GRAINGER	COLD PROTECT GLOVES	21.86				
154348	02/29/16	GRAINGER	COLD PROTECT GLOVES	620.31				
154349	02/29/16	GRIFFIN STRUCTURES	CLUB ASSESSMENT	7,056.00				

\*CHECK TOTAL

\*CHECK TOTAL

GSI-SDSRC-01

WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

DESCRIPTION AMOUNT CLAIM INVOICE PO# F 9 S ACCOUNT

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
154350	02/29/16	GRIGOLLA & SONS INC	242.54				N D 110.211.799
154350	02/29/16	GRIGOLLA & SONS INC	1,976.53				N D 001.4341.024.020
154350	02/29/16	GRIGOLLA & SONS INC	2,322.00				N D 012.4841.650.001
154350	02/29/16	GRIGOLLA & SONS INC	5,500.00				N D 012.4841.692.007
154350	02/29/16	GRIGOLLA & SONS INC	10,276.27				N D 012.4841.813.003
			15,317.27	*CHECK TOTAL			
154351	02/29/16	GROVER & ASSOCIATES/	5,010.00		01635-IN		N D 001.4345.020.001
154352	02/29/16	HARRINGTON AUTOMOTIV	1,101.99		044865		M D 001.4342.011.000
154352	02/29/16	HARRINGTON AUTOMOTIV	1,255.00		044865		M D 001.4342.020.001
154352	02/29/16	HARRINGTON AUTOMOTIV	320.00		044896		M D 001.4342.020.001
154352	02/29/16	HARRINGTON AUTOMOTIV	341.17		044896		M D 001.4342.011.000
			2,018.16	*CHECK TOTAL			
154353	02/29/16	HART/RAYMOND	50.00				M D 001.4420.013.003
154354	02/29/16	HI-SHEEN	150.00		409		M D 001.4342.041.011
154354	02/29/16	HI-SHEEN	476.50		410		M D 001.4342.020.003
			626.50	*CHECK TOTAL			
154355	02/29/16	HINDERLITER DE LLAMA	3,375.00		22349-IN		N D 001.4190.020.007
154356	02/29/16	HOFFMAN SOUTHWEST CO	610.00		IE270189		N D 001.4342.020.003
154357	02/29/16	HOME DEPOT CREDIT SE	139.23		3081855		N D 008.4415.033.000
154358	02/29/16	HOMETOWN RENTALS	48.33		170125-1		N D 001.4341.033.000
154359	02/29/16	HOYNES/HEATHER	440.64				M D 001.4420.020.000
154360	02/29/16	INFOTOX INC	828.00		15308		N D 040.4112.820.821
154361	02/29/16	INLAND EMPIRE	1,170.00		46083		N D 001.4420.034.002
154361	02/29/16	INLAND EMPIRE	886.75		46083		N D 072.4125.434.000
154361	02/29/16	INLAND EMPIRE	1,134.00		46801		N D 001.4420.034.002
154361	02/29/16	INLAND EMPIRE	808.00		46801		N D 072.4125.434.000
			3,998.75	*CHECK TOTAL			
154362	02/29/16	INLAND EMPIRE REGION	210.90		90017557		N D 008.4415.033.000
154363	02/29/16	INLAND VALLEY HUMANE	10,957.00				N D 001.4210.413.000
154364	02/29/16	INTERSTATE BATTERY S	142.79		1905499017675		N D 070.4314.041.003
154365	02/29/16	JOHNSON/BARBARA	71.55				M D 001.4420.013.009
154366	02/29/16	JOVIN/EUGENE	45.00				N D 001.332.001
154367	02/29/16	KNUDSEN/BJORN	45.00				N D 001.332.001

WARRANT DATE VENDOR  
BANK OF AMERICA

PO# F 9 S ACCOUNT

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
154368	02/29/16	KOSMONT COMPANIES	2,186.60		1		N D 038.4120.020.522
154369	02/29/16	L.A. CO. DISTRICT AT	94.16		16-1033		N D 001.4210.020.003
154370	02/29/16	L.A. COUNTY SHERIFF!	255.42		162688JJ		N D 001.4210.020.019
154370	02/29/16	L.A. COUNTY SHERIFF!	368.81		162747NH		N D 001.4210.020.021
154370	02/29/16	L.A. COUNTY SHERIFF!	19,957.50		162747NH		N D 001.4210.020.012
154370	02/29/16	L.A. COUNTY SHERIFF!	3,915.00		162747NH		N D 001.4210.020.008
154370	02/29/16	L.A. COUNTY SHERIFF!	4,979.75		162747NH		N D 001.4210.020.009
154370	02/29/16	L.A. COUNTY SHERIFF!	7,269.33		162747NH		N D 001.4210.020.009
154370	02/29/16	L.A. COUNTY SHERIFF!	17,499.92		162747NH		N D 001.4210.020.014
154370	02/29/16	L.A. COUNTY SHERIFF!	26,456.95		162747NH		N D 001.4210.020.014
154371	02/29/16	LEPE/MAURO	65.00		*CHECK TOTAL		M D 034.4802.015.000
154372	02/29/16	LOS ANGELES NEWSPAPE	631.30		257678		N D 001.4150.010.000
154373	02/29/16	LOWE'S HOME IMPROVEM	27.04		01224		N D 008.4415.033.000
154373	02/29/16	LOWE'S HOME IMPROVEM	246.69		02813		N D 020.4410.927.003
154373	02/29/16	LOWE'S HOME IMPROVEM	99.30		09076		N D 001.4412.023.000
154373	02/29/16	LOWE'S HOME IMPROVEM	20.68		19430		N D 020.4410.927.000
154373	02/29/16	LOWE'S HOME IMPROVEM	399.54		17068		N D 001.43442.033.000
154374	02/29/16	MADRIGAL/GLORIA	17.08		JAN VISION		N D 001.4190.200.002
154375	02/29/16	MARKOSSIAN/ANNETTE H	1,144.80		JAN VISION		M D 001.4420.020.000
154376	02/29/16	MARSAN TURF & IRRIGA	122.63		408924		N D 008.4414.020.016
154376	02/29/16	MARSAN TURF & IRRIGA	273.05		409162		N D 008.4414.020.016
154377	02/29/16	MC LAY SERVICES INC	288.00		49389		N D 003.4410.015.000
154377	02/29/16	MC LAY SERVICES INC	700.00		49389		N D 034.4802.015.000
154377	02/29/16	MC LAY SERVICES INC	105.00		6922		N D 053.4410.023.000
154377	02/29/16	MC LAY SERVICES INC	208.00		6923		N D 001.4430.015.000
154378	02/29/16	MEZA/ANTONIA	500.00		*CHECK TOTAL		N D 001.341.002
154379	02/29/16	NORMAN/EYLOE	13.50		M D 001.4420.013.009		M D 001.4420.013.009
154380	02/29/16	NRG DANCE AND CHEER	4,810.00		N D 110.213.148		N D 110.213.148
154381	02/29/16	OFFICE SOLUTIONS	232.40		I-00905520		N D 001.4190.030.000
154381	02/29/16	OFFICE SOLUTIONS	19.60		I-00907706		N D 001.4190.030.000
154381	02/29/16	OFFICE SOLUTIONS	358.25		I-00909420		N D 001.4190.030.000
154381	02/29/16	OFFICE SOLUTIONS	73.23		PCR-I52359		N D 001.4190.030.000
154381	02/29/16	OFFICE SOLUTIONS	36.61		PCR-I52360		N D 001.4190.030.000





WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
BANK OF AMERICA								
154401	02/29/16	SAN DIMAS HARDWARE	16016 SPRYLACOR ACE	21.71		3352174860		N D 001.4411.033.000
154401	02/29/16	SAN DIMAS HARDWARE	16016 HAZEN BULB	8.12		3352174876		N D 003.4410.033.000
154401	02/29/16	SAN DIMAS HARDWARE	16016 CASTER SWVL	63.12		3352174877		N D 001.4412.033.000
154401	02/29/16	SAN DIMAS HARDWARE	16016 PLUNCHER	4.55		3352174888		N D 001.4411.031.000
154401	02/29/16	SAN DIMAS HARDWARE	16016 MISC HARDWARE	3.77		3352174908		N D 001.4410.033.000
				955.06	*CHECK	TOTAL		
154402	02/29/16	SAN GABRIEL VALLEY F	11215 GRAFFITI REMOVAL JAN	680.00		2722		N D 001.4341.020.003
154403	02/29/16	SANDERS LOCK & KEY	15816 TAILGATE RAMP	1,925.00		23914		N D 070.4314.039.044
154404	02/29/16	SCHEELE/JOHN	16108 9 PC METRIC SET	92.64		29654		M D 001.4342.033.000
154405	02/29/16	SCHWEITZER/DORA	11360 TINY TOTS 12/14-2/1	1,399.20				M D 001.4420.020.000
154406	02/29/16	SCP DISTRIBUTORS LLC	12402 SPA & TEST KIT	120.54		31608109		N D 001.4430.033.000
154407	02/29/16	SHERIFF PLUMBING, IN	11182 HYDRO JET CH & CC	1,900.00		21143		N D 001.4411.023.000
154408	02/29/16	SIMBOLON/MARLIANA	.00008 DEP REFUND COM BUILDI	500.00				N D 001.341.002
154409	02/29/16	SMART & FINAL	16292 STUDENT UNION ANN PART	86.40		116834		N D 001.4420.033.000
154409	02/29/16	SMART & FINAL	16292 HAPPY HOUR 2/10/16	142.38		118108		N D 001.4420.013.003
154409	02/29/16	SMART & FINAL	16292 LUNCH SOCIAL 2/10/16	267.16				N D 001.4420.013.003
					*CHECK	TOTAL		
154410	02/29/16	SO CAL JYNX	.00011 REFUND FIELD RENTAL	100.00				N D 001.367.020
154411	02/29/16	SOUTHEAST CONSTR PRO	16310 WHEEL STOPS	288.28		1074126-1		N D 001.4342.033.000
154411	02/29/16	SOUTHEAST CONSTR PRO	16310 BLOCK PALLET	306.28		1074138-1		N D 001.4342.033.000
					*CHECK	TOTAL		
154412	02/29/16	SOUTHERN CALIF	2-30-875-21486	394.31				D 003.4410.022.001
154412	02/29/16	SOUTHERN CALIF	2-31-209-67864	75.45				D 007.43415.022.001
154412	02/29/16	SOUTHERN CALIF	2-31-1735-67864	40.20				D 007.43411.022.001
154412	02/29/16	SOUTHERN CALIF	2-31-194-83375	102.73				D 007.43411.022.001
154412	02/29/16	SOUTHERN CALIF	2-31-496-91656	41.12				D 007.43411.022.001
154412	02/29/16	SOUTHERN CALIF	2-31-699-4656	145.87				D 007.43411.022.001
154412	02/29/16	SOUTHERN CALIF	2-30-8248-1054	49.36				D 001.4415.022.001
154412	02/29/16	SOUTHERN CALIF	2-30-838-1054	47.36				D 001.4415.022.001
154412	02/29/16	SOUTHERN CALIF	2-30-248-30997	24.56				D 001.48022.865.001
154412	02/29/16	SOUTHERN CALIF	2-34-512-25102	17.70				D 034.48022.865.001
154412	02/29/16	SOUTHERN CALIF	2-34-024-25102	16.50				D 034.48022.865.001
154412	02/29/16	SOUTHERN CALIF	2-36-182-20102	16.50				D 034.48022.865.001
154412	02/29/16	SOUTHERN CALIF	2-36-182-20102	16.24				D 034.48022.865.001
154412	02/29/16	SOUTHERN CALIF	2-36-182-20102	16.04				D 034.48022.865.001
154412	02/29/16	SOUTHERN CALIF	2-03-990-56915	31.02				D 001.4415.022.001
154412	02/29/16	SOUTHERN CALIF	2-09-992-3914	30.58				D 007.4341.022.001

WARRANT DATE VENDOR  
BANK OF AMERICA

Disbursement Journal

F 9 S ACCOUNT

PO#

CLAIM INVOICE

AMOUNT

DESCRIPTION

DATE

VENDOR

ACCOUNT

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
154413	02/29/16	SOUTHERN CALIFORNIA	43,328.50				N D 110.214.813
154414	02/29/16	UNDERGROUND SVC 32	22,217.48		216298		M D 001.4420.020.000
154415	02/29/16	JR HIGH SHOOT STARS	F 299.20				N D 034.4802.015.000
154416	02/29/16	REPLACE MED.PENDANT B	315.00		7417		N D 001.4308.021.000
154417	02/29/16	REIMB.NEW PARTNERS	1,448.99				N D 001.4345.020.000
154418	02/29/16	STEVEN/LARRY			6551		M D 001.4342.020.003
154419	02/29/16	STRIPING MAINT. PRO	1,945.65		6877		M D 001.4420.034.003
154420	02/29/16	SUPERIOR PAVEMENT MA	423.95		162016124		M D 001.4420.020.000
154421	02/29/16	SUPERIOR PRESSURE SY					N D 001.4420.020.000
154422	02/29/16	T-SHIRT W/ PRINT FRON	216.55				N D 003.4410.023.000
154423	02/29/16	T-ZIGNS ETC	112.20				N D 001.4342.011.000
154424	02/29/16	HUITAR 1/13-2/17			18584		M D 001.4342.020.001
154425	02/29/16	TAVAREZ/MARK	34.85		TP209312		M D 070.4314.039.044
154426	02/29/16	TRANS-WEST TRUCK CEN					N D 038.4120.099.000
154427	02/29/16	TUFF SKIN	450.00		1611		N D 001.4310.016.000
154428	02/29/16	TUFF SKIN	900.00		1611		N D 001.4342.011.002
154429	02/29/16	U.S. BANK					M D 001.4110.021.000
154430	02/29/16	UNDERGROUND SERVICE	14,371.45		180121167365		N D 001.4190.020.034
154431	02/29/16	NEW TICKET CHAR	115.50		120160634		N D 001.4411.022.003
154432	02/29/16	UNITED ROTARY BRUSH	553.58		288903		N D 001.4412.022.003
154433	02/29/16	VALLEY TROPHY	190.75		21053		N D 001.4410.022.003
154434	02/29/16	VERIZON	59.99				N D 001.4412.022.003
154435	02/29/16	VERIZON	108.46				N D 001.4410.022.003
154436	02/29/16	VERIZON	168.45				N D 001.4411.022.003
154437	02/29/16	VERIZON					N D 001.4412.022.003
154438	02/29/16	VERIZON	48.10				N D 001.4410.022.003
154439	02/29/16	VERIZON	89.73				N D 001.4410.022.003
154440	02/29/16	VERIZON	47.86				N D 001.4410.022.003
154441	02/29/16	VERIZON	37.74				N D 001.4410.022.003
154442	02/29/16	VERIZON	35.10				N D 001.4412.020.003
154443	02/29/16	VERIZON	258.53				N D 001.4412.022.003
154444	02/29/16	WALCZAK/BEVERLY	1,145.70				M D 001.4420.020.000
154445	02/29/16	WALCZAK/JEROME	1,145.70				M D 001.4420.020.000

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Disbursement Journal

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CITY OF SAN DIMAS

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
154433 02/29/16	BANK OF AMERICA						
154433 02/29/16	WALTERS WHOLESALE EL	10860 MULTITESTER	130.79		2315414-00		N D 001.4410.041.000
154433 02/29/16	WALTERS WHOLESALE EL	10860 ADV 71A6742	663.82		2319209-01		N D 008.4414.033.000
154433 02/29/16	WALTERS WHOLESALE EL	10860 PHIL C150555	159.05		2319545-00		N D 008.4414.033.000
			953.66	*CHECK	TOTAL		
154434 02/29/16	WATERLINE TECHNOLOGI	10242 HYPOCHLORITE SOLUTION	371.82		53229120		N D 001.4430.033.000
154435 02/29/16	WEST COAST ARBORISTS	12070 15-16 TREE MAINTEN	29,231.43		112600		N D 008.4415.020.008
154436 02/29/16	WESTERN ENVIRONMENTA	10319 CLEAN WASH RACK PIT	400.00		20993		N D 001.4341.028.000
154436 02/29/16	WESTERN ENVIRONMENTA	10319 HAZ. WASTE DISPOSAL	860.20		21001		N D 001.4341.028.000
			1,260.20	*CHECK	TOTAL		
154437 02/29/16	WHITE-GELLER/JENNIFE	.00012 REFUND YOUNG REMBTS	40.00				N D 001.367.001
154438 02/29/16	YOUNG REMBRANDTS	11441 YOUNG REMBRNTS 1/19-2	734.40				M D 001.4420.020.000
154439 02/29/16	ZALLO/ROBERT W	12267 TAI CHI FEB'16	130.56				M D 001.4420.020.000
	BANK OF AMERICA	TOTAL	819,736.49				

