



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Meeting of Wednesday
November 19, 2014

7:00 P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 19, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

1. Capital Improvement Program Update

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting dated November 5, 2014
2. Approval of DRAFT minutes of regular meeting dated November 5, 2014
3. Approve Register of District Invoices
4. Approve and Record the Notice of Completion for the Discovery Bay Pump Station F Rehabilitation Project and Authorize Release of the Retention

F. BUSINESS AND ACTION ITEMS

1. Contract between the Town of Discovery Bay and Digital Deployment, Inc. to Develop a New Web Presence and Website
2. Town of Discovery Bay Record Retention Schedules

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

H. VEOLIA REPORT

1. Veolia Report – Month of October 2014

I. MANAGER'S REPORTS – Discussion and Possible Action

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Byron Municipal Advisory Council meeting minutes dated September 18, 2014
2. R – East Contra Costa County Fire Protection District meeting minutes dated October 6, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular meeting dated December 3, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item C-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 5, 2014
SPECIAL MEETING 6:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

SPECIAL MEETING 6:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 6:00 p.m. by President Simon
Pledge of Allegiance – Led by President Simon
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

C. BUSINESS AND ACTION ITEMS

1. Discussion of the Town Website and Vendor Presentation

General Manager Howard – Provided the details of item C-1.

Digital Deployment Carsen Anthonisen – Vice President, Client Services and Rocky Martin, Business Development Manager – Provided the additional details of item C-1. There was discussion between the General Manager, the Digital Deployment representatives, and the Board. The Board directed Staff to bring the item back to the November 19, 2014 meeting as a Business and Action Item.

D. ADJOURNMENT

The meeting adjourned at 6:56 p.m. to the next Regular meeting dated November 5, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 11-10-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 5, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon

Pledge of Allegiance – Led by President Simon

Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker.

President Simon and the other Board Members recognized Director Wiesen.

C. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of October. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas and the Board.

3. East Contra Costa Fire Protection District Report

Chief Henderson – No Report due to an emergency

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols Scheduler/Office Operations – Provided an update of several projects surrounding Discovery Bay. There was discussion between the General Manager, Lea Castleberry, Deputy Chief of Staff, and the Board.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Director Wiesen reported on the Code Enforcement meeting.

4. Special Districts Report** - Director Pease provided a report and reported on the Quarterly meeting of the Contra Costa Special Districts Association meeting dated October 20, 2014.

***These meetings are held Quarterly*

E. PRESENTATIONS

1. Derek McGinnis – Discovery Bay Veteran

Director Graves – Introduced and recognized Discovery Bay Veteran Derek McGinnis.

2. PG&E Presentation on Gas Pipeline Replacement in Discovery Bay

General Manager Howard – Provided details of item E-2.

PG&E Representatives – Provided additional details of item E-2. There was discussion between the PG&E Representatives, the General Manager, the Water and Wastewater Manager, and the Board.

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. **Approval of DRAFT minutes of regular meeting dated October 15, 2014**
2. **Approve Register of District Invoices**
3. **Adoption of Ordinance No. 26 - Establish Parking Restrictions at Cornell and Ravenswood Parks and the Discovery Bay Community Center**
4. **District Financial Statement Report for the Period July 1, 2014 to September 30, 2014**
5. **Lift Station "G" Rehabilitation Control Panel Purchase**
6. **Adoption of Resolution 2014-25 Establishing an Administrative Fee Schedule for Water Related Services**

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

G. BUSINESS AND ACTION ITEMS

1. **Award of Contract to Koff and Associates to conduct a Classification and Compensation Study General Manager Howard** – Provided the details of item G-1. There was discussion between the General Manager and the Board.

Motion by: Vice-President Steele to place this project on a future workshop for compensation programs

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

2. **Consideration and Possible Action on Maintenance Operations for Zones 9, 35, 57 and 61, Including the Hiring of In-House Staff**

General Manager Howard – Provided the details of item G-2.

Parks and Recreation Manager Perez – Provided additional details of item G-2. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board. There was one Public Comment Speaker.

Motion by: Director Pease to approve maintenance operations for Zones 9, 35, 57 & 61 to be brought in-house; authorize two full time and one seasonal part time Maintenance Worker I/II positions be added to the Authorized Position Schedule; and authorize contract termination letter to be sent to the existing contractor, Odyssey Landscape, effective January 1, 2015.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. **Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets**

General Manager Howard – Provided the details of item H-1. There was discussion between the General Manager and the Board. File and receive agenda item H-1.

2. **Community Center Expense Report**

General Manager Howard - Provided the details of item H-2. There was discussion between the General Manager and the Board. File and receive agenda item H-2.

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – Provided his report and details of the East Contra Costa County Fire Protection District meeting dated November 3, 2014

J. MANAGER'S REPORT – Discussion and Possible Action

1. **Quarterly Update Sub-Committee Parks and Landscaping**

Parks and Recreation Manager – Provided the details of item J-1. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

2. **Quarterly Update Sub-Committee Community Center and Recreation**

Parks and Recreation Manager – Provided the details of item J-2. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Discussed the date for the Board Workshop. Staff will tentatively set a date.

Water and Wastewater Manager – Provided an update regarding the water reduction within Discovery Bay.

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass meeting minutes dated July 17, 2014
2. R - East Contra Costa County Fire Protection District meeting minutes September 8, 2014
3. R – Byron Municipal Advisory Council meeting minutes dated September 18, 2014

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

The meeting adjourned at 9:10 p.m. to the next regular meeting dated November 19, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 11-06-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 19, 2014