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WARRANT DATE VENDOR  
REPORT TOTALS:

DESCRIPTION      Disbursement Journal  
AMOUNT  
819,736.49

CITY OF SAN DIMAS  
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F 9 S ACCOUNT  
PO#

CLAIM INVOICE

RECORDS PRINTED - 000353

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Disbursement Journal

GL0609 - CITY OF SAN DIMAS  
GL540R - V07.27 RECAPPAGE

FUND RECAP:  
FUND DESCRIPTION  
-----  
001 GENERAL FUND  
002 STATE GAS TAX  
003 WALKER HOUSE LLC FUND  
007 MATHY WIDE PARKING DISTRICT  
008 LANDSCAPE PAPER TAX  
012 LANDSCAPE REPLACEMENT  
020 INFRASTRUC DEVELOPMENT  
021 COMMUNITY PARK (N & W)  
024 CIVIC CENTER #1 PARKING DIST  
034 HOUSING AUTHORITY 2-1-12  
038 SUCCESSION AGENCY CG 2-1-12  
040 COMMUNITY DEV BLOCK GRANT  
053 COURSE MAINT & OPERATIO  
070 EQUIPMENT REPLACEMENT  
072 PROJ A LOCAL TRANSPORTATION  
110 TRUST AND AGENCY  
TOTAL ALL FUNDS

DISBURSEMENTS  
592,582.87  
30,292.21  
2,692.65  
58,833.41  
24,308.43  
1,890.43  
7,372.04  
2,020.82  
16,528.00  
2,277.08  
2,517.79  
3,470.33  
37,737.14  
819,736.49

BANK RECAP:  
BANK NAME  
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CHEK BANK OF AMERICA  
TOTAL ALL BANKS

DISBURSEMENTS  
819,736.49  
819,736.49



## Agenda Item Staff Report

**Date:** February 18, 2016

**To:** Honorable Mayor and Members of City Council  
*For the Meeting of February 23, 2016*

**From:** Blaine Michaelis, City Manager

**Initiated by:** Public Works Department

**Subject:** **Ordinance 1243 - To Reflect the Correct Recommended Miles Per Hour Speed Limit for San Dimas Avenue Loop to 30mph (SECOND READING)**

### **SUMMARY**

Ordinance 1243 reflects the correct recommended miles per hour (mph) speed limit for the San Dimas Loop and clarifies the limits as follows:

- San Dimas Avenue-San Dimas Ave (Loop Junction) to Avenida Melisenda – 35mph
- San Dimas Avenue-Avenida Melisenda to Calle Andrea–30mph
- San Dimas Avenue-Calle Andrea to San Dimas Ave (Loop Junction)–30mph

A typo was revealed in Ordinance No. 1203 which approved the 2011 Speed Zone Study. As a result of this discovery, Staff requested the City's Traffic Engineer to study this area to confirm the correct mph for this section. The Traffic Engineer's 2016 study confirmed the correct mph for this area of San Dimas Avenue should be 30mph (from Avenida Melisenda to San Dimas Avenue Junction).

Ordinance 1243 was introduced at City Council February 9, 2016 meeting.

### **RECOMMENDATION**

Staff recommends Council to adopt Ordinance 1243.

Respectfully submitted,

  
Krishna Patel  
Director of Public Works

Attachment:

Ordinance 1243, Amending the San Dimas Municipal Code Section 10.06 to reflect the correct recommended miles per hour speed limit for San Dimas Avenue Loop to 30 mph.

**ORDINANCE 1243**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS,  
COUNTY OF LOS ANGELES AMENDING THE SAN DIMAS MUNICIPAL CODE  
SECTION 10.06 TO REFLECT THE CORRECT RECOMMENDED MILES PER HOUR  
SPEED LIMIT FOR SAN DIMAS AVENUE LOOP TO 30MPH**

THE COUNCIL OF THE CITY OF SAN DIMAS DOES ORDAIN AS FOLLOWS:

**SECTION 1.** Section 10.06.100 of the San Dimas Municipal Code is hereby amended by striking two street segments and adding three segments as follows:

STREET NAME	LIMITS	RECOMMENDED SPEED LIMIT (MPH)
<b>SAN DIMAS AVENUE</b>	<b>Via Verde to Avenida Melisenda</b>	<b>35</b>
<b>SAN DIMAS AVENUE</b>	<b>Avenida Melisenda to San Dimas Avenue (Loop Junction)</b>	<b>35</b>
<b>SAN DIMAS AVENUE</b>	<b>San Dimas Avenue (Loop Junction) to Avenida Melisenda</b>	<b>35</b>
<b>SAN DIMAS AVENUE</b>	<b>Avenida Melisenda to Calle Andrea</b>	<b>30</b>
<b>SAN DIMAS AVENUE</b>	<b>Calle Andrea to Loop Junction</b>	<b>30</b>

**SECTION 2.** Section 10.06.100 of the City of San Dimas Municipal Code is hereby corrected and clarified to reflect the correct recommended miles per hour within the San Dimas Avenue Loop, as referenced above. All other street segments and speed limits in Section 10.06.100 shall remain the same.

**SECTION 3.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

**SECTION 4.** This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk shall cause it to be published in a local newspaper of general circulation hereby designated for that purpose.

Amending San Dimas Municipal Code Section 10.06 to Reflect the Correct Recommended Miles Per Hour Speed Limit for San Dimas Avenue Loop to 30mph

**PASSED AND ADOPTED** by the City Council of the City of San Dimas this 23<sup>rd</sup>, day of February, 2016, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
Curtis W. Morris, Mayor City of San Dimas

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Debra Black, Assistant City Clerk

\_\_\_\_\_  
Mark Steres, City Attorney

I, DEBRA BLACK, ASSISTANT CITY CLERK of the City of San Dimas, do hereby certify that Ordinance 1243 was introduced at a regular meeting of the City Council of the City of San Dimas on the 9<sup>th</sup> day of February, 2016, and thereafter passed and adopted at a regular meeting of said City Council held on the 23<sup>rd</sup> day of February, 2016.

I DO FURTHER CERTIFY that within 15 days of the date of its passage, I caused a copy of Ordinance 1243 to be published in the Inland Valley Daily Bulletin.

\_\_\_\_\_  
Debra Black, Assistant City Clerk

## ORDINANCE 1242

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA ADOPTING MUNICIPAL CODE TEXT AMENDMENT 15-05 WHICH WILL AMEND CHAPTERS 5.77, 5.28 AND 5.32 TO COMPLY WITH ASSEMBLY BILL 1147 RELATING TO HOW MASSAGE BUSINESSES ARE ALLOWED TO BE PROCESSED, OPERATED AND INSPECTED WITHIN THE CITY

**THE CITY COUNCIL OF THE CITY OF SAN DIMAS DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council finds as follows:

- (a) This Chapter is intended to provide the orderly regulation of persons and establishments engaged in the practice of Massage Therapy, in the interest of the public health, safety and welfare. The City of San Dimas wishes to recognize the practice of Massage Therapy as a valid and professional field and to discourage the use of Massage Therapy as a subterfuge by persons with criminal tendencies to violate section 647 (a) or Section 647 (b) of the Penal Code or to commit other unlawful activity.
- (b) In 2008, the California Legislatures passed Senate Bill No. 731 (SB731) that became effective on January 1, 2009, establishing a state licensing process for massage therapists, and substantively eliminated local control over massage practitioners.
- (b) Effective January 1, 2015, the City's authority to regulate massage establishments was significantly restored due to the passage of Assembly Bill No. 1147, which returned local land use authority to cities and counties by authorizing local governments to require conditional use permits, regulate hours of operation and adopt any other measures to protect the public health, safety and welfare, community character, and quality of life.
- (c) The City of San Dimas regulates massage establishments and massage technicians in Title 5, Chapter 5.77 of the San Dimas Municipal Code.

**SECTION 2.** Chapter 5.77 of the San Dimas Municipal Code shall be amended, as provided for in Exhibit "A"

**SECTION 3.** Chapter 5.28.020.P of the San Dimas Municipal Code shall be amended by adding "as a primary or accessory use" and shall read as follows.

P. Massage establishment, as a primary or accessory use;

**SECTION 4.** Chapter 5.32.030.L of the San Dimas Municipal Code shall be amended by deleting section "L" in its entirety.

"L. Massage Technician. Massage technicians shall not require a license nor a permit; provided, that the individual desiring to practice massage therapy has been issued state certification by the California Massage Therapy Organization."

**SECTION 5.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

**SECTION 6.** This Ordinance shall take effect 30 days after its final passage and the City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within 15 days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and certified copy of the text of this Ordinance shall be posted in the Office of the City Clerk five days prior to the date of adoption of this Ordinance; and, within 15 days after adoption, the City Clerk shall cause to be published, the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of San Dimas this 23<sup>rd</sup> day of February, 2016, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

---

Curtis W. Morris, Mayor City of San Dimas

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Debra Black, Assistant City Clerk

\_\_\_\_\_  
Mark Steres, City Attorney

I, DEBRA BLACK, ASSISTANT CITY CLERK of the City of San Dimas, do hereby certify that Ordinance 1242 was introduced at a regular meeting of the City Council of the City of San Dimas on the 9<sup>th</sup>, day of February, 2016, and thereafter passed and adopted at a regular meeting of said City Council held on the 23<sup>rd</sup> day of February, 2016.

\_\_\_\_\_  
Debra Black, Assistant City Clerk

## **EXHIBIT A**

### **Municipal Code Text Amendment 15-05**

#### **Chapter 5.77**

#### **MASSAGE**

##### **Sections:**

- 5.77.010 Applicability.**
- 5.77.020 Purpose and intent.**
- 5.77.030 Definitions.**
- 5.77.040 Exceptions.**
- 5.77.050 Facility and operational requirements.**
- 5.77.060 Facility and operational requirements for an accessory massage establishment.**
- 5.77.070 Operator licenses – verification.**
- 5.77.080 Massage technician – therapist qualifications – verification.**
- 5.77.090 Location clothing, and identification requirements.**
- 5.77.100 Out call massage services.**
- 5.77.110 Employment of unlicensed massage technicians prohibited.**
- 5.77.120 Persons using alcohol or drugs prohibited.**
- 5.77.130 Inspection.**
- 5.77.140 Suspension or revocation.**

##### **5.77.010 Applicability.**

The provisions of this chapter shall apply to any premises which conducts or operates a massage practice as defined in Chapter 5.08 of this title.

##### **5.77.020 Purpose and intent**

The provisions of this chapter are intended to enhance the efficient processing of permits for massage establishments, owners and managers and the ongoing regulation of those permittees and certified holders by the City. The provisions of this chapter in no way limit the authority of the City to inspect massage establishments or conduct investigations to ensure permittees are complying with the applicable rules and regulations of this chapter and Business and Professions Code Section 4600-4620.

The regulations and restrictions contained in this chapter are intended to discourage massage establishments from degenerating into houses of prostitution, and the means utilized in this chapter bear a reasonable and rational relationship to the goals sought to be achieved within the confines allowed by the state law.

**5.77.030 Definitions.**

**“Accessory massage”** means a massage practice which is secondary and incidental to a primary use allowing the following businesses to offer accessory massage: health clubs, day spas, gyms, beauty salons, barber shops, chiropractor offices, physical therapy offices, medical doctor offices, hospitals and similar uses provided that the accessory massage shall be less than fifty percent of the floor area. Any change to this definition will change the definition of accessory massage in Chapters 5.08 and 18.08.

**“California Massage Therapy Council”** or **“CAMTC”** shall mean Massage Therapy Organization formed pursuant to Business and Professions Code Section 4600.

**“CAMTC certificate”** shall mean the unconditional certificate issued by CAMTC to massage therapists pursuant to California Business and Professions Code Section 4600 *et seq.* “CAMTC certificate” shall not include a conditional CAMTC certificate issued by the massage therapy organization to any massage therapist.

**“Certified massage therapist”** shall mean an individual certified by CAMTC as a Certified Massage Therapist pursuant to California Business and Professions Code Section 4600.

**“City”** shall mean the City of San Dimas.

**“Client”** shall mean a customer or patron who pays for or receives massage services.

**“Compensation”** shall mean the payment, loan, advance, donation, contribution, deposit, exchange, or gift of money or anything of value.

**“Employee”** shall mean any person employed by the massage business who may render any service for the business, and who receives any form of compensation from the business. The term “employee” shall include independent contractors who are regularly employed by a massage establishment and who work at a massage establishment.

**“Massage”** shall mean and include any method of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, manipulation, or stimulating the external parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances, with or without supplementary aids such as rubbing alcohol, liniments, antiseptics, oils, powder, creams, lotions, ointments, or similar preparations. “Massage” shall further include any bath, facial massage, fomentations, massage, electric or magnetic treatment, acupressure, shiatsu, alcohol rub, and Russian, Swedish and Turkish baths. Any change to this definition will change the definition of accessory massage in Chapters 5.08 and 18.08.

**“Massage establishment”** or **“massage practice”** shall mean any business or operation where any individual, firm, association, partnership, corporation, or combination of individuals, engages in, conducts, carries on, or permits to be engaged in or conducted, for money or any other consideration, massage or health treatments involving massages including, but not limited to, those businesses that provide massage accessory to their principal permitted use, such as health clubs, day spas, gyms, beauty

salons, barber shops, chiropractor offices, physical therapy offices, medical doctor offices, hospitals, and similar uses. Any change to this definition will change the definition of accessory massage in Chapter 5.08.

**“Massage technician” or “massage therapist”** shall mean any person who administers to any persons, for any form of consideration or gratuity, a “massage” as defined in this section. A massage technician includes a student at a school of massage who administers a massage to any person who pays for or gives a gratuity for such, whether the payment of gratuity is to such student or to the school. Any change to this definition will change the definition of accessory massage in Chapter 5.08. \* Technician means the same as therapist.

**“Owner” or “Massage business owner”** shall mean any of the following persons:

- (1) Any person who is a general partner of a general or limited partnership that owns a massage business.
- (2) Any person who has a five percent (5%) or greater ownership interest in a corporative or any other type of business association that owns a massage business.
- (3) Any person who is a member of a limited liability company that owns a massage business.

**“Person”** shall mean any individual, firm, association, partnership, corporation, joint venture, limited liability company, or combination of individuals.

**“Practitioner”** shall be used interchangeably and mean any person who administers massage to another person, for any form of consideration (whether for the massage, as part of other services or a product, or otherwise).

**“Recognized School”** means any school or institution of learning, which school or institution of learning has been approved pursuant to Section 94311 of the Education Code of the state of California, and which has for its purpose the teaching of the theory, method, profession, practice or work of a massage technician.

**“Sole proprietorship”** shall mean and include any form of business organization where the business owner (sometimes referred to as the “sole proprietor”) is the only person employed by that business to provide massage services.

**“Solicit”** shall mean to request, ask, demand or otherwise arrange for the provision of services.

#### **5.77.040 Exceptions.**

A. Complete exemption. The requirements of this chapter shall have no application and no effect upon and shall not be construed as applying to:

1. Any physician, surgeon, chiropractor, acupuncturist, osteopath or physical therapist licensed to practice such profession in the State of California, within their scope of their license.

2. Any registered nurse or licensed vocational nurse, licensed to practice under the laws of the State of California, who is an employee of and working under the on-site direction of a physician, surgeon, chiropractor, osteopath or physical therapist duly licensed to practice their respective professions in this State.

3. Any other person providing massage services that is employed by a physician, surgeon, chiropractor, osteopath or physical therapist, shall be required to have a valid CAMTC Certificate or have approval from the City to perform massage, as well as work under the on-site direction of such physician, surgeon, chiropractor, osteopath or physical therapist.

4. If a duly licensed acupuncturist wishes to provide massage therapy services to his or her clients by an individual(s) other than him- or herself, said individual(s) must have a valid CAMTC certificate or City approval and the office of the acupuncturist shall be subject to all the provisions of this Chapter 5.77, as well as any other applicable provision of the San Dimas Municipal Code.

5. Any person licensed to practice any healing under the provisions of California Business and Professions Code Division 2 (commencing with § 500) when engaging in such practice within the scope of such licenses.

6. State-licensed hospitals, nursing homes, sanatoriums, or other health care facilities duly licensed by the State of California, and the employees of such facilities while working on the premises of such state-licensed facilities.

7. Accredited high schools, junior colleges and colleges or universities whose coaches and trainers are acting within the scope of their employment.

8. Barbers, beauticians, or manicurists who are duly licensed by the State of California pursuant to the Barbering and Cosmetology Act set forth in California Business and Professions Code §§ 7300 et seq., as the same may be amended from time to time, while engaging in practices within the scope of such license, except that this exemption applies solely for the massaging of the neck, face, and/or scalp of the customer or client of said barber or beautician or, in the case of a licensed manicurist, the massaging of the forearms, hands, calves and/or feet at a licensed establishment. However, if a state licensed establishment also has a certificate of operation from the City to operate as a massage establishment, the business must also comply with all provisions of this Chapter 5.77.

9. Schools of cosmetology or barbering which comply with the requirements of California Business and Professions Code §§ 7362 et seq. when instructors are acting within the scope of their employments or when students are working as unpaid externs pursuant to the requirements of California Business and Professions Code § 7395.1.

10. Any other business or professions exempt by state law.

### **5.77.050 Facility and operational requirements.**

All massage establishments shall be maintained and operated in conformity with the following and California Business and Professions Code Section 4600-4620:

A. Business License. The owner of the massage establishment shall obtain a city business licenses per Chapter 5.16 of this title.

B. Location. A massage establishment shall only be operated and massage conducted on the premises so indicated on the special permit required by Chapter 5.28 of this title; provided, however, a massage establishment may be authorized in its conditions of approval to provide out call massage services pursuant to Section 5.77.100 of this chapter.

C. Manager—Required. All massage establishments shall have a responsible person acting as manager on the premises at all times when massage is offered. The manager must be familiar with the requirements of this chapter and be capable of communicating the provisions of this chapter to employees and patrons of the massage establishment.

D. Employee Reporting Requirements. The holder of a special permit for a massage establishment shall notify the city clerk in writing of the name and address of each person employed as massage therapists, including independent massage therapists as defined in Chapter 5.08 of this title and all other employees within twenty-four hours of that person being employed. The holder of a special permit shall notify the city clerk in writing of the name and address of each person who is no longer employed as a massage therapists, including independent massage therapists and all other employees within twenty-four hours of that person no longer being employed.

E. A copy of the CAMTC or recognized school certificate of each and every massage therapist employed in the massage establishment shall be displayed in the reception/waiting area or similar open public place on the premises. Certificates of former employees shall be removed as soon as they are no longer employed by or offering services through the massage establishment.

F. Massage shall be provided or given between the hours of eight (8) a.m. and ten (10) p.m. No massage business shall be open and no massage shall be provided between the hours of ten (10) p.m. and eight (8) a.m. A massage commenced prior to ten (10) p.m. shall nevertheless terminate at ten (10) p.m., and in the case of a massage business, all clients shall exit the premises at that time. It is the obligation of the massage business to inform clients of the requirement that services must cease at ten (10) p.m.

G. Other than custodial or maintenance staff, no person shall be permitted within the premises of a massage establishment between the hours of eleven (11) p.m. and seven (7) a.m.

H. A list of the services available and the cost of such services shall be posted in the reception/waiting area within the massage premises, and shall be readily understandable. Out call service providers shall provide such a list to clients in advance of performing any service. No owner, manager, operator, or responsible managing employee shall permit, and no massage therapist shall offer or perform, any service other than those posted or listed as required herein, nor shall an operator or a massage therapist request or charge a fee for any service other than those on the list of services available and posted in the reception/waiting area or provided to the client in advance of any out call services.

I. For each massage service provided, every massage establishment shall keep a complete and legible written record of the following information: the date and hour that service was provided, the service received, the name or initials of the employee entering the information, and the name of the massage therapist administering the service. Such records shall be open to inspection and copy by the San Dimas Sheriff's Department or other City officials charged with the enforcement of this chapter. These records may not be used by any massage therapist or operator for any purpose other than as record of service provided and may not be provided to other parties by the massage therapist or operator unless otherwise required by law. Such records shall be retained on the premises of the massage establishment for a period of two years.

J. Recording of Activities Prohibited. No portion of the premises where massage is provided shall be equipped with an electronic, mechanical or artificial device used, or capable of being used, for recording or videotaping, or monitoring the activities, conversation, or other sounds in the room or rooms used by patrons.

K. Doors. No massage shall be given within any cubicle, room, booth, or other area which is fitted with a door capable of being locked. The premises' exterior doors and the doors separating the waiting or reception area from the remainder of the premises shall remain unlocked during business hours (including electronic locking devices). Massage establishments which are owned by sole proprietorships with one or no employees are exempt from prohibiting the locking of exterior doors to the business.

L. Lighting. Minimum lighting shall be provided in accordance with the building code, and in addition, at least one artificial light of not less than forty watts shall be provided in each enclosed room or booth where massage is provided.

M. Disinfecting and Sterilizing Equipment. Adequate equipment for disinfecting and sterilizing instruments used in performing massage shall be provided.

N. Water. Hot and cold running water shall be provided at all times.

O. Cabinets. Separate closed cabinets shall be provided for the storage of clean and soiled linen, and shall be plainly marked: "Clean linen," and "Soiled linen."

P. Bathing, Dressing and Toilet Facilities. Adequate bathing, dressing, locker and toilet facilities shall be provided for patrons. A minimum of one tub or shower, one dressing room containing a separate locker for each patron to be served, which lockers shall be capable of being locked, as well as a minimum of one toilet and one washbasin shall be provided; however, if male and female patrons are to be served simultaneously at the establishment, separate bathing, a separate massage room or rooms, separate dressing rooms and separate toilet facilities shall be provided for male and female patrons. Massage establishments where the sole proprietor is certified by CAMTC and those establishments that only employ or use persons certified by CAMTC are exempt.

Q. Washbasins for Employees. A minimum of one separate washbasin shall be provided for the use of employees, which basin shall provide soap or detergent and hot and cold running water at all times, and shall be located within or as close as practicable to the area devoted to the performing of massage services. In addition, there shall be provided at each washbasin sanitary towels placed in permanently installed dispensers.

R. Standard or portable massage tables shall be used with a durable, washable plastic or other waterproof material as a covering. Foam pads more than four inches thick or more than four feet wide may not be used. Beds, mattresses and water beds shall not be used or placed within the areas devoted for massage.

S. Towels. Clean and sanitary towels and linens shall be provided for each patron of the establishment or each patron receiving a massage. No common use of towels or linens shall be permitted.

T. Wet and dry heat rooms, steam or vapor rooms, or steam or vapor cabinets, shower compartments and toilet rooms, shall be thoroughly cleaned each day the business is in operation. Bathtubs shall be thoroughly cleaned after each use.

U. General Condition of Premises and Equipment. All walls, ceilings, floors, pools, showers, bathtubs, steam rooms, and all other physical facilities, shall be in good working order and repair and maintained in a clean and sanitary condition.

V. No massage establishment located in a building or structure with exterior windows fronting a public street, walkway, or parking area shall block visibility into the interior reception and waiting area through the use of curtains, closed blinds, tint, or any other material that obstructs, blurs, or unreasonably darkens the view into the premises. Such window coverings may be used only during the time the sun rays are projecting directly onto the windows; coverings shall be raised or removed after the sun rays are no longer in direct contact with the windows.

W. No massage establishment shall operate as a school of massage, or use the same facilities as that of a massage school.

X. No massage establishment shall allow any person to reside within the premises of the massage establishment.

Y. A massage therapist shall operate only under the name specified in his or her CAMTC certificate or City license. A massage establishment shall operate only under the name specified in its City business license.

**5.77.060 Facility and operational requirements for an accessory massage establishment.**

All accessory massage establishments shall be maintained and operated in conformity with the following and California Business and Professions Code Section 4600-4620:

A. Accessory massage establishments shall comply with the land use regulations set forth in Chapter 18 of the San Dimas Municipal Code.

B. Massage, as an accessory use, must be administered by a massage therapist who has been issued a permit by the City under this chapter or has been issued state certification by CAMTC, at a fixed location with the primary business.

C. Accessory massage establishments shall be incidental to the primary business and all massage therapists performing massage shall be required to apply for a permit or State certification from CAMTC.

D. Accessory massage establishments shall comply with the operational requirements of Section 5.77.050 subsections (B), (C), (D), (E), (F), (G), (H), (I) (J), (K), (L), (M), (N), (Q), (R), (S), (T), (U), (V), (W), (X) and (Y).

**5.77.070 Operator licenses – verification**

A. Business Owner, Independent Contractors or Sole Provider Clearance – All owner(s) in part or in whole of the massage establishment, Independent Contractors or Sole Provider who are not a Certified Massage Therapist by CAMTC shall be required to comply with the following;

1. Any person(s) desiring to obtain a business license to operate a massage establishment shall file a written application under penalty of perjury on the required form with the Business License Office who shall cause the Department of Justice to conduct an investigation into the facts set forth in the application.

2. A complete set of fingerprints taken by the Sheriff's Department (Records and Information Bureau) or an authorized Live Scan facility. The applicant shall be responsible for payment of any fingerprinting fee.

3. It is the duty of each operator(s) to notify the San Dimas Sheriff's Department whenever there is a change in information which was required to be submitted in the application for the operation permit in the first instance. Such notification shall be in writing and made within ten business days of the change.

B. The city clerk or his/her authorized deputy shall not issue a license or accept a license fee if any of the following findings are found to be true:

1. The applicant(s) have failed to provide information, documentation, and assurances required by this chapter; has failed to reveal any fact material to qualification; or has supplied information that is untrue or misleading as to a material fact pertaining to the qualification criteria; or

2. The applicant(s) is a person who has engaged in disqualification conduct consisting of a violation of California Penal Code Section(s) 266, 266a, 266f, 266h, 266i, 266j, 315, 316, 647(b), and/or 653.22 and/or conspiracy or attempt to commit any such offense, or any offense in a jurisdiction outside of the State of California that is the equivalent of any of the aforesaid offenses; or

3. There is substantial evidence that the applicant has engaged in disqualification conduct as cited in 5.77.080.B.2, even if there is not conviction for such conduct; or

4. The applicant has violated any provision of this chapter, or any similar ordinance, law, rule, or regulation of any other public agency which regulates the operation of massage establishments; or

5. The applicant is not at least eighteen years of age; or

6. The criminal history background check report demonstrates that the applicant has made false, misleading or fraudulent statements of material fact in the permit applications or in any report or record required to be filed therewith.

#### **5.77.080 Massage therapist qualifications—verification.**

A. The minimum qualifications for a non-certified CAMTC massage therapist shall be as follows:

1. A massage therapist shall be subject to a special permit pursuant to Chapter 5.28 of this title.

2. A diploma or certificate of graduation from a recognized school wherein the method, profession and work of a massage therapist is taught with a minimum of five hundred hours of instruction; or

3. A diploma or certificate from a school outside the state of California which substantially complies with the educational requirements of Section 94311 of the Education Code of this state; or

4. A minimum of five years of experience as a practicing massage therapist with written proof thereof.

5. Any person desiring to obtain a massage therapist permit shall file a written application under penalty of perjury on the required form with the Business License Office who shall cause the Department of Justice to conduct an investigation into the facts set forth in the application.

6. A complete set of fingerprints taken by the Sheriff's Department (Records and Information Bureau) or an authorized Live Scan facility. The applicant shall be responsible for payment of any fingerprinting fee.

7. Be a minimum of 18 years of age.

B. The city clerk or his/her authorized deputy shall not issue a license or accept a license fee if any of the following findings are found to be true:

1. The applicant(s) have failed to provide information, documentation, and assurances required by this chapter; has failed to reveal any fact material to qualification; or has supplied information that is untrue or misleading as to a material fact pertaining to the qualification criteria; or

2. The applicant(s) is a person who has engaged in disqualification conduct consisting of a violation of California Penal Code Section(s) 266, 266a, 266f, 266h, 266j, 266j, 315, 316, 647(b), and/or 653.22 and/or conspiracy or attempt to commit any such offense, or any offense in a jurisdiction outside of the State of California that is the equivalent of any of the aforesaid offenses; or

3. There is substantial evidence that the applicant has engaged in disqualification conduct as cited in 5.77.080.B.2, even if there is not conviction for such conduct; or

4. The applicant has violated any provision of this chapter, or any similar ordinance, law, rule, or regulation of any other public agency which regulates the operation of massage establishments; or

5. The applicant is not at least eighteen years of age; or

6. The criminal history background check report demonstrates that the applicant has made false, misleading or fraudulent statements of material fact in the permit applications or in any report or record required to be filed therewith.

C. A massage therapist who holds a valid CAMTC certificate shall only be required to provide the following information:

1. A copy of their current California Identification.
2. A copy of their CAMTC certification.
3. The name, address, and phone number of the business establishment they plan to be employed or work at.

D. All independent massage therapists with or without CAMTC certification are required to obtain a city business license per Chapter 5.16 of this title.

E. Any department which has as one of its duties the investigation of this license activity or enforcement of this title shall have the right to verify for authenticity the information supplied pursuant to this section.

### **5.77.090 Location, clothing, and identification requirements.**

Massage therapists shall comply with the following:

A. **Locational Limitations.** No massage therapist subject to the provisions of this chapter shall perform any massage in any location other than the location specified on the special permit required in Chapter 5.28 of this title, or as provided in Section 5.77.100 of this chapter.

B. **Clothing Required.** No massage shall be administered unless the client wears clothing which covers the client's genitals, and if the client is female, the breasts. The massage therapist shall at all times while on the premises of the massage establishment, be clean and wear nontransparent outer garments covering the body from knee to neck.

C. The original massage establishment license and the City issued original massage therapist permit or state certification issued by CAMTC for each massage therapist working at the massage establishment shall be displayed in a conspicuous public place on the premises. It is unlawful to display photocopies of licenses or permits. The massage establishment licensee shall be responsible for ensuring each massage therapist's permit or state certification issued by CAMTC is displayed in a conspicuous place on the premises. Certificates of former employees shall be removed as soon as they are no longer employed by or offering services through the massage establishment.

D. All massage establishment operators and their employees, including massage therapists, shall wear clean, nontransparent outer garments. Said garments shall not expose their genitals, pubic areas, buttocks, or chest, and shall not be worn in such manner as to expose the genitals, pubic areas, buttocks, or chest. All bathrobes, bathing suits and other garments that are provided for the use of clients shall be either fully disposable and shall not be used for more than one client, or shall be laundered after each use.

E. Every certified massage therapist shall wear their certification. The certification shall be worn where it can be clearly visible on the massage therapist during working hours and at all times when the massage therapist is inside a massage establishment.

**5.77.100 Out call massage services.**

Out call massage services shall be subject to the following provisions:

A. Authorization Required. It is unlawful for any massage establishment or massage therapist to provide, or to offer to provide, massage at any location except at the place of business approved pursuant to Chapter 5.28 of this title for a massage establishment, unless the conditions of approval include authorization to conduct out call massage services.

B. Application—Investigation. Any massage establishment or massage therapist desiring to provide out call massage services shall include a request for out call massage services in the application submitted for review and investigation pursuant to Chapter 5.28 of this title. The applicant shall submit detailed information setting forth the manner and means of transporting to and from the premises where out call massage services are to be performed clean, sanitary towels and linens, sterilized instruments to be utilized, as well as any supplementary aids, equipment or devices to be utilized and the methods of disposal thereof.

C. Home Occupations. Massage establishments and massage therapists shall not be permitted to conduct out call massage services as a home occupation.

D. Suspension, Modification, and Revocation of Out Call Massage Services. A condition of approval authorizing out call massage services may be suspended, modified or revoked pursuant to Section 5.77.140 of this chapter.

**5.77.110 Employment of unlicensed massage technicians prohibited.**

A holder of a special permit for a massage practice shall not hire or employ a massage technician - therapist unless the person possesses a valid approved special permit for a massage technician - therapist pursuant to the provisions of this chapter and Chapter 5.28 or state certification issued by the California Massage Therapy Council.