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 187,642.35

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: E-3

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 19, 2014
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Fairin Perez	OCT 2014	Expense Report (Z35,Z57,Z61)	09/28/14	\$68.99
I & T Backflow Testing	449	Backflow Tests (Z35,Z57,Z61)	10/27/14	\$560.00
U.S. Bank Corporate Payment System	4246044555703473/014	Landscape Reimb (Z35,Z57,Z61)	10/27/14	\$39.34
		Administration	Sub-Total	\$668.33
Water				
American Retrofit Systems	1034	WWTP#2 Install 220 Volt Plug	10/08/14	\$250.00
Brentwood Ace Hardware	808/103114	General Repairs	10/31/14	\$30.23
Carol McCool	OCT 2014	Expense Report Oct 2014	11/11/14	\$49.95
Caselle, Inc.	61214	Support and Maintenance Dec 2014	11/01/14	\$444.00
Cintas	185488209	Uniforms	10/29/14	\$14.93
Cintas	185489037	Uniforms	11/05/14	\$14.93
Contra Costa Fire Equipment	3992	Fire Extinguishers Inspection	11/06/14	\$24.00
County Of Contra Costa, Dept of Info Tec	9154	Data Processing Sept 2014	10/22/14	\$17.60
Du-All Safety	16426	Safety Support and Training for 2014-2015	10/31/14	\$1,160.00
EnerPower	66011	Electric Charges 0814/14-09/11/14	10/31/14	\$620.00
EnerPower	66012	Electric Charges 08/15/14-09/15/14	10/31/14	\$2,089.00
EnerPower	66014	Electric Charges 09/11/14-10/09/14	10/31/14	\$399.00
Golden State Flow Measurement, Inc	I-042355	3-Inch Water Meter	10/23/14	\$1,807.51
Office Depot	736116297001	Office Supplies	10/21/14	\$63.23
Office Depot	736413886001	Office Supplies	10/22/14	\$43.37
Office Depot	737741045001	Office Supplies	10/29/14	\$19.16
Office Depot	737741116001	Office Supplies	10/29/14	\$11.70
Office Depot	737949241001	Office Supplies	10/30/14	\$29.06
Paul E. Vaz Trucking, Inc.	32984	Material 10/24/14	10/31/14	\$466.17
Paul E. Vaz Trucking, Inc.	32985	Freight 10/24/14	10/31/14	\$594.43
ReliaStar Life Insurance Company	#JR52 457(B) 111514	457(b) 11/01/14-11/15/14	11/15/14	\$475.77
SDRMA	15863	Medical Benefits Dec 2014	11/05/14	\$1,484.71
Shields Consulting Group, Inc.	1415-1	Preparation & Submission of State Mandated Cost Reimb.	10/31/14	\$432.86
U.S. Bank Corporate Payment System	4246044555703473/014	Group Insurance	10/27/14	\$1,045.55
U.S. Bank Corporate Payment System	4246044555703473/014	Travel & Meetings	10/27/14	\$1,802.56
U.S. Bank Corporate Payment System	4246044555703473/014	Training & Education	10/27/14	\$140.00
U.S. Bank Corporate Payment System	4246044555703473/014	Telephone General	10/27/14	\$507.49
U.S. Bank Corporate Payment System	4246044555703473/014	Telecom Networking	10/27/14	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/014	Vehicle & Equipment Fuel	10/27/14	\$402.84
U.S. Bank Corporate Payment System	4246044555703473/014	General Repairs	10/27/14	\$26.12
U.S. Bank Corporate Payment System	4246044555703473/014	Info System Maintenance	10/27/14	\$92.80
U.S. Bank Corporate Payment System	4246044555703473/014	Computer Software	10/27/14	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/014	Office Supplies	10/27/14	\$170.47
U.S. Bank Corporate Payment System	4246044555703473/014	Misc. Service and Supplies	10/27/14	\$30.48
U.S. Bank Corporate Payment System	4246044555703473/014	Special Expense	10/27/14	\$234.86
Veolia Water North America	42804	Monthly O & M Nov 2014	11/01/14	\$40,403.73
Zee Medical Service Company	724507109	Medical Supplies	11/06/14	\$30.25
		Water	Sub-Total	\$55,544.76
Wastewater				
Brentwood Ace Hardware	808/103114	General Repairs	10/31/14	\$45.34
California Environmental Dewatering	1185	5 Gallon Pails	10/21/14	\$88.91
California Steam Specialties	5280	Repair RED Valves	10/27/14	\$1,161.52
Carol McCool	OCT 2014	Expense Report Oct 2014	11/11/14	\$118.29
Caselle, Inc.	61214	Support and Maintenance Dec 2014	11/01/14	\$666.00
Cintas	185488209	Uniforms	10/29/14	\$22.39
Cintas	185489037	Uniforms	11/05/14	\$22.39
Contra Costa Fire Equipment	3992	Fire Extinguishers Inspection	11/06/14	\$36.00
County Of Contra Costa, Dept of Info Tec	9154	Data Processing Sept 2014	10/22/14	\$26.40
Du-All Safety	16426	Safety Support and Training for 2014-2015	10/31/14	\$1,740.00
EnerPower	66013	Electric Charges 09/12/14-10/12/14	10/31/14	\$157.00
Herwit Engineering	14-10	Professional Services Oct 2014	10/31/14	\$14,389.12
Herwit Engineering	DB-ICM-3	Pipeline Inspection	10/31/14	\$10,530.25
Herwit Engineering	DB-MP-5,6,7-6	Secondary Effluent Equalization, Filters & PS Modifications	10/31/14	\$23,277.50
Kleinfelder, Inc.	1033087	Groundwater Monitoring Well Installation	10/24/14	\$2,391.30
Office Depot	736116297001	Office Supplies	10/21/14	\$94.85

Office Depot	736413886001	Office Supplies	10/22/14	\$65.06
Office Depot	737741045001	Office Supplies	10/29/14	\$28.75
Office Depot	737741116001	Office Supplies	10/29/14	\$17.55
Office Depot	737949241001	Office Supplies	10/30/14	\$43.58
ReliaStar Life Insurance Company	#JR52 457(B) 111514	457(b) 11/01/14-11/15/14	11/15/14	\$713.65
SDRMA	15863	Medical Benefits Dec 2014	11/05/14	\$2,227.07
Shields Consulting Group, Inc.	1415-1	Preparation & Submission of State Mandated Cost Reimb.	10/31/14	\$649.29
U.S. Bank Corporate Payment System	4246044555703473/014	Group Insurance	10/27/14	\$1,568.33
U.S. Bank Corporate Payment System	4246044555703473/014	Travel & Meetings	10/27/14	\$2,703.84
U.S. Bank Corporate Payment System	4246044555703473/014	Training & Education	10/27/14	\$210.00
U.S. Bank Corporate Payment System	4246044555703473/014	Telephone General	10/27/14	\$839.33
U.S. Bank Corporate Payment System	4246044555703473/014	Telecom Networking	10/27/14	\$144.00
U.S. Bank Corporate Payment System	4246044555703473/014	Vehicle & Equipment Fuel	10/27/14	\$277.31
U.S. Bank Corporate Payment System	4246044555703473/014	General Repair	10/27/14	\$23.92
U.S. Bank Corporate Payment System	4246044555703473/014	Info System Maintenance	10/27/14	\$139.20
U.S. Bank Corporate Payment System	4246044555703473/014	Computer Software	10/27/14	\$29.99
U.S. Bank Corporate Payment System	4246044555703473/014	Office Supplies	10/27/14	\$255.71
U.S. Bank Corporate Payment System	4246044555703473/014	Misc. Service & Supplies	10/27/14	\$45.72
U.S. Bank Corporate Payment System	4246044555703473/014	Special Expense	10/27/14	\$356.28
Veolia Water North America	42385	Pump Station W	10/17/14	\$3.78
Veolia Water North America	42804	Monthly O & M Nov 2014	11/01/14	\$60,605.60
Zee Medical Service Company	724507109	Medical Supplies	11/06/14	\$45.38

Wastewater Sub-Total \$125,760.60

Community Center

Community Center Sub-Total \$0.00

Grand Total \$181,973.69

Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 19, 2014
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185488209	Uniforms	10/29/14	\$18.65
Cintas	185488209	Community Center-Mats	10/29/14	\$30.99
Cintas	185489037	Uniforms	11/05/14	\$18.65
Cintas	185489037	Community Center-Mats	11/05/14	\$30.99
Fairin Perez	OCT 2014	Expense Report	09/28/14	\$84.95
I & T Backflow Testing	449	Backflow Tests	10/27/14	\$735.00
Karina Dugand	14	Community Center-Program Fees	11/06/14	\$251.20
Kidz Love Soccer	2014FA-F122	Community Center-Program Fees	11/05/14	\$1,186.40
ProPet Distributors, Inc.	104406	Dog Litter Bags	11/07/14	\$984.16
U.S. Bank Corporate Payment System	4246044555703473/014	Equipment	10/27/14	\$666.57
U.S. Bank Corporate Payment System	4246044555703473/014	Telephone General	10/27/14	\$96.21
U.S. Bank Corporate Payment System	4246044555703473/014	Vehicle & Equipment Fuel	10/27/14	\$309.57
U.S. Bank Corporate Payment System	4246044555703473/014	Misc. Small Tools	10/27/14	\$35.63
U.S. Bank Corporate Payment System	4246044555703473/014	Office Supplies	10/27/14	\$37.00
U.S. Bank Corporate Payment System	4246044555703473/014	Facility Maintenance	10/27/14	\$8.59
U.S. Bank Corporate Payment System	4246044555703473/014	Community Center-Advertising	10/27/14	\$45.00
U.S. Bank Corporate Payment System	4246044555703473/014	Community Center-Telephone General	10/27/14	-\$319.69
U.S. Bank Corporate Payment System	4246044555703473/014	Community Center-Vehicle & Equipment Fuel	10/27/14	\$27.54
U.S. Bank Corporate Payment System	4246044555703473/014	Community Center-Software	10/27/14	\$360.95
U.S. Bank Corporate Payment System	4246044555703473/014	Community Center-Special Expense	10/27/14	\$41.07
U.S. Bank Corporate Payment System	4246044555703473/014	Community Center-Program Fees	10/27/14	\$61.16
			Total	\$4,710.59