**5.77.120 Persons using alcohol or drugs prohibited.**

A person shall not enter, be or remain in any part of a massage practice while in the possession of, consuming or using any alcoholic beverage or drugs. A person who operates a massage establishment or his or her agent or employee shall not permit any such person to enter or remain upon such premises.

**5.77.130 Inspection.**

An applicant, permittee or manager shall permit any peace officer or city official to inspect the premises of a massage establishment for the purpose of ensuring compliance with the law and the facility and operational requirements set forth herein, at any time the facility is occupied or open for business. A person who operates a massage establishment or his or her agent or employee is in violation of the provisions of this section if he or she refuses to permit such lawful inspection of the premises any time it is occupied or open for business.

**5.77.140 Suspension or revocation.**

The failure to comply with the provisions of this chapter or any other local, state, or federal regulations applicable or related to the operation of the business shall be grounds for suspension or revocation of a permit or license pursuant to Chapter 5.12 of this title.



# Agenda Item Staff Report

**To:** Honorable Mayor and Members of the City Council  
*For the meeting of February 23, 2016*

**From:** Blaine Michaelis, City Manager

**Initiated By:** Theresa Bruns, Director of Parks and Recreation

**Subject:** Commencing Proceedings for Annual Levy of Assessments for Open Space Maintenance Districts

Summary

Adoption of Resolutions required to proceed with preparation of Annual Reports for the annual Levy of Assessments for Open Space Maintenance Districts.

BACKGROUND

The Boulevard and Northwoods Open Space Maintenance Districts were formed under the provisions of the Landscape and Lighting Act of 1972, Division 15, Part 2, of the Streets and Highways Code of the State of California. The Act further establishes procedures for the annual levy of assessments which begins with the preparation of an Engineer's Report. Last year the City Council filed annual assessments for Tract No.32818, Boulevard Open Space Maintenance District and Tract No. 32841, Northwoods Open Space Maintenance District.

ANALYSIS

To initiate proceedings for the 2016-2017 fiscal year, staff is requesting authorization to proceed with the preparation of an Engineer's Report for Boulevard Open Space Maintenance District and Northwoods Open Space Maintenance District.

RECOMMENDATION

Staff recommends that City Council adopt Resolution No. 2016-12 and Resolution No. 2016-13 authorizing the City Engineer to proceed with the preparation of Annual Reports for the annual Levy of Assessments for the Boulevard and Northwoods Open Space Districts.

Attachments: Resolution No. 2016-12 - Boulevard  
Resolution No. 2016-13 - Northwoods

**RESOLUTION 2016-12**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA,  
ORDERING THE CITY ENGINEER TO PROCEED WITH THE PREPARATION OF A REPORT FOR  
THE ANNUAL LEVY OF ASSESSMENTS FOR OPEN SPACE MAINTENANCE DISTRICT NO. 1,  
(TRACT NO. 32818, Boulevard)

**WHEREAS**, the San Dimas City Council formed “Open Space Maintenance District No. 1” under Resolution No. 77-57 pursuant to the terms and provisions of the “ Landscaping and Light Act of 1972,” being Division 15, Part 2, of the Streets and Highways Code of the State of California; and

**WHEREAS**, said district was established for the maintenance and restoration of landscaping improvements within the city limits of the City of San Dimas; and

**WHEREAS**, the City Council of the City of San Dimas, desires to initiate proceedings to levy annual assessments as required following the formation of said district for the annual levy of assessments for the fiscal year commencing July 1, 2016 and ending June 30, 2017.

**NOW, THEREFORE**, THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA DOES HEREBY RESOLVE THAT:

- SECTION 1.** The referenced “Open Space Maintenance District No. 1” be continued for the maintenance and restoration of landscaping improvements as set forth in the “Report” to be presented to this City Council for consideration.
- SECTION 2.** There are no substantial improvements to be added to said maintenance district, nor are there any proposed changes to the boundaries of the maintenance district.
- SECTION 3.** The City Engineer is hereby ordered to prepare a report in accordance with Section 22565 and 22622 of said Street and Highways Code.
- SECTION 4.** Upon completion, said “Report” shall be filed with the City Clerk, who shall then submit the same to this City Council for its consideration pursuant to Sections 22623 and 22624 of said Streets and Highways Code.

PASSED, APPROVED AND ADOPTED THIS 23rd day of February, 2016.

\_\_\_\_\_  
Curtis W. Morris Mayor City of San Dimas

**ATTEST:**

\_\_\_\_\_  
Debra Black Assistant City Clerk

4d(1)

**I HEREBY CERTIFY** that Resolution 2016-12 was adopted by vote of the City Council of the City Council of San Dimas at its regular meeting of February 23, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Debra Black Assistant City Clerk

**RESOLUTION NO. 2016-13**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, ORDERING THE CITY ENGINEER TO PROCEED WITH THE PREPARATION OF A REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR OPEN SPACE MAINTENANCE DISTRICT NO. 1, ANNEXATION NO. 3 (TRACT NO. 32841, Northwoods)

**WHEREAS**, the San Dimas City Council formed “Open Space Maintenance District No. 1, Annexation No. 3” under Resolution No. 78-38 pursuant to the terms and provisions of the “Landscaping and Light Act of 1972,” being Division 15, Part 2, of the Streets and Highways Code of the State of California; and

**WHEREAS**, said district was established for the maintenance and restoration of landscaping improvements within the city limits of the City of San Dimas; and

**WHEREAS**, the City Council of the City of San Dimas, desires to initiate proceedings to levy annual assessments as required following the formation of said district for the annual levy of assessments for the fiscal year commencing July 1, 2016 and ending June 30, 2017.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA DOES HEREBY RESOLVE THAT:**

**SECTION 1.** The referenced “Open Space Maintenance District No. 1, Annexation No. 3” be continued for the maintenance and restoration of landscaping improvements as set forth in the “Report” to be presented to this City Council for consideration.

**SECTION 2.** There are no substantial improvements to be added to said maintenance district, nor are there any proposed changes to the boundaries of the maintenance district.

**SECTION 3.** The City Engineer is hereby ordered to prepare a report in accordance with Section 22565 and 22622 of said Street and Highways Code.

**SECTION 4.** Upon completion, said “Report” shall be filed with the City Clerk, who shall then submit the same to this City Council for its consideration pursuant to Sections 22623 and 22624 of said Streets and Highways Code.

**PASSED, APPROVED AND ADOPTED THIS** 23rd day of February, 2016.

\_\_\_\_\_  
Curtis W. Morris Mayor City of San Dimas

**ATTEST:**

\_\_\_\_\_  
Debra Black Assistant City Clerk

4d(2)

**I HEREBY CERTIFY** that Resolution 2016-13 was adopted by vote of the City Council of the City of San Dimas at its regular meeting of February 23, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Debra Black Assistant City Clerk



**MINUTES**  
**REGULAR CITY COUNCIL**  
**TUESDAY, FEBRUARY 9, 2016, 7:00 P. M**  
**SAN DIMAS COUNCIL CHAMBERS**  
**245 E. BONITA AVE.**

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**CITY COUNCIL:**

Mayor Curtis W. Morris  
Mayor Pro Tem Jeff Templeman  
Councilmember Emmett Badar  
Councilmember Denis Bertone  
Councilmember John Ebiner

**STAFF:**

City Manager Blaine Michaelis  
Assistant City Manager Development Services Larry Stevens  
Assistant City Manager Ken Duran  
City attorney Mark Steres  
Director of Parks & Recreation Theresa Bruns  
Director of Public Works Krishna Patel  
Senior Planner Marco Espinoza  
Assistant City Clerk Debra Black

**1. CALL TO ORDER AND FLAG SALUTE**

Mayor Morris called the meeting to order and led the flag salute at 7:01 p.m.

**2. ANNOUNCEMENTS**

- Community Open House on February 20, 2016 from 9 AM to Noon to view the Walnut Creek Open Space Project – West Phase Improvements

Director of Parks and Recreation Theresa Bruns invited the community out to the Open House for the Walnut Creek Open Space Project.

- Downtown Specific Plan Charrette – February 22-25, 2016 – Sheriff’s Community Room

Assistant City Manager of Community Development Larry Stevens announced progress on the Downtown Specific Plan and provided an overview scheduled meetings.

- 3. ORAL COMMUNICATIONS** (Members of the audience are invited to address the City Council on any item not on the agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. If you desire to address the City Council on an item on this agenda, other than a scheduled public hearing item you may do so at this time and ask to be heard when that agenda item is considered. Comments on public hearing items will be considered when that item is scheduled for discussion. The Public Comment period is limited to 30 minutes. Each speaker shall be limited to three (3) minutes.)

a. Members of the Audience

- 1) ASB President at San Dimas High School Evan Celaya updates of upcoming activities and events.

**4. CONSENT CALENDAR**

(All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the City Council requests separate discussion.)

a. Resolutions read by title, further reading waived, passage and adoption recommended as follows:

- 1) **RESOLUTION 2016-06**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, APPROVING CERTAIN DEMANDS FOR THE MONTHS OF JANUARY AND FEBRUARY, 2016

- 2) Approve Two-year Extension of Speed Zone Study to 2018

**RESOLUTION 2016-11**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, APPROVING A TWO-YEAR EXTENSION OF THE 2011 SPEED ZONE STUDY (ENGINEERING AND TRAFFIC SURVEY) TO 2018

- 3) Adopt Resolutions authorizing the City Manager to amend the authorized signatures for various banking and investment institutions to add the Administrative Services Manager

**RESOLUTION 2016-07**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, AGREEMENT WITH *BANK OF AMERICA/MERRILL LYNCH* FOR CERTIFICATION OF THE INDIVIDUAL AUTHORIZED SIGNER FOR THE PURPOSE OF *DEPOSIT ACCOUNT & TREASURY MANAGEMENT SERVICES*, AND TO DESIGNATE AUTHORIZED SIGNERS ON THE CITY OF SAN DIMAS ACCOUNTS.

**RESOLUTION 2016-08**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, AMENDMENT WITH *F & A FEDERAL CREDIT UNION* TO DESIGNATE AUTHORIZED SIGNERS ON THE CITY OF SAN DIMAS ACCOUNTS.

**RESOLUTION 2016-09**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, AGREEMENT WITH *US BANK* FOR THE PURPOSE OF *DEPOSIT ACCOUNT & TREASURY MANAGEMENT SERVICES*, AND TO DESIGNATE AUTHORIZED SIGNERS ON THE CITY OF SAN DIMAS ACCOUNTS.

**RESOLUTION 2016-10**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA, AGREEMENT WITH *TIME VALUE INVESTMENTS* FOR THE PURPOSE OF INVESTMENT OF IDLE FUNDS AND TO DESIGNATE AUTHORIZED SIGNERS ON THE CITY OF SAN DIMAS ACCOUNTS.

- b. **ORDINANCE 1241**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, HEREBY ADOPTING A PLAN AND INTENT TO CONSOLIDATE CITY ELECTIONS WITH THE STATEWIDE ELECTION BY NO LATER THAN THE NOVEMBER 8, 2022, STATEWIDE ELECTION (**SECOND READING AND ADOPTION**)
- c. Approval of January 26, 2016 City Council meeting minutes.

- d. Construction Management Services on the Foothill Boulevard Bridge Widening Project (CC 2014-01, BHLS-5367-013, EA 07-9338
  - Approve Change Order 2 for Southstar Engineering and Consulting Inc. in the amount not to exceed \$45,000.00 for additional services for the management of the construction contract
- e. Arbor Day 2016

END OF CONSENT CALENDAR

**Councilmember Templeman** asked for separate discussion on item “D”.

**Councilmember Templeman** expressed concerned with the request for Change Order 2 on the Foothill Boulevard Bridge Widening Project. He feels that staff should consider requiring the contractor causing the delay to pay the cost from the retention amount

**Public Works Director Krishna Patel** explained that changes from staff also contributed to delays of the project; however the differences have been resolved.

**ACTION:** By motion and seconded (Councilmember Templeman/ Councilmember Badar) to approve consent as presented. Motion carried by unanimous vote.

**YES:** Badar, Bertone, Ebner, Templeman, Morris  
**NOES:** None  
**ABSENT:** None  
**ABSTAINED:** None

## 5. PUBLIC HEARING

- a. Introducing Ordinance 1243 to Reflect the Correct Recommended Miles Per Hour Speed Limit for San Dimas Avenue Loop Junction to 30.

**ORDINANCE 1243, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA INTRODUCING ORDINANCE 1243 TO REFLECT THE CORRECT RECOMMENDED MILES PER HOUR SPEED LIMIT FOR SAN DIMAS AVENUE (LOOP JUNCTION) TO 30 MPH (FIRST READING AND INTRODUCTION)**

**RECOMMENDED ACTION:** Introduce Ordinance 1243, to reflect the correct recommended miles per hour speed limit for San Dimas Avenue (loop junction) to 30 mph.

**Director of Public Works Krishna Patel** presented staff’s report on this item.

Council and staff discussed the factors of the engineers report, traffic survey and potential liability responsibilities.

**Mayor Morris** opened the public hearing for comments.

- 1) John Margis resident spoke in opposition to the change.
- 2) Patrick Jones resident spoke in favor of the change.

**Mayor Morris** closed public hearing and brought the item back for discussion.

**Councilmember Templeman** suggested having a second opinion when the next survey is done.

**City Attorney Mark Steres** pointed out there is a typo on the second entry of the chart in the ordinance showing “30” instead of “35”.

**ACTION:** By motion and seconded (Councilmember Bertone/ Councilmember Templeman) to waive further reading and introduce Ordinance 1243. The motion carried by unanimous vote. **(5-0)**

**YES:** Badar, Bertone, Ebner, Templeman, Morris

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**Councilmember Ebner** suggested that when the next report is being prepared staff takes a look at all the other factors when considering raising the limit.

## 6. PLANNING MATTERS

- a. Municipal Code Text Amendment 15-05- Amendment to Chapters 5.28, 5.32 and 5.77. to provide regulatory authority over massage uses consistent with State Law (Assembly Bill 1147)

**ORDINANCE 1242, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, CALIFORNIA ADOPTING MUNICIPAL CODE TEXT AMENDMENT 15-05 WHICH WILL AMEND CHAPTERS 5.77, 5.28 AND 5.32 TO COMPLY WITH ASSEMBLY BILL 1147 RELATING TO HOW MASSAGE BUSINESSES ARE ALLOWED TO BE PROCESSED, OPERATED AND INSPECTED WITHIN THE CITY (FIRST READING AND INTRODUCTION)**

**RECOMMENDED ACTION:** Introduce Ordinance 1242, adopting Municipal Code Text Amendment 15-05 which will amend chapters 5.77, 5.28 and 5.32 to comply with Assembly Bill 1147 relating to how massage businesses are allowed to be processed, operated and inspected within the city amending.

**Senior Planner Marco Espinoza** presented staff’s report on this item and announced clarification of language added to the ordinance.

**ACTION:** By motion and seconded (Councilmember Bertone/ Councilmember Badar) to waive further reading and introduce Ordinance 1242. The motion carried by unanimous vote. **(5-0)**

**YES:** Badar, Bertone, Ebner, Templeman, Morris

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

## 7. OTHER BUSINESS

- a. Mandatory Organics Recycling Plan

**Assistant City Manager Ken Duran** presented staff’s report on this item.

**RECOMMENDED ACTION:** Adopt the Mandatory Commercial Organics Recycling Plan.

**ACTION:** By motion and seconded (Councilmember Ebner/Councilmember Badar) to adopt the Mandatory Commercial Organics Recycling Plan. Motion passed by unanimous vote. **(5-0)**

**YES:** Badar, Bertone, Ebner, Templeman, Morris  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**8. ORAL COMMUNICATIONS** (Speakers are limited to five (5) minutes or as may be determined by the Chair.)

a. Members of the Audience

- 1) Gil Gonzalez resident reported on removal of graffiti behind Red Roof Inn.
- 2) Patrick Jones shared an idea on citywide video cameras

b. City Manager

Announcements of upcoming guests for the “Ask the Mayor” call in show.

c. City Attorney

Nothing to report

d. Members of the City Council

- 1) Councilmembers' report on meetings attended at the expense of the local agency.

Nothing to report

- 2) Individual Members' comments and updates

**Councilmember Templeman** explained that with the help of Cal Trans, Sheriff’s Department and the Manager of the Red Roof Inn a lot of improvement has been made and Red Roof Inn should not be discredited because of the people that hang around that corridor.

**Councilmember Badar** shared his experience with the Chamber of Commerce and Bonita Unified School District’s Principal for a day and encouraged other to participate when the opportunity arises.

**9. ADJOURNMENT**

The meeting adjourned at 8:40 p.m. to the Preliminary 2015-16 Budget Study Session on February 23, 2016 at 5:00 p.m. followed by the regular City Council meeting at 7:00 p.m.

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Debra Black, Assistant City Clerk

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Curtis W. Morris, Mayor



# Agenda Item Staff Report

**TO:** Honorable Mayor and Members of City Council  
*For the Meeting of February 23, 2016*

**FROM:** Blaine Michaelis, City Manager *BM*

**SUBJECT:** Authorize the appropriation of an additional \$6,254.40 in Fund 70 of the FY 2015-16 Budget to complete the purchase and replacement of vehicle Unit #23.

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## **SUMMARY**

*Vehicle Unit #23 is used by the Parks Department Irrigation Division as their service vehicle. We budgeted \$42,000 in Fund 70 of the FY 2015-16 budget for the replacement truck. During the budget preparation process 9 months ago our estimates at the time were used to prepare that budget allocation. We have completed the final specifications for the replacement vehicle and the competitive bidding for the purchase of the truck and all of the required equipment came in at \$48,254.40 including tax and fees. The truck and related equipment cost came from National Auto Fleet Group – a nationally competitive bid purchasing program. The vehicle is a F-350 extended cab truck and a CTEC utility body. The difference in competitive bid cost over budget is \$6,254.40.*

## **RECOMMENDATION**

Approve a FY 2015-16 budget adjustment in Fund 70 for the replacement of vehicle Unit #23 to increase the line item budget by \$6,254.40 to total \$48,254.40.

Attachment: Purchase Order reference





**BID INFORMATION  
PURCHASE ORDER  
NO. 1516-OPEN-**

IF OVER \$2,500 - HAVE YOU SOLICITED (3) OR MORE BIDS? IF NO	YES	NO
EXPLAIN <u>Vehicle is part of a competitive public bid</u>		XX

	VENDOR	PRODUCT, SERVICE OR PROJECT	BID AMOUNT
#1	National Auto Fleet Group 490 Auto Center Drive Watsonville, CA 95076	F350 Extended Cab truck with CTEC Utility Body	\$48,254.40

	VENDOR	PRODUCT, SERVICE OR PROJECT	BID AMOUNT
#2			

	VENDOR	PRODUCT, SERVICE OR PROJECT	BID AMOUNT
#3			

	VENDOR	PRODUCT, SERVICE OR PROJECT	BID AMOUNT
#4			

	VENDOR	PRODUCT, SERVICE OR PROJECT	BID AMOUNT
#5			

RECOMMEND PURCHASE FROM VENDOR NUMBER 1

BIDS REVIEWED BY: John Campbell



## Agenda Item Staff Report

**Date:** February 18, 2016

**To:** Honorable Mayor and Members of City Council  
*For the Meeting of February 23rd, 2016*

**From:** Blaine Michaelis, City Manager

**Initiated by:** *SGW* Shari Garwick, Senior Engineer

**Subject:** **Update on conceptual projects currently in development to meet municipal stormwater permit compliance (NPDES permit)**

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### SUMMARY

Staff will provide a brief powerpoint presentation on conceptual projects currently in development to meet storm water permit requirements (NPDES).

02-16-17

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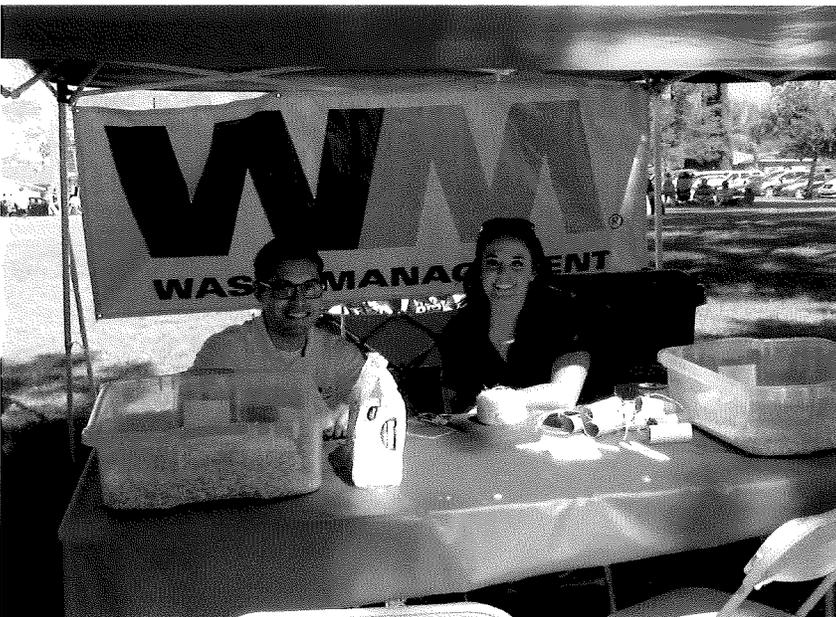
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# City of San Dimas

## 2015 Year in Review From Your Waste Management Team



Waste Management participated in the Western Days Parade and Festival. Our CNG truck was a participant in the parade.



At our booth, residents were provided with service information and had the opportunity to create birdfeeders made from toilet paper rolls, peanut butter and bird seeds. Thanks to the support from the community in saving empty toilet rolls, the bird feeder project was a success.



### We Are Committed to San Dimas

In 2015, we provided in-kind and monetary contributions to the following San Dimas organizations:

- Toast of the Town
- La Verne/San Dimas Educational Foundation
- San Dimas Rotary Strike 4 Success
- Christ Church of the Valley Food Bank
- San Dimas Concerts in the Park
- Bonita Unified School District's Every 15 Minutes
- Holy Name of Mary Parish Festival
- H.E.R.O.E.S Golf Tournament
- Boy Scout Troop 443 Eagle Scout Project
- Big Yellow Bus Program
- San Dimas Western Days Festival and Parade

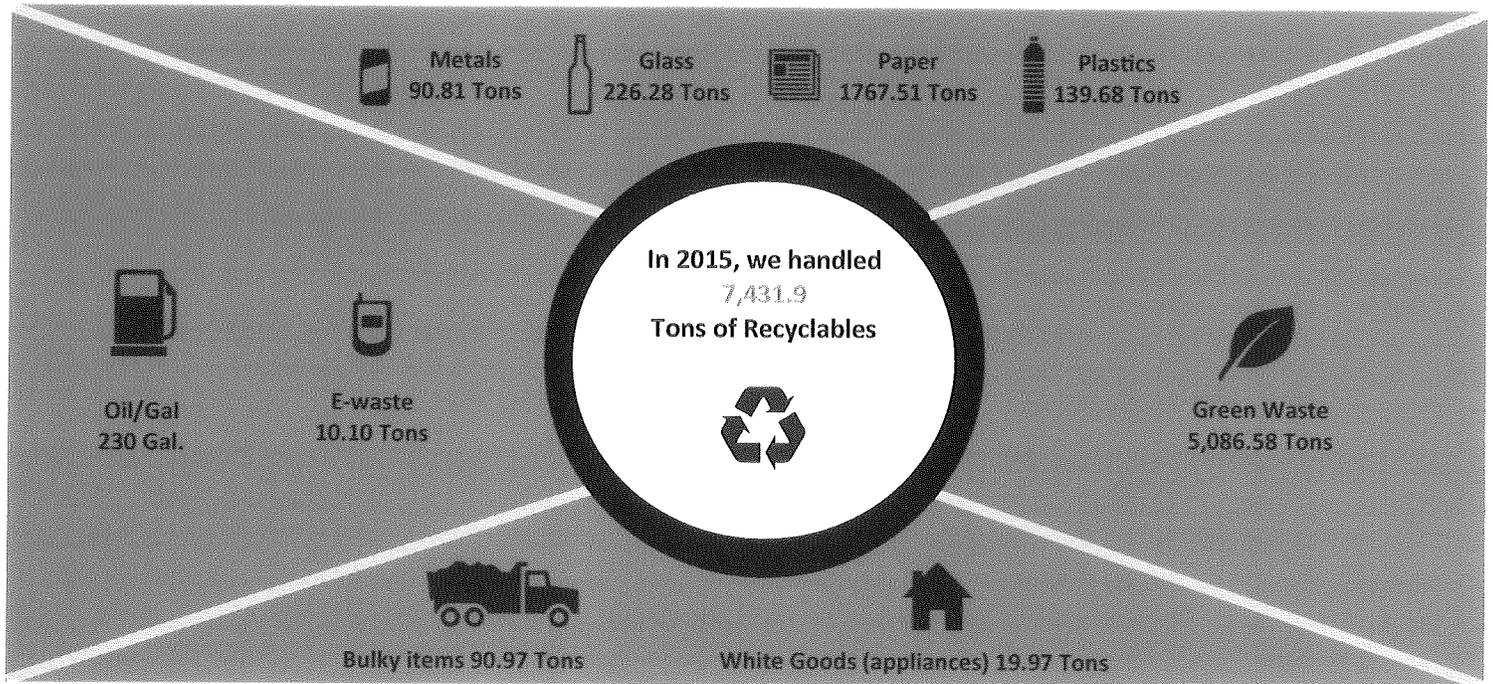
### Your Municipal Outreach Team:



Teri Muse  
tmuse@wm.com



Anthony Fernandez  
aferna15@wm.com



## Get Ready for Mandatory Commercial Organics Recycling Covered Businesses Must Have Organics Recycling as of April 1, 2016

As part of California's recycling and greenhouse gas (GHG) emission goals, businesses will be required to collect yard trimmings, food scraps and food-soiled paper for composting, effective April 1, 2016. Multifamily buildings with five or more units will be required to collect yard trimmings, effective April 1, 2016. These organic materials account for nearly one-third of the approximately 30 million tons of waste destined for California's landfills each year.

Diverting organics from landfills for processing into compost and mulch reduces landfill GHG emissions and produces sustainable products that contribute to soil health, plant nutrition, water conservation and carbon sequestration. Mandatory commercial organics recycling helps to meet the goals of California's Global Warming Solutions Act, AB 32.



WHO	WHAT	WHEN	HOW
Businesses that generate eight (8) cubic yards of organic waste per week, including food scraps and yard trimmings, are required to have organics recycling service as of April 1, 2016.		April 1, 2016, businesses and multifamily buildings generating 8 cubic yards per week of covered organics shall arrange for organics recycling service.	
Multifamily properties with five (5) units or more that generate eight (8) cubic yards of non-organic waste per week are also covered. As of January 1, 2019 collection of food scraps and food-soiled paper will be required. Some jurisdictions may require this sooner; check with your municipality.		January 1, 2017, businesses generating 4 cubic yards per week of organics shall arrange for organics recycling service. January 1, 2019, businesses and multifamily properties generating 4 cubic yards of commercial solid waste (trash) shall arrange for organics recycling service.	
	<p><b>Food Scraps</b> including solid, semisolid, and liquid food, such as, fruit, vegetables, cheese, meat, bones, poultry, seafood, bread, rice, pasta, and oils; coffee filters and tea bags; cut flowers and herbs.</p> <p><b>Yard Trimmings</b> including grass clippings, leaves, flowers, hedge trimmings, weeds, etc. <b>Nonhazardous Wood</b> including tree branches, trunks and untreated lumber.</p> <p><b>Food-Soiled Paper</b> is uncoated paper that is soiled with liquid or solid food waste and typically includes products such as napkins, towels, and tissues, paper plates, paper cups, fast food wrappers, egg cartons, used pizza boxes, wax-coated cardboard, and other similar paper or compostable packaging.</p>		Our trained employees can help you determine the size container and frequency of service required to meet your needs. Contact (626) 856-1242
Every jurisdiction in California is required to implement an organics recycling program and conduct outreach to regulated businesses as of January 1, 2016. In addition, jurisdictions are required to monitor regulated business to ensure they comply with recycling requirements.			

For more information, visit:  
[calrecycle.ca.gov/Recycle/Commercial/Organics](http://calrecycle.ca.gov/Recycle/Commercial/Organics).





# Agenda Item Staff Report

**To:** Honorable Mayor and Members of City Council  
*February 23, 2016*

**From:** Blaine Michaelis, City Manager

**Initiated by:** Debra Black, Assistant City Clerk

**Subject:** City's Records Retention Schedule

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## **SUMMARY**

The city's current retention schedule was created and adopted in 2001. The current document is outdated and should be updated.

## **BACKGROUND**

The city's retention schedule was created and adopted in 2001. Since that time codes and statues have been revised, deleted or added. The City Clerk's Office worked with a consultant to bring the document current with the best practices and requirements. The suggestions were shared with each department and they have reviewed the document and added their suggestions.

## **DISCUSSION/ANALYSIS**

A Records Retention Schedule is a key element in effective records management programs. The Records Retention Schedule assists the City by documenting which records require office or temporary storage, which records have historic value, and which records should be destroyed because they no longer have administrative, operational, fiscal, or legal value. The required retention of various types of records is governed by various state statutes depending on the record type. A comprehensive Retention Schedule provides an organized way for staff to conform to those statute

requirements. A retention schedule should be reviewed and updated periodically to be sure that the records, timelines and statutory references listed are relevant, accurate and current. Other benefits of a Records Retention Schedule include:

- Ensures that records needed for legal, fiscal, or administrative use will not be destroyed prematurely
- Organizes and groups related documents by record series
- Assists with decisions relating to conversion of paper to digital images
- Allows records that are no longer useful to be destroyed legally
- Helps to reduce space and equipment necessary for filing records
- Ensures the preservation of records with historical value

### **Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for records sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. There may be some retention periods and disposition requirements within this schedule that may change between major reviews of the schedule. As part of this revision it is being requested that the City Clerk's Office be authorized to amend the City's Retention Schedule as necessary.

### **RECOMMENDATION**

Adopt the revised Records Retention Schedule and authorize the City Clerk's Office to amend the schedule when necessary.

Respectfully submitted,

Debra Black  
Assistant City Clerk

Attachments:  
2016 Records Retention Schedule

# City of San Dimas Record Retention Schedule



Prepared by City Clerk's Office  
February 2016

# City of San Dimas

## Records Retention Schedule

(v 2.0)

The retention schedule is intended to direct city Staff on when and how to disposition City records after they have exceeded their lifecycle.