**Request For Authorization To Pay Invoices (RFA)
 For The Meeting On November 19, 2014
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
 For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/103114	Equipment Maintenance	10/31/14	\$25.77
Cintas	185488209	Uniforms	10/29/14	\$18.66
Cintas	185489037	Uniforms	11/05/14	\$18.66
Fairin Perez	OCT 2014	Expense Report	09/28/14	\$23.30
I & T Backflow Testing	449	Backflow Tests	10/27/14	\$105.00
ProPet Distributors, Inc.	104406	Dog Litter Bags	11/07/14	\$216.04
U.S. Bank Corporate Payment System	4246044555703473/014	Equipment	10/27/14	\$137.43
U.S. Bank Corporate Payment System	4246044555703473/014	Telephone General	10/27/14	\$103.17
U.S. Bank Corporate Payment System	4246044555703473/014	Vehicle & Equipment Fuel	10/27/14	\$268.39
U.S. Bank Corporate Payment System	4246044555703473/014	Automotive Supplies & Repairs	10/27/14	\$4.65
U.S. Bank Corporate Payment System	4246044555703473/014	Office Supplies	10/27/14	\$37.00
			Total	\$958.07



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 19, 2014

Prepared By: Carol McCool, Administrative Assistant/Board Clerk
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Approve and Record the Notice of Completion for the Discovery Bay Pump Station F Rehabilitation Project and Authorize Release of the Retention

Recommended Action

That the Board: 1) Accept the Notice of Completion for Koch & Koch, Inc. for the Discovery Bay Pump Station F Rehabilitation Project; 2) direct staff to record Notice of Completion with the Contra Costa County Recorder's Office; and 3) to release the retention 35 days after recordation of the Notice of Completion.

Executive Summary

Staff has determined that the work specified in the contract has been completed pursuant to the plans and specifications for the project. It is recommended that the work be accepted in accordance with the terms and conditions of the contract, including release of retention in the amount of \$19,285.00 and the associated performance bonds. The retention will be released 35 days after recordation of the Notice of Completion.

Fiscal Impact:

Amount Requested \$19,285.00

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund #21-1170-13 Category: Pers. Optg. Cap. -or- CIP# X Fund# BOND

Previous Relevant Board Actions for This Item

Contract Authorization – February 5, 2014

Attachments

Notice of Completion

AGENDA ITEM: E-4

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY
SERVICES DISTRICT
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.

2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,
a Political Subdivision of the State of California.

3. The full address of the undersigned is:

1800 Willow Lake Road
Discovery Bay, CA 94505-9376

4. The nature of the title of the undersigned is that of a fee holder.

5. A work of improvement on the property hereinafter described was completed on (October 23, 2014).

6. The name of the contractor for such work of improvement is (Koch & Koch, Inc.).

7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

(Discovery Bay Pump Station F Rehabilitation Project) located at the corner of Willow Lake Road and Riverlake Road, Discovery Bay, CA 94505

8. The work of improvement consists generally of:

A. Discovery Bay Pump Station F Rehabilitation Project

RICHARD J. HOWARD, GENERAL MANAGER
FOR TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

State of California)
)
County of Contra Costa)

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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 19, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Contract between the Town of Discovery Bay and Digital Deployment, Inc. to Develop a New Web Presence and Website

Recommended Action

Approve contract with Digital Deployment, Inc. in the amount of \$16,800.00 to develop a new Town of Discovery Bay website, and authorize the General Manager to execute all contract documents.

Executive Summary

At the Special Board meeting of November 5, 2014, the Board was given a presentation from Digital Deployment, Inc. to consider the development of a new Town website. The Board directed staff to return to the Board with additional information.

The proposed website will completely replace the existing site, and provide the Town with a completely overhauled web presence. The website that is presently deployed is aged, and is using architecture that is over 5 years old. The site has not had any major upgrades since it was rolled out in July 2010. Staff has worked with Media Macros, its current host, on a number of minor "tweaks" over the years to provide improved user accessibility to make updates and to populate the site with data and other pertinent information.

Staff contacted Media Macros to obtain a "ball park" price to revamp the existing site. The pricing noted was roughly \$14,000, which does include a mobile application. However, the site would still sit on the same architecture which would only have limited upgrades. A completely new site, with a mobile app, is in the \$32,000 range. The original contract amount to develop the current website in 2009/2010 was \$26,000.00, not including an additional \$6,000 in programming costs since that time.

Working with the California Special Districts Association, Digital Deployment has rolled out a program for the Town that is cost effective, and as noted in the presentation, is all-inclusive. The \$16,800.00 cost not only provides significantly improved user interfaces, it also allows staff to create and edit all content on the website; create an easy to use mobile experience; and most importantly, it will allow residents to easily find the information that they are seeking. Additionally, the content management system can also function as the TODB intranet, allowing authorized administrators to add, edit, and share documents with staff.

During the preparation of the current budget, staff included \$10,000.00 for website upgrades. The Digital Deployment proposal obviously exceeds that amount. However, at the last meeting, the Board did not approve an amount of \$15,000.00 that is included in the current budget. Staff proposes that \$6,800.00 be reallocated to allow for this contract to move forward.

Fiscal Impact:

Amount Requested \$16,800.00

Sufficient Budgeted Funds Available?: No (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. X Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

November 5, 2014 - Special Board Meeting Workshop

Attachments

Proposal from Digital Deployment, Inc.

AGENDA ITEM: F-1

Website Development Proposal

Town of Discovery Bay Community Services District



Executive Summary

The Town of Discovery Bay Community Services District seeks a website development firm to strengthen its web presence, to improve its capacity to easily edit content, and to improve its ability to communicate with citizens .

Digital Deployment offers extensive design and development experience with special districts , and proposes developing a complete yet lightweight and flexible site structure, enabling the Town of Discovery Bay CSD to meet its needs while refreshing the website's design, improving the way the brand is communicated online (both on the website and on social media and other interactive spaces), and building user and stakeholder value. The new content management system (CMS)-driven website can also function as the DBCSD intranet, allowing authorized administrators to add, edit, and share documents and other assets by logging in to the website's CMS.

As a result of the redesign, the Town of Discovery Bay CSD's return on investment will include: (1) saving staff time in everyday website maintenance tasks, enabling contribution and collaboration by more staff members; (2) dramatically increasing the overall level of service and interaction on the web without increasing staff size; (3) improving site ranking in search engines for relevant keywords; (4) understanding site visitors, popular content, and demographics through comprehensive reporting; and (5) gaining overall relevance and credibility in the online realm that reflects the professionalism of the Town of Discovery Bay Community Services District brand.

District Transparency Certificate of Excellence requirements assistance

As a member of the California Special Districts Association (CSDA), Digital Deployment is aligned with the Special District Leadership Foundation's (SDLF) program that seeks to "promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency."

Specifically, we can help California special districts fulfill many of the basic and outreach requirements on the District Transparency Certificate of Excellence checklist, and **all** of the website requirements.

The District Transparency Certificate of Excellence is one of the key components in attaining the District of Distinction award.

Website Requirements

Maintain a district website with the following items:

- Names of Board Members and their terms of office
- Name of general manager and key staff along with contact information
- Election procedure and deadlines
- Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/enabling act (Principle Act or Special Act)

- Current district budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- List of compensation of Board Members and staff and/or link to State Controller's webpage with the data

Website also must include at least 4 of the following items:

- Post Board Member ethics training certificates
- Picture, biography and email address of board members
- Last 3 years of audits
- Reimbursement and Compensation Policy
- Financial Reserves Policy
- Online/downloadable Public Records Act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Outreach/Best Practices Requirements

Digital Deployment's Bundle and Blast™ feature allows special districts to easily create required content and circulate it via website email blasts, helping to fulfill two of the SDLF Outreach/Best Practices Requirements:

- Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)
 - Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom
- Community notification through press release to local media outlet announcing upcoming filing deadline for election and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline for consideration of new appointments for those districts with board members appointed to fixed-terms)
 - Provide copy of the press release (and the printed article if available)

Table of Contents

Part 1: How Work will be Completed

- The 5-Phase Process
- Website Deliverables
- Timeline

Part 2: Description of Deliverables

Part 3: Support and Maintenance

Part 4: About Digital Deployment

- Our Philosophy
- Our Team

Part 5: Relevant Projects and References

Part 6: Service Agreement

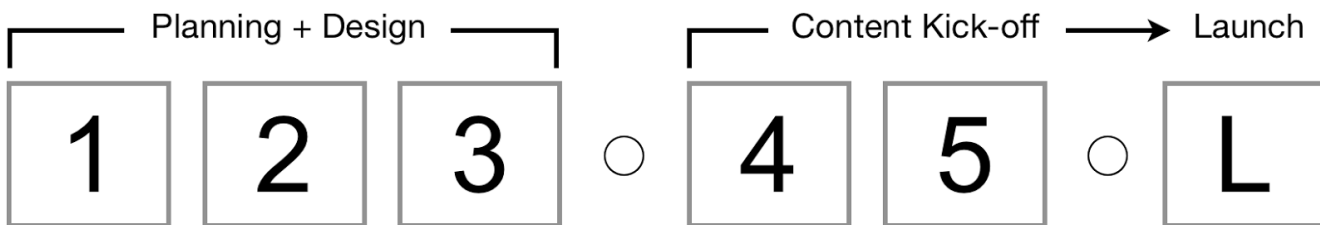
Website Development Scope of Work

The services rendered by the Developer include a structured series of phases and all professional services necessary for the completion of all deliverables outlined in Part 2: Description of Deliverables.