### **Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for records sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. There may be some retention periods and disposition requirements within this schedule that may change between major reviews of the schedule. In accordance with Resolution 2000-18 the City Clerk is authorized

### **REVISION HISTORY**

<b>Version</b>	<b>Date of Approval/Resolution</b>	<b>Extent of Revision</b>
1.0	April 2000 /2000-18	Version 1
2.0	February 23, 2016	General update

# City of San Dimas Records Retention Schedule *(v 2.0)*

## **TABLE OF CONTENTS**

Administration .....	1-15
Development Services .....	17-22
Parks and Recreation .....	23-26
Public Works .....	27-33

# City of San Dimas

## Records Retention Schedule (v 2.0)

### RECORDS CLASSIFICATIONS

#### **ADMINISTRATION-100**

##### General Records

- City Clerk
- City Council
- Commissions/Committees
- Conflict of Interest
- Elections
- Fair Political Practices Commission
- Legal/Legislative
- Oaths
- Public Information
- Records Management

##### Finance

- Accounting
- Fixed Assets
- Business License
- Payroll

##### Human Resources

##### Information Services

##### Parking Division

##### Permits

##### Policies/Procedures

##### Public Financing Authority

##### Risk Management

##### Treasurer

#### **DEVELOPMENT SERVICES-200**

##### General Records

- Building
- Code Enforcement
- Planning

#### **Parks & Recreation-300**

##### General Records

- Landscape
- Municipal Facilities

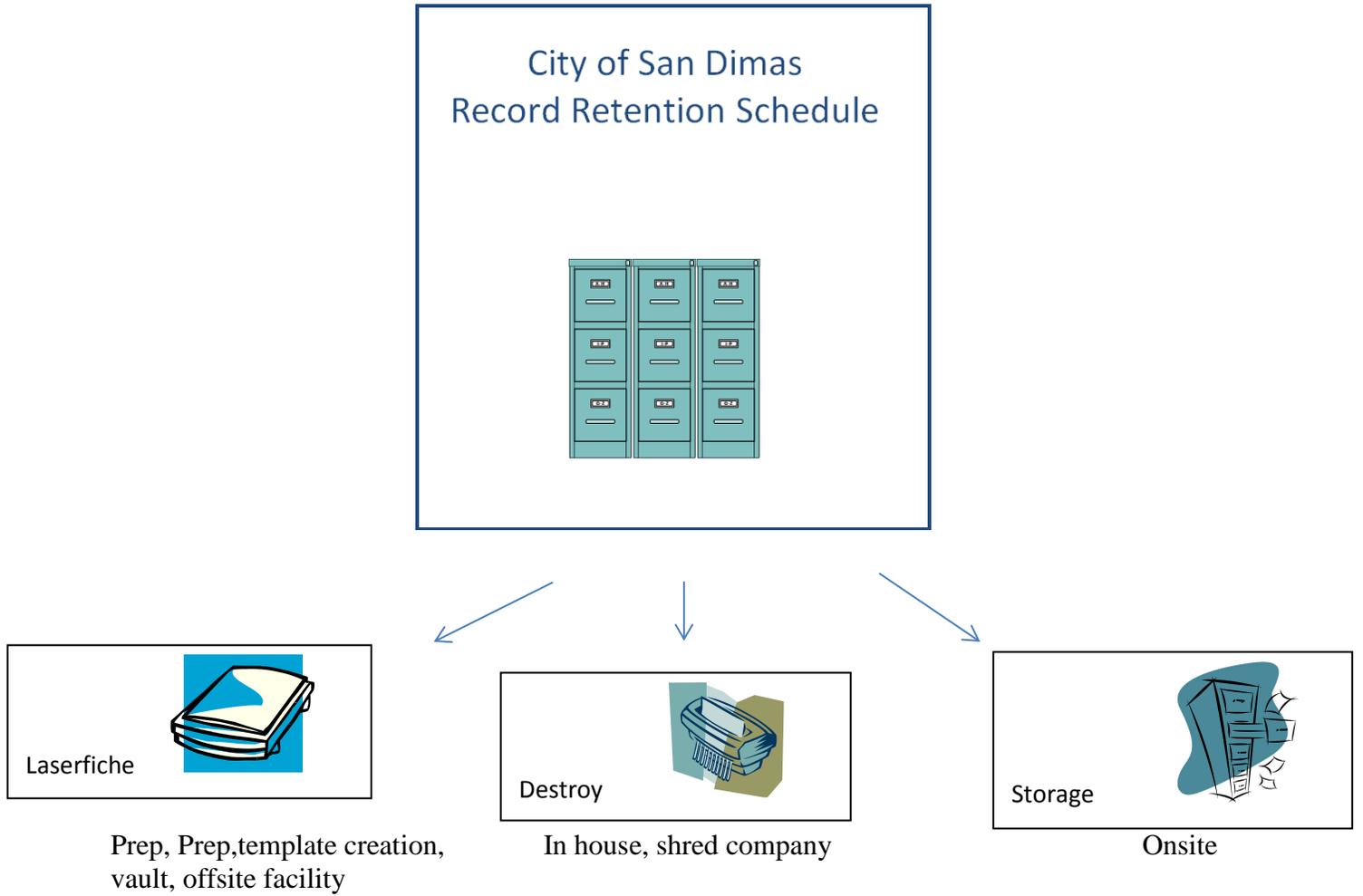
#### **Public Works-400**

##### General Records

- Parking
- Permits
- Streets
- Environmental

## The Circulation of a Document

Using the records retention schedule the path of a document would follow the path below.



## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>General Records</b>					
100	Annexations	P	City Clerk	Y/N	GC34090
101	Assessment Districts – Northwoods, Boulevard <ul style="list-style-type: none"> <li>• Formation <i>(Records that create authority to levy taxes and assessments for maintenance and construction. May include but not limited to resolution of intention, hearing reports, engineers reports, petition, maps, ballot election results, certification of noticing and mailings, recorded boundary maps and notices)</i></li> </ul>	P	City Clerk	Y/N	GC34090
102	Assessor	P	City Clerk	Y/N	GC34090
103	Correspondence – General	CL+2 yrs.	City Clerk	N/Y	GC34090
104	Biographies (City Council) Historical	P	City Clerk	Y/N	GC34090
105	Budget (Copies Department Reference)	S	City Clerk	N/Y	GC34090
106	Complaint Files (Cable, Utility, Waste Management)	CL+2 yrs.	City Clerk	N/Y	GC34090
107	Organizational Charts	S	City Clerk	N/Y	GC34090
108	Special Projects	CL+2 yrs.	Admin	N/N	GC34090
<b>Contracts &amp; Agreements</b>					
109	Invitation to Bid	CL+2 yrs.	City Clerk	N/Y	GC34090
110	Bids Successful (Filed with Contract / Agreement)	Until Audited+	City Clerk	N/Y	GC34090 CCP337
111	Bids Unsuccessful	CL+2 yrs.	City Clerk	N/Y	GC34090(d)
112	RFPs/RFQs Successful (Filed with Contract / Agreement)	Until Audited	City Clerk	N/Y	GC34090 CCP337
113	RFPs/RFQs Unsuccessful	CL+2 yrs.	City Clerk	N/Y	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
114	State & County Agreements	P	City Clerk	Y/N	GC34090 CCP337
115	Easements <ul style="list-style-type: none"> <li>• Index, Attorney Cases</li> </ul>	P P	City Clerk	Y/N Y/N	GC34090(a) CCP337
116	Grant Federal/State: <ul style="list-style-type: none"> <li>• Successful</li> <li>• Unsuccessful</li> </ul> ( <i>Documents the application, evaluation, awarding, administration, monitoring and status of grants in which a local government entity is the recipient or administer.</i> )	CL+5 yrs. 2 yrs.	Lead Dept.	Y/Y N/Y	GC34090 21CFR1403.36 (i) (11) & 1403.42(b) 24CFR 85.42 91.105(h) & 570.502(b), 29CFR 97.42 7 CFR 3016.42 OMB Circular A-110 & A-133
<b>City Clerk</b>					
117	Authorities Board Commissions Committees Applications <ul style="list-style-type: none"> <li>• Successful</li> <li>• Not Successful</li> <li>• Agenda and Minutes</li> </ul>	CL+2 yrs. CL+2 yrs. P	City Clerk	N/N N/N Y/N	GC34090 GC34090 GC34090
<b>City Council</b>					
118	Agenda Packet	CL+2 yrs.	City Clerk	Y/Y	GC34090
119	Official Written Minutes	P	City Clerk	Y/N	GC34090
120	DVD	P	City Clerk	N/N	GC34090
121	Ordinances (Originals)	P	City Clerk	Y/N	GC34090
122	Resolutions (Originals)	P	City Clerk	Y/N	GC34090
123	Roster (Historical)	P	City Clerk	Y/N	GC34090
<b>Commissions/Committees</b>					
124	Administrative Files	P	City Clerk	Y/Y	GC34090
125	Manual	S	City Clerk	Y/N	GC34090
126	Rosters	P	City Clerk	Y/Y	GC34090
<b>Conflict of Interest</b>					
127	Administration Files <i>Code updates, tracking, reference files Note: Council resolution adopts conflict code, and one copy is retained in resolution binder</i>	S	City Clerk	Y/Y	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>Elections</b>					
128	Affidavit Index	CL+6 mths.	City Clerk	N/Y	EC17001
129	Applications Vote-by-Mail Ballots and Envelopes	E+6 mths. From date of election	City Clerk	N/Y	EC17505 EC17302
130	Application: View Voter Registration Information	CL+6 mths. (From date of application)	City Clerk	N/Y	EC2188(f)
131	Assisted, Challenged Voters List	E+6 mths. From date of election	City Clerk	N/Y	EC17304
132	Ballots & Vote-by-Mail Voter Ballots <i>(From date of election; ballots submitted to precincts/City Clerk that was not used. Unless contested.)</i>	E+6 mths.	City Clerk	N/Y	EC17302
133	Ballots after recount	E+6 mths. <i>(from completion of canvass)</i>	City Clerk	N/Y	EC17306
134	Ballots <ul style="list-style-type: none"> <li>• Prop. 218 <i>(Assessment Districts) Property related fees Assessment Ballot proceedings)</i></li> </ul>	E+2 yrs.	City Clerk	N/Y	GC53753(e)(2)
135	Calendar	None	City Clerk	N/Y	GC34090
136	Canvass <i>(The Resolution declaring results is retained Permanently. Notifications and publications of election. Records used to compile final election results: tally sheets, voting machine tabulation, detail breakdown of results)</i>	P  E+6 mths.	City Clerk	Y/N  N/Y	GC34090 EC17304
137	Certificates of Election <i>(Original reports and statements)</i>	T+4	City Clerk	Y/N	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
138	History <i>(History of elections, sample ballots, certificates of destruction, resolutions, etc.)</i>	P	City Clerk	Y/N	GC34090
139	Inspectors receipts for ballots	E+6 mths.	City Clerk	N/Y	EC17302
140	Notifications and Publications <i>(Proof of publication or posting, certification and listing of notice of posting, newspaper notice)</i>	E+6 mths.	City Clerk	N/Y	EC34090
141	Oaths of Office	T+6 yrs.	City Clerk	Y/Y	GC34090 GC40813
142	Petitions <i>(From date of final examination or election final results. Initiative, referendum, recall)</i>	8 mths.	City Clerk	Y/N	EC17200 EC17400
143	Precinct Maps	CL+2 yrs.	City Clerk	Y/Y	GC34090
144	Precinct Records <i>(from date of election, precinct official material: declaration of intention, precinct board member appointments, polling place designation)</i>	E+6 mths.	City Clerk	N/Y	GC34090
145	Roster of Voters	E+6 mths.	City Clerk	N/Y	EC17300
<b>Fair Political Practices Commission</b>					
146	Campaign/Committee Disclosures – <i>(460, 470, 497, 501)</i> <ul style="list-style-type: none"> <li>• Elected</li> <li>• Not Elected</li> <li>• Measures, etc.</li> <li>• Electronically Filed</li> <li>• 410's</li> </ul>	P 5 yrs. 7 yrs. 10 yrs. 4 yrs.	City Clerk	Y/N Y/Y Y/Y N/Y Y/Y	GC81009(b) GC81009(b) GC81009(e) FPPC FPPC
147	Campaign/Committee Disclosures – <i>(460, 470, 497, 501)</i>	E+5 yrs.	City Clerk	Y/N	GC81009(b)

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
148	Statement of Economic Interests (Form 700) <ul style="list-style-type: none"> <li>• Elected</li> <li>• Not elected</li> <li>• Employees</li> <li>• Commissioners</li> </ul>	(Copies 4yrs.) 7 yrs. 7 yrs. 7 yrs. Originals	City Clerk	Y/N Y/N Y/N Y/N	GC81009(f) GC81009(f) GC81009(e) GC81009(e)
149	Agency Forms <ul style="list-style-type: none"> <li>• New Positions - 804</li> <li>• Public Official Appointments 806</li> </ul> <i>(Maintained on city website)</i>	S 7 yrs.	City Clerk	N/Y Y/Y	GC81009(e) 2 CCR 18705.5
<b>Legal/Legislative</b>					
150	AB1234 Training Certificates (Ethics Training)	CU+2 yrs.	City Clerk	N/Y	GC53235.2 (b)
151	Administrative Hearings	CU+2 yrs.	City Clerk	N/Y	GC34090
152	Agendas <i>(Agendas and special meeting notices, including certificates of posting, summaries, communications and action agendas for Authorities, Boards, Commissions, Council)</i>	P <i>(Historical)</i>	City Clerk	Y/N	GC34090
153	Agenda Staff Reports	CU+2 yrs.	City Clerk	Y/Y	GC34090(d)
154	Appeals to Council	CU+2 yrs.	City Clerk	Y/Y	GC34090
155	Articles of Incorporation	P	City Clerk	Y/N	GC34090
156	Case Records-High Profile <i>(Cases that have importance or set a legal precedence. Includes but limited to logs, complaints, police reports, court orders, motions, notes)</i>	P	City Clerk	Y/N	GC34090
157	Case Records – Routine	CL+7 yrs. <i>(Unless minor – 3 years after turning 18)</i>	City Clerk	Y/N	GC34090
158	Legal Advertising <i>(Copies with project file)</i>	CU+2 yrs.	City Clerk	N/N	GC34090 GC54960.1 (c)(1)
159	Litigation <ul style="list-style-type: none"> <li>• Land Use</li> </ul>	CL+5 yrs.	Admin	Y/Y	GC34090 CCP 337

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
160	Logs, Attorney Service Request	CU+2 yrs.	N	N/Y	GC34090
161	Minutes <i>(Official minutes and hearing proceedings of governing body or board, commission or committee)</i>	P	City Clerk	Y/N	GC34090(d)
162	Municipal Code	P	City Clerk	Y/N	GC34090
163	Opinions <i>(City Council)</i>	S+2 yrs.	City Clerk	Y/N	GC34090
164	Ordinances	P	City Clerk	Y/N	GC34090(d)
165	Petitions <i>(Submitted to Legislative Bodies)</i>	CU+1yrs.	City Clerk	N/Y	GC50115
166	Tapes: Audio Video	CU+3 yrs.	City Clerk	N/Y	GC34090.7
<b>Oaths</b>					
167	City Council Commissioners Disaster Service Worker	T+5 yrs.	City Clerk	Y/Y	GC3105
<b>Public Information</b>					
168	Public Records Requests <ul style="list-style-type: none"> <li>• Logs</li> <li>• Response</li> </ul>	CL+2 yrs.	City Clerk	N/Y	GC34090
<b>Records Management</b>					
169	Certificates of Destruction <i>(Record of final disposition of records)</i>	P	City Clerk	Y/N	GC34090
170	Document Recovery/Disaster Plan	S+2 yrs.	City Clerk IT	Y/N	GC34090
171	Records Retention Schedule	P	City Clerk	Y/N	GC34090
172	Record Transfers	P	City Clerk	Y/N	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>Finance</b>					
200	Accounting Journals <i>(Documents financial transactions. With support documents.)</i>	AU+4 yrs.	Finance	Y/N	GC34090
201	Accounts Payable <i>(Documents vendor information and support for payments to vendors for goods, services or other obligations. May include but not limited to invoices, payment vouchers, cleared checks, check registers, IRS Forms 1009, W-9)</i>	AU+4 yrs.	Finance	Y/Y	GC34090
202	Accounts Receivable <i>(Documents revenues owed to the City by citizens, organizations, vendors and others to be credited to accounts. Also documents billing and collection of monies. Daily cash, credit receipts, re-cap-posting, deposits)</i>	AU+4 yrs.	Finance	N/Y	GC34090
203	Assessment Districts <ul style="list-style-type: none"> <li>• Administration <i>(Records the levying of taxes and assessments for maintenance and construction; and distribute funds. May include but not limited to annual reports, tax rolls, maps, engineer's reports).</i></li> </ul>	AU+4 yrs.	Finance	Y/N	GC34090
204	Audits / Annual Financial Report / CAFR	P	Finance	Y/N	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/Destroy	Statutory Reference
205	State Reports <ul style="list-style-type: none"> <li>• Local Government Compensation Report</li> <li>• State Controller</li> <li>• Statement of Indebtedness</li> <li>• Streets &amp; Highways</li> </ul>	AU+4 yrs.	Finance	Y/N	GC34090
206	Budget ( <i>Original Document</i> ) <ul style="list-style-type: none"> <li>• Mid-year</li> <li>• Budget Forecasts</li> </ul>	P 10 yrs. 2 yrs.	Finance	Y/Y	GC34090
207	Bank Statements ( <i>Financing Authority</i> )	AU+4 yrs.	Finance	N/Y	GC34090 et seq
208	Budget Journals ( <i>Used to establish, move or change budgets</i> )	AU+4 yrs.	Finance	N/N	GC34090
209	Invoices	AU+4 yrs.	Finance	Y/N	GC34090
210	Investment Records ( <i>Summary of transaction, inventory &amp; earnings report. Monthly statements, monthly, quarterly reports</i> )	AU+4 yrs.	Finance	N/N	GC34090(d)
211	Investment Agreements	CL+5 yrs.	Finance City Clerk (copy)	Y/N	GC34090(d) CCP337
212	Ledgers ( <i>General, Revenue, Expense Reports, Treasurer</i> )	AU+4 yrs.	Finance	Y/Y	GC34090
213	Receipts	AU+4 yrs.	Finance	N/Y	GC34090
214	Refunds	AU+4 yrs.	Finance	N/Y	GC34090
215	Warrant Register	AU+4 yrs.	Finance	Y/Y	GC34090
216	Vehicle Mileage Reimbursement Rates	S+4 yrs.	Finance	N/Y	GC34090
Fixed Assets					
217	Inventory	AU+4 yrs.	Finance	N/Y	GC34090
218	Surplus Property <ul style="list-style-type: none"> <li>• Auction (<i>Listing of property, sealed bid sales of equipment</i>)</li> </ul>	AU+4 yrs.	Finance	N/Y	GC34090
219	Vehicle Ownership & Title	L	Finance	Y/Y	VC9900 et seq

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>Licenses</b>					
220	Business <i>(Applications, payments, reports)</i>	AU+4 yrs.	Finance	Y/Y	GC34090
<b>Payroll</b>					
221	Payroll Records <i>(Documents earnings, deductions and withholdings. May include but not limited to timesheets, deduction authorization, beneficiary designations, garnishments, W2,</i>	AU+4 yrs.	Finance	Y/Y	29 CFR 516.2 29CFR 1627.3 (2) GC34090 IRS Reg 31.6001-1 (e) (2) R&T 19530 LC 1174(d)
222	Payroll Retirement Records <i>(Documents pension and deferred compensation contributions)</i>	T+5 yrs.	Finance	??	26CFR 16001-1 29CFR 1627.3 (2) 29CFR516..6 LC1174(d)
223	Accumulated Hours Report	CU+1 yr.	Finance	N/Y	GC34090
224	PERS Annual Report	AU+4 yrs.	Finance	Y/N	GC34090
225	W-4	S+4 yrs.	Finance	Y/Y	GC34090 26 CFR 31.6001-1
226	Salary Schedules (Original) <i>(Resolutions)</i>	P	City Clerk	Y/N	GC34090(e)
<b>Human Resources</b>					
300	CAL-OSHA Records <ul style="list-style-type: none"> <li>• Regulatory Inspection Reports &amp; Citations <i>(document regulatory inspections or inspections)</i></li> <li>• Logs 200 &amp; 300 <i>(document work related illnesses and injuries)</i></li> <li>• Exposure Monitoring Records</li> <li>• Building Material Test Data</li> </ul>	5 yrs.  5 yrs.  30 yrs.  P	Personnel	Y/Y   Y/N  Y/N  Y/N	8 CCR 3203 (b) (1), 8 CCR 5193 (h)(D)&(3) LC 6429c, GC 34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>Human Resources</b>					
301	Candidate Files - Unsolicited and Unsuccessful ( <i>Records used during the hiring process. May include, but is not limited to: applications, correspondence medical exams, testing</i> )	CL+3 yrs.	Personnel	N/Y	29 CFR 1602 et seq & 1627.3 (a), (5), (6) 2 CCR 7287 et seq GC12946 GC34090
302	DMV Pull Notices	S	Personnel	N/Y	GC12946 CG34090
303	Employee Benefit Records ( <i>May include, but limited to: plan selection, application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports and related documents</i> )	S+2 yrs.	Personnel	N/Y	29CFR 1627.3 (b)(2) GC34090 (d)
304	Employee Discipline & Grievance Records ( <i>May include but not limited to: administrative law hearing and arbitration records</i> )	P	Personnel	Y/N	GC34090
305	Employee Medical Records <ul style="list-style-type: none"> <li>• Pre-employment and non-industrial (<i>Non-Industrial or FMLA Medical records</i>)</li> <li>• All others</li> </ul>	Sep.+30yrs.  Sep.+30yrs.	Personnel	Y/Y  N/Y	8CCR§3240 (d)(1) 29 CFR 1910.1020 (d)(1)(i) GC12946, GC34090 (d)

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
306	Employee Personnel Records <ul style="list-style-type: none"> <li>• Personnel action requests and separation agreement <i>(Master personnel record maintained for each employee. May include but not limited to: job application, notices of appointment, personnel action request, payroll withholding, performance documentation, employees service awards, oaths of office, FMLA records, separation agreements and other records related to an individual's employment)</i></li> <li>•</li> </ul>	Sep.+6 yrs.	Personnel	Y/Y	29 CFR 1627.3(b)(i), 29 CFR 1602.14 GC12946 GC34090 29 USC 1113
307	Examination and Testing <i>(May include but not limited to: examinations, tests, scoring tools)</i>	CL+3 yrs.	Personnel	N/Y	29 CFR 1602 et seq & 1627.3 (a), (5), (6) 2 CCR 7287 et seq GC12946 GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
308	Litigation <ul style="list-style-type: none"> <li>• Skelly Hearings</li> </ul>	Sep.+5 yrs.	Personnel	Y/N	29 CFR 1627.3(b)(i), 29 CFR 1602.14 GC12946 GC34090 29 USC 1113
309	Position Description, Classifications and Compensation Records <i>(May include but not limited to: details of duties and responsibilities of each position, skills and abilities need for each position and related records documenting the development, modification or redefinition of each job or position)</i>	S+2 yrs.	Personnel	N/Y	GC12946 GC34090
310	Wage Reference Records <i>(Salary schedules (copy or resolution) and surveys)</i>	CU+2 yrs.	Personnel	N/N	GC34090
311	Worker's Compensation Records <ul style="list-style-type: none"> <li>• Date of injury</li> <li>• Medical Claims Only</li> <li>• First Aid Reports</li> <li>• WC Incidents</li> </ul> <i>(May include but not limited to: indemnity claims, medical only claims, employee exposures, first aid s)</i>	T+30 yrs.	Personnel	Y/N	8 CCR§3204 (d) (1) et seq 8 CCR§10102 GC§§12946 GC34090 8 CCR 15400.2 29 CFR 1910.1020

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>Information Services</b>					
<b>Electronic Communications – Refer to City Email Policy</b>					
400	Internet, World Wide Web <i>(Management, Policies and supporting documentation)</i>	S	IT	N/Y	GC34090
401	Inventory, Information, Enterprise Systems <i>(Hardware, Software Inventory logs, system manuals)</i>	S	IT	N/Y	GC34090
402	Network Information Systems, Metadata <i>(Configuration maps and plans)</i>	S	IT	N/Y	GC34090
403	Program Files and Directories <ul style="list-style-type: none"> <li>• Annual Backup</li> <li>• Daily Backup</li> <li>• Monthly Backup</li> <li>• Weekly Backup</li> </ul>	S			GC34090.7
404	Security Video – Public Areas	S			GC34090
405	Voicemail	S			GC34090
<b>Parking Division</b>					
500	Applications	CL+2 yrs.	Parking	N/Y	GC34090
501	Citations California Vehicle Code (duplicates) <i>(As of 5/30/15 this applies to Sheriff's cites because the city moved to electronic cites.)</i>	CU+2yrs.	Parking	N/Y	GC34090 Original forward to Phoenix Group (they have to keep them at least 2 years)
502	Citations <ul style="list-style-type: none"> <li>• Municipal Code Violations</li> </ul>	CU+2yrs.	Hearing Officer	N/Y	GC34090 Original forward to court after agency processing, if appealed

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
503	Administrative files <i>(documentation supporting Parking Permit application process) Moved to Electronic processing with Accela 2016</i>	CL+2 yrs.	Parking	N/Y	GC34090
<b>Permits</b>					
600	Bingo Special Events	CL+2 yrs.	City Clerk Public Works	N/Y	GC34090
<b>Policies/Procedures</b>					
700	General Administrative	S+2 yrs.	Administration	Y/Y	GC34090
701	City Council <i>(Policies or directives rendered by Council not assigned a resolution or ordinance)</i>	S+2 yrs.	City Clerk	Y/N	GC34090
<b>Public Financing Authority</b>					
800	Administration	P	City Clerk	Y/N	GC34090
801	Audits / Annual Financial Reports	P		Y/N	GC34090
802	Management Reports	CL+2 yrs.		N/Y	GC34090
<b>Risk Management</b>					
900	Property Loss – City Assets	CL+5 yrs.	Admin	Y/Y	GC34090(d)
901	Liability Claims <i>(Documents various types of claims filed against the city. May include but is not limited to: claims and investigation reports)</i>	Settlement +5 yrs. <i>(most cities keep them both the same period of time)</i>	Admin	Y/Y	CCP§§337 et seq GC911.2, 945, 34090, PC832.5
902	Accidents, Incidents, Injuries Reports  Fatalities  <i>(Non-Employees) (Employees are Workers Compensation)</i>	CL+5 yrs.  P	Admin	Y/Y	GC34090 CCP§§337 et seq GC911.2, 945, PC832.5

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

ADMINISTRATION - 100					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
903	Workers Compensation <ul style="list-style-type: none"> <li>• Claims</li> <li>• Pre-designated doctors</li> <li>• Work Related Exposure Records</li> <li>• Medical only claims</li> <li>• Employee First Aid Records</li> <li>• WC Incidents</li> </ul>	T+30 yrs.	Admin Personnel	Y/N	8 CCR 10102; 8 CCR 15400.2, 8 CCR 3204(d)(1) 29 CFR 1910.1020 GC12946 GC34090 CCP337
904	Insurance: Policies	P	Admin	Y/Y	GC34090
905	Insurance Certificates, Endorsements	T+10 yrs.	Admin	Y/N	GC34090 CCP337
906	Insurance Bonds	P	Admin	Y/N	CCP337.2 CCP343
907	Photographs	CU	All Dept	N/Y	GC34090
908	Risk Management Reports ( <i>Federal OSHA Forms, Loss Analysis Report, Safety Reports, Actuarial Studies</i> )	CL+5 yrs.	Admin	N/Y	8 CCR 14300.33(a) 29 CFR 1904.33, 29 CFR 1904.44 LC6429c GC34090
<b>Treasurer</b>					
1000	Bonds <ul style="list-style-type: none"> <li>• Account Statements</li> <li>• Administration</li> <li>• Bonds and Coupons</li> </ul>	CL+10 yrs. CL+2 yrs.	Admin	Y/N	GC34090 CCP337.5 CCP336

# City of San Dimas Records Retention Schedule (V 3.0 GGS)

## Legends

<b>AC</b> =Active	<b>E</b> =Election
<b>AD</b> =Adoption	<b>L</b> =Life
<b>AU</b> =Audit	<b>P</b> =Permanent
<b>CL</b> =Completion	<b>S</b> =Supersede
<b>CU</b> =Current Year	<b>T</b> =Termination

## Citations

<b>B&amp;S</b> - Business & Professions	<b>GC</b> - Government Code
<b>CAC</b> - Calif Administrative Code Development	<b>H&amp;S</b> - Health & Safety
<b>CCP</b> - Code of Civil Procedure	<b>HUD</b> - Housing and Urban Development
<b>CCR</b> - Code of Calif Regulations	<b>LC</b> - Labor Code
<b>CEQA</b> - Calif Environmental Quality Act	<b>OSHA</b> - Occupational Safety & Health Act
<b>CFR</b> - Code of Federal Regulations	<b>UFC</b> - Uniform Fire Code
<b>EC</b> - Election Code	<b>USC</b> - United States Code
<b>FMLA</b> - Family & Medical Leave Act 1993	
<b>GC</b> - Government Code	

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>General Records</b>					
1200	Bids and Proposals <i>(unsuccessful)</i>	CL+2 yrs.	Planning	N/Y	GC34090(d)
1201	Commission - Planning <ul style="list-style-type: none"> <li>• Public Hearing Notices</li> <li>• Minutes</li> <li>• Staff/Agenda Reports</li> <li>• Resolutions</li> <li>• Tapes (Audio)</li> </ul>	CL+2 yrs. P  CL+2 yrs. P CL+2 yrs.	Planning	N/Y Y/N  Y/Y Y/N N/Y	GC34090 GC34090(e)  GC34090 GC34090(d) GC54953.5(b)
1202	Contracts & Agreements Files <i>(Includes leases, equipment services, consultants or supplies. Also construction administrative files and personnel legal services.) (See Administration)</i>	CL+10 yrs.	City Clerk	Y/Y	GC34090 CCP337.2;343
1203	Correspondence <i>(Working documentation)</i>	CU+2 yrs.	Planning	N/Y	GC34090(d)
1204	Development Agreements <i>(Infrastructure contracts, franchise. Paper maintained for 7 years)</i>	P	City Clerk	Y/N	CCP337,337.1(a), 337.15; GC34090;
1205	Drawings, Project Plan <i>(Finals of approved project)</i>	P	Planning	N/Y	GC34090(d)
1206	General Subject Files <i>(Internal working files including correspondence)</i>	CU+2 yrs.	Planning	N/Y	GC340909(d)
1207	Grants, Community/Urban Development (includes CDBG) <i>(Project files, contracts, proposals, statements, reports, sub-receipt docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee.)</i>	CL+5 yrs.	City Clerk	Y/N	GC34090 21CFR1403.36 (i) (11) & 1403.42(b) 24CFR 85.42 91.105(h) & 570.502(b), 29CFR 97.42 7 CFR 3016.42 OMB Circular A-110 & A-133

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1208	Historic Resources Survey Inventory Historic Structures and Landmarks	P	Planning	Y/N	GC34090(d)
1209	Homeowners Association	CU+2 yrs.	Planning	Y/N	GC34090
1210	Interpretations Policies	S+2	Planning	Y/N	GC34090
1211	Land Uses Nonconforming <i>(Building or site usage which does not conform to current standards)</i>	P	Planning	Y/N	GC34090
1212	Logs <i>(Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily plan check, utility)</i>	S	Planning	N/Y	GC34090
1213	Lot Consolidation	P	Planning	Y/N	GC34090
1214	Lot Line Adjustments	P	Planning	Y/N	GC34090
1215	Maps <ul style="list-style-type: none"> <li>• General Plan</li> <li>• Subdivision</li> <li>• Zoning</li> </ul>	P	Planning	Y/N	GC34090
1216	Master Plans <i>(Special or long-range programs plan for municipalities. Coordination of services, strategic planning.)</i>	P(Historical)	Planning	Y/N	GC340909
1217	Minor Deviations	P	Planning	Y/N	GC34090
1218	Municipal Code Text Amendments	S	City Clerk	Y/N	GC34090
1219	Permits <ul style="list-style-type: none"> <li>• Conditional Use</li> <li>• Temporary Use <i>(Includes Special Events, Yard Sales)</i></li> <li>• Signs/Trees</li> </ul>	P CU+2 yrs.  P	Planning	Y/N N/Y  Y/N	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1220	Photographs Aerial photographs	S+2 yrs.	Planning	Y/Y	GC34090
1221	Precise/Specific Plans	P	Planning	YN	GC34090
1222	Project Files	P	Planning	Y/N	GC34090
1223	Projects ( <i>Not Completed or Denied</i> )	CL+2 yrs.	Planning	N/Y	GC34090(d)
1224	Reports Activity, Periodic	CU+2 yrs.	Planning	N/Y	GC34090
1225	Studies, Special Projects & Areas( <i>Engineering, joint powers, noise, transportation</i> )	CL+2 yrs.	Planning	N/Y	GC34090(d)
1226	Surveys ( <i>Recording data and maps</i> )	P	Planning	Y/N	GC34090(a)
1227	Variances	P	Planning	Y/N	GC34090
1228	Working Files Drafts	When no longer needed	Planning	N/Y	GC34090
	<b>Building</b>				
1300	Building Plans ( <i>Submitted by contractors with application for permit and builds for Certificate of Occupancy – Final Plans</i> )	P	Building	Y/N	GC34090(d) CBC 104.7 & 107.5 H&S19850
1301	Certificates ( <i>Compliance , elevation, occupancy, which affect real property</i> )	L	Building	Y/N	GC34090(a)
1302	Building Code Books	S	Building	N/N	GC34090 GC50022.6
1303	Building Permits Construction(Approved) ( <i>New commercial and residential construction, tenant improvements, room additions, spa, signs, block wall, remodel including security bonds</i> )	P	Building	Y/N	GC34090 H&S19850
1304	Construction Signs ( <i>Signs, including plans and specifications</i> )	P	Building	Y/N	GC34090
1305	Correspondence	CL+2 yrs.	Building	N/Y	GC34090
1306	Inspection ( <i>Correspondence, fees, appeal, requests, reports</i> )	CL+2 yrs.	Building	Y/Y	GC34090(d)