Part 1: How Work will be Completed

5-Phase Process

For this project, five "phases" will be scheduled after the project is approved and before development commences. We recommend these five phases to complete the process in the most effective way and allow time for stakeholder input, design review, training, and collaboration.



- Phase 1: Inventory and site planning
- Phase 2: Present architecture and content plan, explore design approach
- Phase 3: Present designs, finalize architecture and content plan
- Break: Implement design and content plan in sandbox
- Phase 4: Content kick-off: training, migration, curation
- Phase 5: Capability and capacity checks
- Content Curation / Service Level Agreement (SLA) begins
- Launch: Final review scheduled and completed, site launches

Digital Deployment includes a complimentary post-launch review meeting to monitor site traffic and user engagement after going live. Additional post-launch meetings may be scheduled or recommended as described later in this proposal under the "comprehensive service agreement options" section. Digital Deployment is very supportive of presenting to and meeting with stakeholders throughout the process.

Basecamp: Project Management System

Digital Deployment uses Basecamp, one of the most popular and useful online project management tools, to manage the website development process, facilitate communication between team members, track to-do items, track the status of deadlines, distribute meeting agendas and notes, provide technical support to the client, answer frequently asked questions, and support "institutional memory" – providing the client with a single place to find any and all communication about the website. This tool offers several advantages over traditional email communication:

1. If the client has a new staff person, he or she can go back and see all communication they missed prior to being a part of the project.
2. If the client asks a question, the response time from Digital Deployment is tracked and available for everyone to see.
3. When Digital Deployment answers a question, that answer becomes available to everyone on the team.
4. Members of the client's team can subscribe to daily digest updates of the project, summarizing all messages, milestones, documents, and to-dos that were worked on during the day without needing to be CC'd on every communication.
5. Basecamp works with email and is very intuitive and easy to use.

The screenshot displays the Basecamp interface for a project. At the top, there are navigation tabs: Overview, Messages, To-Dos, Milestones, Writeboards, Chat, Time, Files, People & Permissions, Search, and a printer icon. The main content area is titled "Messages in Agendas" and shows a message from Carsen Anthonisen posted on 14 Feb. The message content is as follows:

Phase 1 Agenda

Introductions

- Welcome and introductions
- Services overview
- The 8-Phase development process

Context review

- What are the goals for the website?
- What's driving the need? Why now?
- What other initiatives are taking place that may impact or relate to this project?

Site profile, part 1

- What audiences will use the website?
- Why will they come to the site (scenarios and motivations)?
- What they will do on the site (feature and content brainstorm)
- What do we want to communicate to each group (messaging or interaction by audience)?

Website field trip

- What other sites do we like?
- What do we like about them?

Site profile, part 2

- Reflecting on the site profile (the audiences, their reasons for visiting, etc.), what would be the best way to put the content together?
- If the website were a supermarket, what are the main aisles of content?
- Who is responsible for each "aisle" of content? (Identify workteam members and responsibilities)

[break]

Introduction to tools & technology inventory

- Survival guide
- Sandbox and help page
- Basecamp <http://basecamp.digitaldeployment.com>
- Browser and bookmark check

[Go to message](#) | [Add a comment](#)

On the right side of the interface, there is a "Post a new message" button and a "Categories" sidebar with links to All Messages, Agendas (selected), Content, Design, Meeting Notes, Project Management, SEO, Sandbox, and Theming.

All Messages [Expanded view](#) [List view](#)

Post a new message

Categories [Edit](#)

- All Messages
- Agendas
- Content
- Design
- Meeting Notes
- Project Management
- SEO
- Sandbox
- Theming

[Post a message via email](#)

Most active discussions

JobLink Form - not auto-filling!
 Latest comment Tue, 10 Apr by Haley Corina
 6 comments posted

JobLink - Finally!
 Latest comment 10 Feb by Sloane Dell'Orto
 3 comments posted

H3 as tabs - won't allow to be set back to default
 Latest comment 22 Dec 2011 by Dennis Stevens
 8 comments posted

6 **JobLink Form - not auto-filling!** Last comment by Haley Corina 2 days ago
 by Kari MacDonald on Tue, 10 Apr at 1:07pm

How to - Mailchimp
 by Sloane Dell'Orto on Wed, 15 Feb at 2:49pm

3 **JobLink - Finally!** Last comment by Sloane Dell'Orto 2 months ago
 by Kari MacDonald on Fri, 10 Feb at 11:27am

L2 updates in 2011
 by Sloane Dell'Orto on Tue, 31 Jan at 10:04am

Scheduling meetings
 by Patti Larson on Wed, 11 Jan at 9:27am

Job postings - let's connect next week!
 by Sloane Dell'Orto on Wed, 4 Jan at 9:55am

1 **Ahhh** Last comment by Sloane Dell'Orto 4 months ago
 by Patti Larson on Tue, 20 Dec at 10:43am

Which version of IE?
 by Patti Larson on Tue, 20 Dec at 10:15am

1 **Page is not loading properly in IE** Last comment by Sloane Dell'Orto 4 months ago
 by Patti Larson on Tue, 20 Dec at 9:59am

1 **Questions from NPRC** Last comment by Carsen Anthonisen 4 months ago
 by Patti Larson on Fri, 16 Dec at 2:42pm

[Back to Dashboard](#) | [Switch to a different project](#)

[Project Settings](#) | [My info](#) | [Sign out](#) **HELP**

To-do lists [Reorder lists](#)

New to-do list

Show to-dos assigned to:

Show to-dos that are due:

Current to-do lists

- Incoming Items
- Needs Clarification
- Ready for Review
- NPRC internal list
- Phase 5 - Production
- Phase 6 - Project Management
- Phase 6 - Workteam
- Phase 6 - Design Feedback
- Phase 7 - Production
- Phase 7 - Web Committee
- Phase 8 - Project Management
- Phase 8 - Workteam
- Launch
- Post Launch
- Technical difficulties --)

Completed to-do lists

- Engage
- Phase 1 - Production
- Phase 1 - Web Committee
- Phase 2 - Project Management
- Phase 2 - Workteam
- Phase 3 - Production
- Phase 3 - Web Committee
- Phase 4 - Project Management
- Phase 4 - Workteam
- Phase 5 - Web Committee

NPRC internal list

- Migrate content from old site to new Nonprofit Resource Center
[Add an item](#)

Phase 5 - Production
Behind the scenes
 Related milestone: 1 Apr - NPRC Phase 5: 9a-11a @ TBD

- Non standard pages or content types identified - 3rd party services, iframe issues, integration issues
 Sloane Dell'Orto
- Theme email template colors, replace temporary header PNGs with ones that match design
 Sloane Dell'Orto
- Member lists, subscriber import, pre-authorized domains set up Sloane Dell'Orto
[Add an item](#)
- Apr 6 Send Feedback Request Message to design team (Sloane Dell'Orto)

Phase 6 - Project Management
Behind the scenes
 Related milestone: 7 Apr - NPRC Phase 6: 9a-12noon @ TBD

- Invite stakeholders to test sandbox and/or attend Phase 7 meeting Carsen Anthonisen
- Introduce roles & permissions grid Carsen Anthonisen
[Add an item](#)