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1307	Permits <i>(Plans, building, signs, grading, permits)</i>	P	Building	Y/N	GC34090 H&S19850
1308	Seismic Retrofit Program <i>(Includes, Certificates of Compliance)</i>	P	Building	Y/N	GC34090
1309	Street Names and House Numbers <i>(Includes address assignment/changes)</i>	P	Building	Y/N	GC34090
	<b>Code Enforcement</b>				
1400	Abandonment Buildings <i>(Condemnation, demolition)</i>	P	CE	Y/N	GC34090
1401	Abandoned Vehicles	CL+2 yrs.	CE	N/N	GC34090(d)
1402	Case Files (Building, Property, Zoning) <i>(Building , housing and mobile home code violation records including inspection; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general)</i>	CL+2 yrs.	CE	Y/Y	GC34090(d)
1403	Citations <ul style="list-style-type: none"> <li>• R.V. Warnings</li> <li>• R.V. Citations</li> </ul>	CL+2 yrs.	CE	N/Y N/Y	GC34090
1404	Liens & Releases <ul style="list-style-type: none"> <li>• Supporting</li> <li>• Recorded</li> </ul>	CL+2 yrs. P	CE	Y/Y Y/N	GC34090(a)
	<b>Planning</b>				
1500	Case Files, Planning, and Zoning <i>(Pertains to real property. May include DPRB reviews, subdivisions (tract and parcel maps) and use classification)</i>	P	Planning	Y/N	GC34090
1501	General Plan and Elements <i>(Includes sphere of influence)</i>	P	Planning	Y/N	GC34090
1502	Request for reasonable accommodation	P	Planning	Y/N	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1503	Signs (Temporary) <i>(Home occupations, off-premise signs)</i>	S+2 yrs.	Planning	N/Y	GC34090(d)
1504	Variances <i>(Variance application files for real property)</i>	P	Planning	Y/N	GC34090
1505	Zone changes <i>(Request for changes of zone designation for real property)</i>	P	Planning	Y/N	GC34090
Property					
1506	Annexation Case Files <i>(Reports, agreements, public notices)</i>	P	Planning	Y/N	GC34090
1507	Maps, City Boundary <i>(Recorded maps, surveys, monuments)</i>	P	Planning	Y/N	GC34090(d)

# City of San Dimas Records Retention Schedule (V 3.0 GGS)

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## City of San Dimas Records Retention Schedule (V 3.0 GGS)

PARKS AND RECREATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>General Records</b>					
1600	Agendas, Minutes Commissions, Committees (On file with City Clerk)	P	City Clerk	Y/N	GC34090
1601	Bids <ul style="list-style-type: none"> <li>• Successful <i>(Supporting documents including bidders list, specification reports, plans, work orders, schedules, etc.)</i></li> <li>• Unsuccessful <i>(Supporting documents including bidders list, specification reports, plans, work orders, schedules, etc.)</i></li> </ul>	P  CL+2 yrs.	City Clerk  Parks	Y/N  N/Y	GC34090 CCP337  GC34090
1602	Calendars <i>(Daily activities, upcoming meetings)</i>	S	Parks	N/Y	GC34090
1603	Contracts and Agreements <i>(Includes leases, equipment services, consultants or supplies also construction administration files and personnel legal services. Facility special events, rentals.)</i>	CL+10 yrs.	City Clerk	Y/Y	GC34090 CCP337.2, 343
1604	Contract and Agreements <i>(Project &amp; Capital Improvements Construction infrastructure, contracts, franchise building DDAS, park improvements, reservoirs, sewers, sidewalks, streets &amp; alley, etc.)</i>	P	City Clerk	N	GC34090C CP337
1605	Correspondence Memorandums Certificates <i>(All)</i>	CL+2 yrs.	Parks	N/N	GC34090 (d)
1606	Emergency Programs/Plans Includes flood maps (Preparation, Action, Reports)	S	Parks	Y/N	GC34090
1607	Grants (Refer to admin) <i>(Original contract &amp; completion on file with City Clerk )</i>	CL+5 yrs.	City Clerk	Y/N	Awarding Agency
1608	Inventory, Equipment (Warranties,)	AU+2 yrs.	Parks	N/Y	GC34090
1609	Key – files/Access Codes	S+2 yrs.	Parks		GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

PARKS AND RECREATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1610	Photographs	CU	Parks	N/N	GC34090
1611	Plans, Proposed <i>(Future Plans, new sites, expansions)</i>	S	Parks	Y/Y	GC34090
1612	Policies and Procedures <i>(Includes rules and regulations)</i>	S+2 yrs.	Parks	N/Y	GC34090
1613	Press Releases <i>(Includes cable, newspaper, radio, message boards, presentation, promotional emails)</i>	CL+2 yrs.	Parks	N/Y	GC34090
1614	Programs/Activities <i>(Enrollment, schedules, class &amp; events, liability releases, evaluations, attendance, flyers, volunteer release, rosters, staff schedule)</i>	CU+2 yrs.	Parks	N/Y	GC34090
1615	Receipts	AU+4 yrs.	Finance	N/Y	GC34090
1616	Refunds	AU+4 yrs.	Finance	N/Y	GC34090
1617	Waivers Permission Slips	CL+2 yrs.	Parks	N/Y	GC34090
<b>Reports</b>					
1618	Accidents Incidents <i>(Patrons)</i> <i>(Employees see Risk Mgmt Section)</i>	CL+5 yrs.	Admin	N/Y	GC34090 CCP§§337 et seq GC911.2, 945, PC832.5
1619	Studies <i>(Future sites, expansions)</i>	CL+2 yrs.	Parks	N/Y	GC34090
<b>Landscape</b>					
1620	Assessment Districts <i>(See General Records Administration)</i> <ul style="list-style-type: none"> <li>• Boulevard</li> <li>• Northwoods</li> </ul>	P	City Clerk	Y/N	GC34090
1621	Landscaping <i>(Plants, tree maintenance, work orders)</i> <ul style="list-style-type: none"> <li>• Tree Trimming/Removal</li> </ul>	P	Parks	Y/N	GC34090
	Planting Policy Permits <i>(Retain while current , includes Rule &amp; Regulation Standards, Claims response, reports, permits &amp; photos)</i>	P	Parks	Y/N	GC34090
1622	Landscape projects, requests <i>(Drawings, contracts, complaints, specifications, reports)</i>	CL+2 yrs.	Parks	N/N	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

PARKS AND RECREATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1623	Maps <i>(Irrigation Plot Plans)</i>	P	Parks	Y/N	GC34090
1624	Parks <i>(Various Parks within the City)</i>	P	Parks	Y/N	GC34090
1625	Streetscapes <i>(Contract &amp; Agreement Beautification of San Dimas)</i>	CL+10 yrs.	City Clerk	Y/Y	GC34090 CCP337
<b>Municipal Facility</b>					
1626	Capital Improvements, Construction (Bids) <i>(Contains records re: Planning, design, construction, conversion, or modification of local government-owned facilities, structures &amp; systems)</i>	P	City Clerk	Y/N	GC34090C CP337
1627	Facility Rentals/Use <ul style="list-style-type: none"> <li>• <i>Permits, contracts, diagrams, schedules, binders)</i></li> <li>• <i>Insurance</i></li> </ul>	CL+2 yrs.  CL+10 yrs.	Parks	N/Y	GC34090 CCP337
1628	Fields <ul style="list-style-type: none"> <li>• <i>Permits, contracts, diagrams, schedules, binders)</i></li> <li>• <i>Insurance</i></li> </ul>	CL+2 yrs.  CL+10 yrs.	Parks	N/Y	GC34090 CCP337
1629	Maintenance and Operations All Facilities <i>(Service requests, invoices, supporting documentation; buildings, equipment, field, engineering, public facilities including work orders and graffiti removal, pool chemical records)</i>	CL+2 yrs.	Parks	Y/N	GC34090(d)

# City of San Dimas Records Retention Schedule (V 3.0 GGS)

## Legends

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## City of San Dimas Records Retention Schedule (V 3.0 GGS)

PUBLIC WORKS					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>General Records</b>					
1700	Bikeway	P	PW	Y/N	GC34090
1701	Caltrans Programs	P	PW	Y/N	GC34090
1702	Capital Improvement Projects- Cash Contracts <ul style="list-style-type: none"> <li>• Successful</li> <li>• Unsuccessful</li> </ul> <i>(Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc. Streets, curbs, gutters, sidewalk, storm drains)</i> Plans	P CL+10 yrs.  P	PW	Y/N	CC337.15 GC34090
1703	Capital Improvement Construction <i>(Construction infrastructure contracts, franchise buildings, DDAS, park improvements, reservoirs, sewer sidewalks, street &amp; alleyways, etc.)</i>	P	PW	Y/N	GC37090 CCP337
1704	Certificates, bonds, insurance <i>((Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work)</i>	L	Public Works City Clerk	Y/N	GC34090 CCP337
1705	Construction Tracking, Daily Reports	CL+10 yrs.	PW	Y/N	GC34090 CCP337
1706	Contract & Agreement Files	CL+10 yrs.	Public Works City Clerk	Y/Y	GC34090 CCP337.2, 343
1707	Contractor Bid List (Cash Contracts)	CL+2 yrs.	PW	N/Y	GC34090(d)

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

PUBLIC WORKS					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1708	Correspondence Memorandums <i>(General working files)</i>	CL+2 yrs.	PW	Y/Y	GC34090(d)
1709	Development Agreements & Standards <i>(Landscape medians, parkway landscape development, public works construction)</i>	P	Public Works City Clerk	Y/N	GC34090 CCP337.1(a) CCP337.15
1710	Districts <i>(Schools, Special Districts Supporting documents re: improvement lighting, underground utility bonds taxes &amp; construction)</i>	P	PW	Y/N	GC34090(a)
1711	Drawings, Traffic <i>(Signs, signing, &amp; striping, road construction)</i>	P	PW	Y/N	GC34090
1712	Easements	P	PW	Y/N	GC34090(a)
1713	Emergencies(Disasters) - Historical	P	PW	Y/N	GC34090
1714	Flood Control <i>(Storm Drain</i>	CL+2 yrs.	PW	N/Y	GC34090(d)
1715	Drain Facilities	P	PW	Y/N	GC34090
1716	Flood Zones <i>(Includes flood maps)</i>	P	PW	Y/N	GC34090
1717	Insurance Certificates <i>(Plumbing, Encroachments)</i>	S+2 yrs.	PW	Y/Y	GC34090
1718	Policies/Procedures Maintenance Yard <i>(Rules and regulations)</i>	S+2 yrs.	PW	N/N	GC34090
1719	Reports/Studies	CL+2 yrs.	PW	N/N	GC34090
1720	Bonds, Agreements <i>(Includes subdivision agreements, survey monument, cable grant of easements and involving construction of improvements)</i>	L	Public Works City Clerk	Y/N	GC34090 CCP337
1721	General Plans	P	Planning	Y/N	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

PUBLIC WORKS					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1722	Grants(See Admin)	CL+5 yrs.	City Clerk	Y/N	GC34090
1723	Homeowners Association	CU+2 yrs.	PW	Y/N	GC34090
1724	Inventory, Equipment	CU+2 yrs.	PW	N/Y	GC34090
1725	L.A. County Files <i>(Note: correspondence completion + 2 years)</i>	P	PW	Y/N	GC34090
1726	Locations (See Capital Improvements) <i>(Mains, valves, hydrants, wells)</i>	P	PW	Y/N	GC34090
1727	Maintenance & Operations <i>(Includes work orders, inspections, repairs, cleaning complaints)</i>	CL+5 yrs.	PW	Y/N	GC34090 CCP337
1728	Maintenance & Operations Improvements & Reconstruction	P	PW	Y/N	GC34090
1729	Programs • Federal Aid (Urban)	CL+2 yrs.	PW	N/Y	23CFR633 (a)&(c)
1730	Proposition (Prop Funds)	P	Public Works Finance	Y/N	GC34090
1731	Reimbursement Districts	P	PW	?	GC34090
1732	Reports/Studies • Hydrology • Geotechnical • Soil ( <i>analysis, construction recommendations</i> ) • Soil Final Reports	CL+2 yrs.  CL+2 yrs. P	PW	N/Y	GC34090
1733	Bridges & Overpasses	L	PW	Y/N	GC34090
1734	Inspections <i>(Includes intersection, sidewalks, Bridges and Overpasses, keep life of structure)</i>	CL+10 yrs.	PW	Y/Y	GC34090
	Parking				
1735	Lots, Plans, Specs.	P	PW	Y/N	GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

PUBLIC WORKS – 1000					
Record Series	Records Title/Subtitle/Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
<b>Permits</b>					
1736	Permits <i>(Includes construction plans, signs, grading, encroachment permits, in addition to blueprints and specifications)</i>	P	PW	Y/N	GC34090; H&S19850; 4003,4004
1737	Permits – others <i>(Alterations, excavations road, street, sidewalks &amp; curb. Alterations transportation, swimming pool drainage temporary uses, etc.)</i>	P	PW	Y/N	GC34090
1738	Encroachment	P	PW	Y/N	GC34090
1739	Improvement	CL+2 yrs.	PW	N/Y	GC34090
1740	Oversize Load	CL+2 yrs.	PW	N/Y	GC34090
1741	Paving	CL+2 yrs.	PW	N/Y	GC34090
1742	Use (temporary) Includes special events	CU+2 yrs.	PW	N/Y	GC34090
1743	Utilities – Permits <i>(Golden State Water, Edison, So Cal Gas, Verizon, Time Warner)</i>	P	PW	Y/N	GC34090
<b>Streets</b>					
1744	Studies <i>(Traffic Volume, accident history, requests, statistics, drawings, supporting traffic devices)</i>	P	PW	Y/N	GC34090
1745	Intersection Records Includes Correspondence, volume counts, accident history	P	PW	Y/N	GC34090
1746	Corrosion Control <i>(Compliance documentation)</i>	CU+12 yrs.	PW	Y/Y	40CFR141.91

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

PUBLIC WORKS					
Record Series	Records Title/Subtitle/Description	Retention	Office of Record	Scan/ Destroy	Statutory Reference
1747	Routes, school bus & truck <i>(Truck routes, access ramps, rest areas)</i>	S+2 yrs.	PW	Y/Y	GC34090
1748	Storm Drains	P	PW	Y/N	GC34090
1749	Easements, dedications, right-of-ways	P	PW	Y/N	GC34090
1750	Standard Plans	P	PW	?Y/N	GC34090
1751	Inventory, traffic control devices Signs, lights	S+2 yrs.	PW	Y/Y	GC34090
1752	Landscaping <i>(Plants, tree maintenance, work orders)</i>	P	PW	Y/N	GC34090
1753	Lighting <i>(Maintenance, Work orders)</i>	CL+5 yrs.	PW	Y/N	GC34090 CCP337
1754	Maps <i>(Line Location, easements)</i>	P	PW	Y/N	GC34090
1755	Tract/Parcel Maps & Plats <i>(Engineering &amp; field notes and profiles; cross-section of road, streets, right-of-way, bridges; may include annexations, parks, tracts, blocked storm drains, water easements, trees, grading, fire hydrants, base maps)</i>	P	PW	Y/N	GC34090
1756	Master Plans Copies	S	N	Y	GC34090.7
1757	Naming and Numbering <i>(Street dedications, closings, address, assignments/changes)</i>	P	PW	Y/N	GC34090
Environmental					
1758	National Pollutant Discharge Elimination System (NPDES)	P	PW	Y/N	40CFR 122.21 40 CFR 122.41 40 CFR 122.44
1759	Others May depend on terms of state or federal agency	CU+2 yrs.	PW		GC34090

## City of San Dimas Records Retention Schedule (V 3.0 GGS)

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1760	Pest Control <i>(Pesticide applications, inspections, and sampling documents)</i>	CU+2 yrs.	PW	N/Y	GC34090(d) 3 CCR 6623 40 CFR 171.11
1761	Rates/Fees	S+2 yrs.	PW	Y	GC34090
1762	Recycling Grants	CL+5 yrs.	City Clerk Public Works	Y/N	GC34090 21CFR1403.36 (i) (11) & 1403.42(b) 24CFR 85.42 91.105(h) & 570.502(b), 29CFR 97.42 7 CFR 3016.42 OMB Circular A-110 & A-133
1763	Recycling Programs	CL+5 yrs.	PW	Y/N	GC34090

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