Phase 6 - Workteam
Site Testing & Evaluation
 Related milestone: 7 Apr - NPRC Phase 6: 9a-12noon @ TBD

- 90% content populated Carsen Anthonisen
- Send Analytics goals to Production team Carsen Anthonisen
- Send 3rd party providers link to placeholder page / complete integration with 3rd party providers
 Mac Clemmens
- Design Team finishes site review, provides feedback on Basecamp Sloane Dell'Orto
- Training on email blast tool Sloane Dell'Orto
- Finalize landing pages Sloane Dell'Orto
- Finalize social integration and functionality Sloane Dell'Orto
- Set up Google Analytics goals per Phase 5 meeting Sloane Dell'Orto
- Posts are reordering upon save (Networking page) Mac Clemmens

Helpdesk: Ongoing Support System

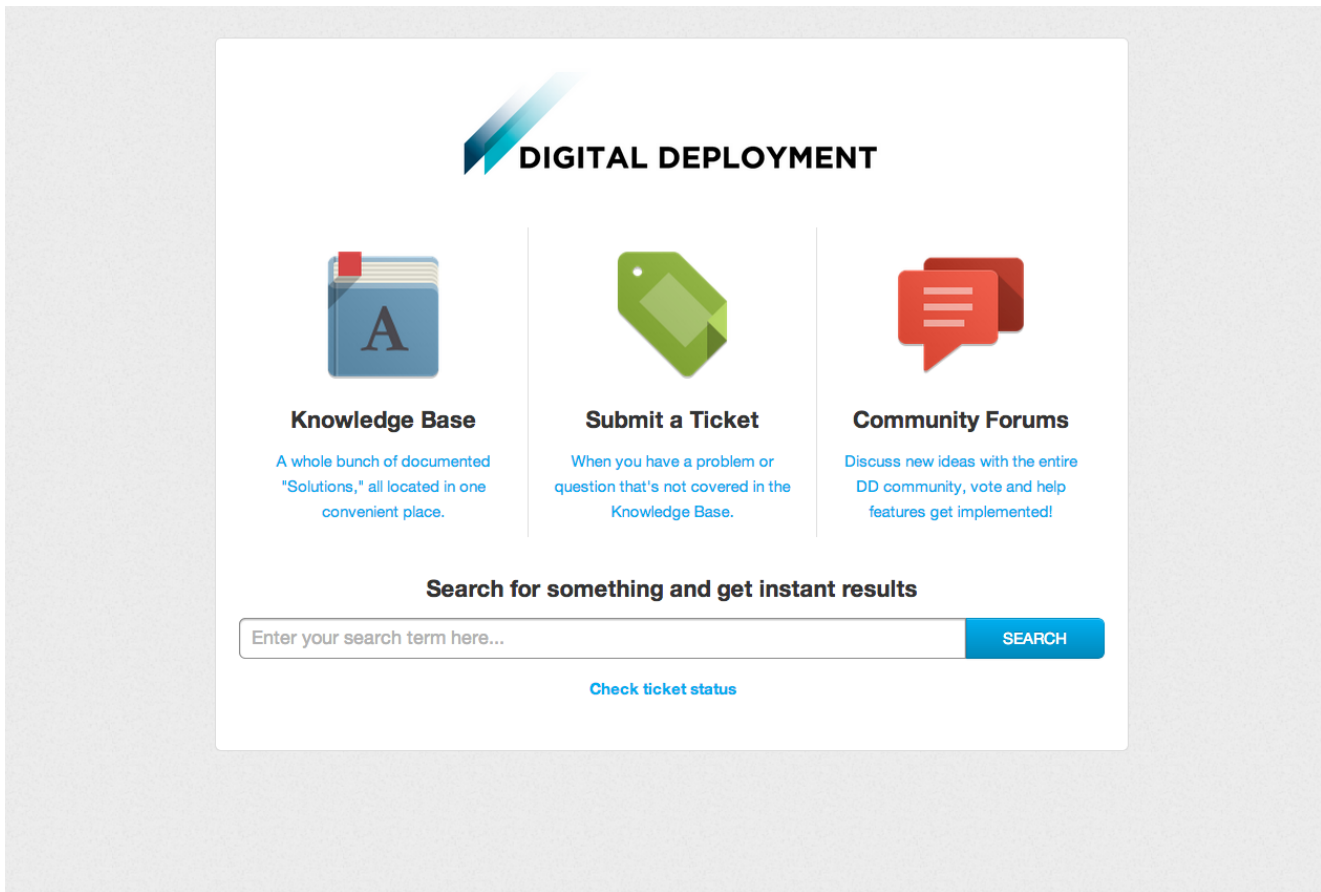
When we present your sandbox in phase 4, and as part of your ongoing Service Level Agreement (SLA), you will be given an account for Digital Deployment's Helpdesk system. This SLA clients-only website contains a Knowledge Base, provides you a convenient way to Submit a Ticket, and joins you with other Digital Deployment clients in our Community Forums.

Knowledge Base - A whole bunch of documented solutions, all in one place. Getting started, best practices, tips for access control and just about everything else you can imagine you'll need to maximize the benefits of your new website.

Submit a Ticket - when you have a problem or a question that's not covered in the knowledge base.

Community Forums - Discuss new ideas with the entire DD community, vote and help new features get implemented!

We invite you to check out the helpdesk and get a sense of the depth of articles at <http://support.digitaldeployment.com>.



How can we help you today?

Enter your search term here...

SEARCH

[Login to submit a new ticket](#)[Check ticket status](#)[916-238-1800](#)**Knowledge base****Getting Support**

SLA (Service Level Agreement) (1)

- [Service-Level Agreement Program \(SLA\)](#)

Basecamp (production) (2)

- [Logging in to Basecamp](#)
- [Tips for using Basecamp](#)

Helpdesk best practices (3)

- [Tickets and Solutions and Forums ... oh my!](#)
- [Submitting tickets accurately](#)
- [Time frames for response / resolution](#)

The Standard Model

Getting started (7)

- [Workstation checklist - to ensure smooth administration of your site](#)
- [How to log in - existing user](#)
- [Common login problems](#)
- [Creating an account](#)
- [Understanding the basic "zones" of the site](#)
- [» See all 7 articles](#)

All about Posts (12)

- [Creating content - Introduction to Posts](#)
- [Posts: Title, Subtitle and Body fields](#)
- [How to add anchor links to a post](#)
- [Posts: Images, Related Links, File Attachments, and more!](#)
- [How to create posts from content found on other sites using bookmarkl...](#)
- [» See all 12 articles](#)

All about Navigation (3)

- [The basics of navigation](#)
- [Managing navigation](#)
- [Reordering posts on a landing page](#)

Sending email blasts (5)

- [Creating email blasts](#)
- [How to use Constant Contact with website created email bundles](#)
- [Setting up your Mailchimp group\(s\)](#)
- [Creating a sign up form](#)
- [Mailchimp campaigns and reports](#)

Best practices - beyond the basics (2)

- [Tips for choosing great carousel images](#)
- [How to clear your browser's cache](#)

Landing pages & templates (2)

- [Reordering posts on a landing page](#)
- [Standard and Subterm Templates](#)

The mobile experience (3)

- [Mobile configuration](#)
- [FAQs about DD Mobile](#)
- [How to 'refresh' your mobile site when your in appmode](#)

User management (4)

- [User roles](#)
- [Managing users \(hint: don't delete them ever!\)](#)
- [How to export users to CSV](#)
- [Adding domains and email addresses to Register preapproved area](#)

Access control - restricting to roles (3)

- [How to set default access control settings on post types](#)
- [How to configure access control on individual posts](#)
- [How to manage access control via Manage Content and Bulk Ops](#)

Social media and your site (1)

- [Using the Twitter field](#)

Analytics (2)

- [How to track site search keywords in Google Analytics](#)
- [How to distinguish internal and sandbox traffic from real live traffic](#)

Website Deliverables

The website, as described below, will be delivered over the course of the 5-phase development process.

Timeline

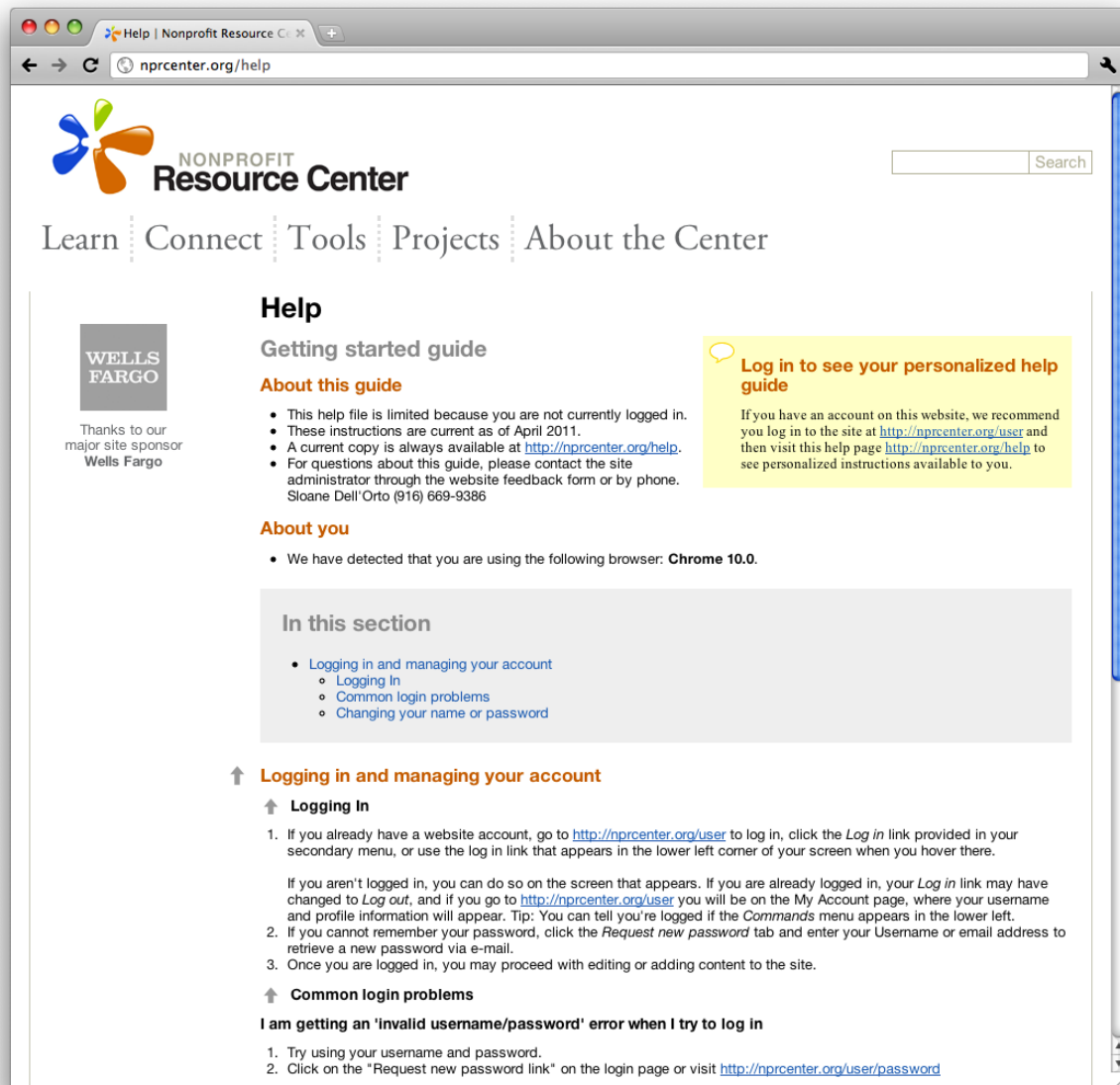
Digital Deployment will work with the client to determine the time, date and location of meetings. The 5-phase process generally takes 12 weeks, with the each phase occurring approximately two weeks apart, and a four week break between phases 3 and 4. After the phase 5 is complete, the client may choose when to launch, as the site is launch-ready. The client may take as much time as needed to finalize their content prior to launch.

Part 2: Description of Deliverables

This development agreement provides the delivery of all objectives listed below.

Training and Documentation

- Developer will provide online documentation describing the operation of the content management system for each feature. The documentation is dynamic and changes automatically as new types of content become available and new features are added, and will automatically customize itself to the role of the user viewing it.
- Developer will make both a print-friendly and HTML version of the help system available at <http://www.townofdiscoverybay.org/help>
- Developer will provide Client staff training on the website content management system, including but not limited to: how to add a page; how to edit a page; how to edit the site map and add or edit navigation terms; how to add, edit or delete "users" and assign various "permissions" (levels of ability to add, edit, or manage content); how to post files and attachments; how to add pictures and/or video, and how to reset user passwords.



An example page from the online manual. Each manual is customized for the needs of the client and averages 10-30 pages in length.

Full Section 508 and W3C Standards Compliance


- Digital Deployment, Inc. will perform a standards validation test and a site web accessibility check demonstrating that the Client's website complies with section 508 of the Federal Rehabilitation Act (29 U.S.C. §794d) and the W3C's Web Access Initiative to help protect the Client from liability arising from having an inaccessible website.
- Developer will also provide content management system plug-ins (e.g. the htmlpurifier module) to ensure Client-added content adheres to these standards.
- To ensure that the website is compatible with future browsers and devices, the website will be developed using the HTML5 and/or XHTML Strict format, and will use a W3C approved document type definition.

Content: Management System Framework

- Developer will provide a content management system that will allow authorized users to create and edit pages on the Client's website directly through their web browser, with no special software required.
- Developer will provide a web-based editor that will allow Client staff and authorized users to edit content for the Client's website in a collaborative environment, including the ability to upload, import, create and manipulate text, images, tables and other HTML elements.
- The content management system will provide for the ability to create various types of content on the site, customizable to meet the Client's needs.
- The content management system will include an automatic "paste from Word" feature that will support copying-and-pasting from Microsoft Word documents into the Client's website pages, while stripping any problematic code.
- The content management system will include a revision-tracking system that will display a list of all changes made to a particular page or post, with the capacity for Site Administrators to revert to a previous version of the page or approve a revision suggested by other

The revisions let you track differences between multiple versions of a post.

To edit, publish or delete one of the revisions below, click on its saved date.

 Published post *User Guide* has 3 revisions.

[Unpublish current revision](#) | [Delete all 3 revisions](#)

Revision	Compare	Term	Status
Saved 06/21/2010 - 11:25am by admin	<input checked="" type="checkbox"/>	Article	<i>current revision (published)</i>
Saved 06/21/2010 - 10:58am by admin	<input checked="" type="checkbox"/>	Article	archived
Saved 06/21/2010 - 10:19am by admin	<input type="checkbox"/>	Article	archived

Intranet Capabilities: Access Control System

- The CMS will include an access control system for posting, editing and sharing internal content such as board minutes. Access to any content can be limited to a certain group of users on a page-by-page basis, or by navigation term (section of the site).
- The access control system can also function as the DBCSD intranet, allowing authorized administrators to add, edit, and share documents and other assets by logging in to the website's CMS.
- Since it is built into the website CMS, there is no additional expense for graphic design or usability of the intranet. The area of the site that is used as an intranet will look and function the same as the rest of the site.

EXAMPLE ROLE-PERMISSION GRID

	anonymous user	registered user	member	editor	admins
Allowed to subscribe to e-mail updates of posts	x	x	x	x	x
Allowed to rate content	x	x	x	x	x
Allowed to view comments	x	x	x	x	x
Allowed to suggest a comment (which could be posted after approval)	x	x	x	x	x
Allowed to post a comment without approval			x	x	x
Allowed to moderate comments			x	x	x
Allowed to submit a post for consideration				x	
Allowed to suggest an edit to a page (draft edits)*					x
Allowed to edit/create pages and immediately publish them					x
Allowed to post the following types of information					x
Allowed to send a blast e-mail					x

Content: Migration of Existing Content

- The Developer will migrate all content from the Client's current site to the new site. The Developer's goal is 100% empowerment of the Client to manage all its website content going forward, including text, images, attachments, multimedia, links, navigation, site users and user roles.
- Developer will fully empower the Client to manage their content on the new website through training sessions, constant support, extensive documentation, and advanced content migration and automation tools such as server-to-server file and image transfer.
- The Developer encourages the practice of migrating content first, then editing and revising the content second. This is recommended for three reasons: (1) the migration goes much faster, (2) the task can be more easily delegated to those who wish to learn how to use the website, and (3) the content management system stores all the revisions made to the content, so each change is documented for future reference. This gives the Client a historical look at all content moved to the new site.

Content: Video, Community Features and Social Media Integration

- The content management system will provide the site administrator with the ability to easily embed video into the site from various platforms, including Vimeo and YouTube. The content management system will automatically generate thumbnails (with the ability to customize) and will render the video in a way that complies with web standards and also works with mobile devices that do not support Adobe Flash, such as the iPad and iPhone



- The content management system will provide logged in users with the ability to comment on content, post topics for discussion / commenting, and share content via various social media platforms. This can be allowed/disallowed by the Client as needed on a per-page or per-post basis.
- The content management system will provide logged in users with the ability to submit various posts such as events, news releases, announcements, committee documents, etc., for consideration at the discretion of the site administrator. Any submitted content could be approved by the site administrator, although certain users could be authorized to post without the need for approval.
- The content management system will provide any user with the ability to share public content on the user's Facebook, Twitter, Google+, LinkedIn or other social network platform.
- The content management system will provide the site administrator with the ability to quickly cross-post important content (such as upcoming events or press releases) onto the Client's Twitter, Facebook, Blogger, Tumblr, or other supported social publishing system without having to retype or format the content. Cross-posted content will point

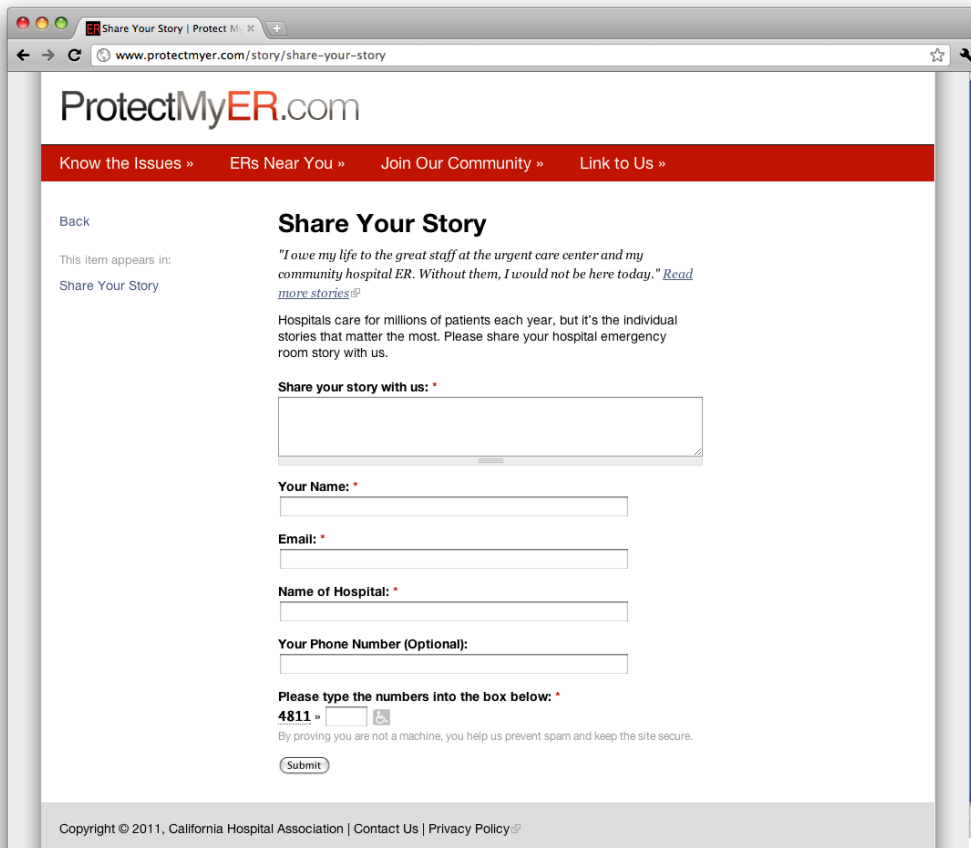
back to the website for additional information, when appropriate.

- The content management system provides designated user roles (administrators, members, etc.) the ability to claim, maintain, and edit a member profile, allowing real-time updating of member content. This includes email address, phone number, mailing address, biography, parent organization, and picture.


Content: Advanced Webforms

- The content management system will provide the Client with the ability to build forms (standard or conditional), surveys, and questionnaires that can be filled out by site visitors, similar to Survey Monkey™. Client will be able to view, analyze and download these results as an Excel Spreadsheet.
- The content management system will allow the Client to append form fields to any post on the website, turning any content into a webform.
- The content management system will allow the Client to protect forms from spam submissions using CAPTCHA technology. This requires users to type a code into a confirmation box to prove they are human, making it difficult for spambots to fill out the form.
- The content management system will allow the Client to build micro-forms that can be placed in sidebars or practically anywhere on one or more pages. The micro-forms use AJAX technology (they submit smoothly and do not require the page to be refreshed) allowing them to display a confirmation message immediately.
- The content management system allows contact forms to be created that can send email messages to members of the Client's staff without exposing email addresses, if desired. In addition, any email addresses that are included on the website are protected from spambots (email harvesting).






LOG IN ADVANCED SEARCH VIEW CART CONTACT US Search



CALIFORNIA HOSPITAL ASSOCIATION
Leadership in Health Policy and Advocacy



Home Legislation & Advocacy Hospital Topics Centers & Committees Newsroom Education Publications About CHA

My account

Account information

Name: *

Create a new username. It can be anything you choose, consisting of letters, spaces, and underscores. Example: Danielle Lopez

E-mail address: *

Please use your hospital or work e-mail address.

Confirm e-mail address: *

Please re-type your e-mail address to confirm it is accurate.

Password: *

Confirm password: *

Provide a password for the new account in both fields.


You and Your Organization

Membership Status: *
- Please choose an option -

Hospital Name: *

Your hospital, company, or organization.

Your Position: *

Please type the numbers into the box below: *
7494 * 
By proving you are not a machine, you help us prevent spam and keep the site secure.

Content: URL Aliases and Redirects

- The URLs for the content management system navigation terms and "pages" are created automatically when creating content, and are search-engine friendly.
- The content management system will provide the Client with the ability to make URL aliases so pages can be assigned short, natural links that are easy to share and remember (e.g. <http://www.townofdiscoverybay.org//contact>).
- The content management system will provide the Client with the ability to redirect any post to another URL (e.g. <http://www.townofdiscoverybay.org//annual-event> could be redirected to <http://our-annual-event.eventbrite.com/register>).

Design: Site Mock-Up and Design Concepts

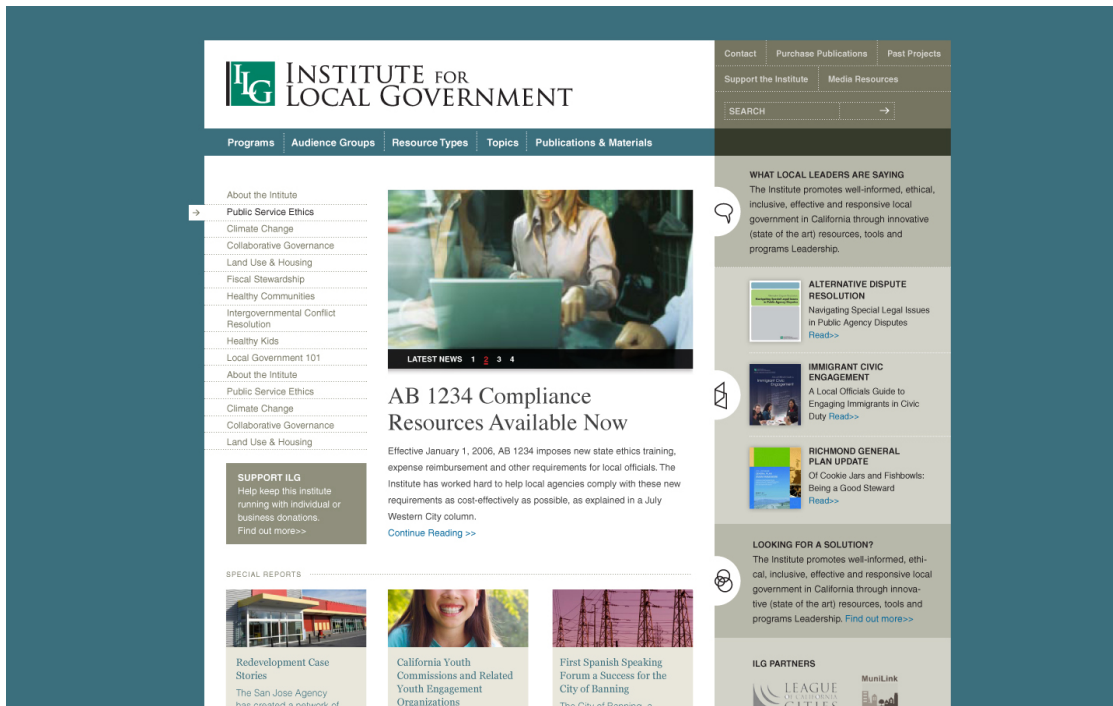
- Developer will design two production-quality digital mockups of the Client's new site based on the preferences identified in Phase I. Mockups provide a simulation of a finished home page and/or primary landing page early in the development process.

- Developer will utilize the Client's current branding, color scheme, and logo to design the new website.
- Developer will revise and integrate the design into the content management system in an iterative fashion based on client feedback.
- Developer will construct the site's theme using strict XHTML and cascading style sheets (CSS) to ensure compliance with web accessibility standards and consistent display on current and future browsers. Older browsers will be accommodated as much as possible, however, Client understands that not all older browsers will display pages exactly the same way as modern browsers. Developer will make reasonable attempts to accommodate older browsers, ensuring that all content is readable on older non-standards-compliant browsers. In rare and special cases, Client may wish to have their website designed specifically for an older browser. These requests can be accommodated, however, Client understands that designing a website to display for an older non-standard browser may lead to inconsistencies when displayed in future browsers, and the inability to take advantage of newer functionality.
- Developer will design navigation bars to be text-based so both primary and secondary links can be changed through the content management system. (Text-based links are also very search engine friendly.)

Graphic Design mockups simulate the look and feel of a finished site early in the development process. They help the client determine what image and brand they want to portray to the public at a "gut level". After the design comp is approved, the sandbox and content structure are "themed" to match.



In the above case, the client liked elements of both A (the green comp) and B (the blue comp).



Incorporating the client's feedback and preferences, the design team deconstructed the comp and evaluated the elements favored most by the client. Then implementing the design into the content management system, they incorporated elements from the previous two designs in a logical and cohesive way. The client provided ongoing feedback as the design (called the "theme") was being deployed into the content management system.

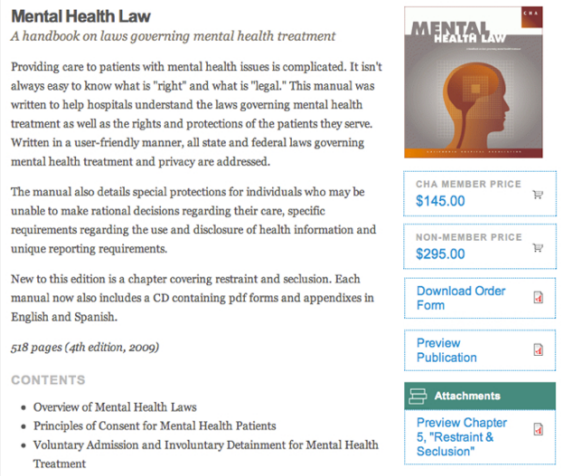
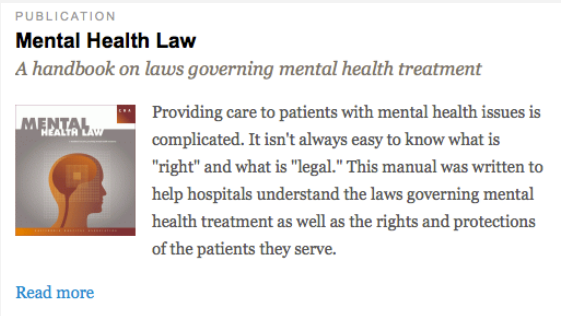
Content: Navigation Terms and Post Types

- The content management system will provide the Client with the ability to create posts and pages that can be organized by "navigation term."
- Posts tagged to a navigation term can be listed on the site chronologically, or ordered manually using a "reorder" function. They can be listed in summary, with a read more link, or in full, expanded form.
- The content management system will provide the Client with the ability to create different kinds of posts and designate certain fields to be used on that type of post. Examples of post types include: press releases, announcements, documents, blog posts, upcoming event information. Examples of fields include, but are not limited to: file attachments, slideshow images, event date(s), expiration date, subtitle, related content, author profile.
- The content management system will provide the Client with the ability to rename, reorder, link, and assign a hierarchy to the navigation terms in an intuitive drag-and-drop format. This functionality allows the client to build a traditional site map within the content management system and organize information within the website in a way that is easy to revise throughout the process.
- The content management system will automatically synchronize the navigation terms with the site's primary and secondary navigation menus. This allows the site administrator to quickly make significant changes to the site's structure without destabilizing the design or functionality.
- The content management system will provide the Client with the ability to create unpublished or access-controlled

navigation terms. This will allow the Client to draft entire landing pages of the site and test before taking the section live. It also provides the Client with the ability to create dedicated areas of the site that are only available to certain types of users.

Content: Post Once, Display Many Ways

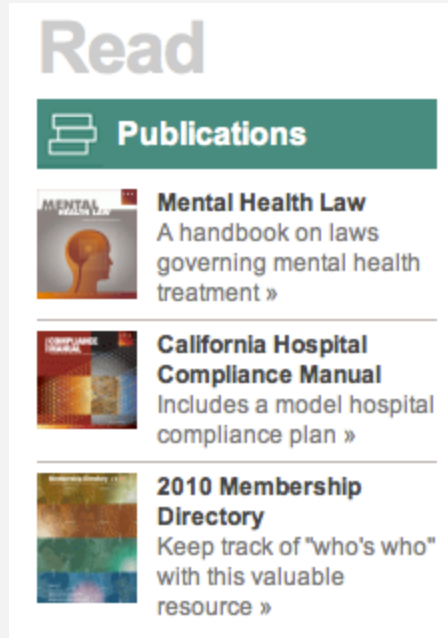
- The content management system will provide the Client with the ability to display the same content different ways. For example, as a "Pod" or sidebar link, as a "Teaser" with a read more link, in brief format in a grid, in email blasts, on social media sites, and other formats that enhance the site's design.
- Any post can also be "posted" (or tagged) to appear in multiple places on the site without actually duplicating the content, allowing outdated information to be corrected only once without the need to change each instance of the outdated information on the site. This also helps the client to avoid search engine's "duplicate content" penalty, potentially increasing search engine ranking.
- As an example, the following displays can be easily be created when the user creates a publication post called "Mental Health Law":

<p>Full display</p>	 <p>The screenshot shows a full-width article layout. On the left, there is a title 'Mental Health Law' followed by a subtitle 'A handbook on laws governing mental health treatment'. Below this is a paragraph of text, followed by another paragraph, and then a list of contents. On the right side, there is a book cover image for 'MENTAL HEALTH LAW' and a pricing section with 'CHA MEMBER PRICE \$145.00' and 'NON-MEMBER PRICE \$295.00'. Below the pricing are buttons for 'Download Order Form', 'Preview Publication', and 'Attachments' with a sub-link for 'Preview Chapter 5, "Restraint & Seclusion"'. The text is in a clean, sans-serif font with clear visual hierarchy.</p>
<p>Teaser display</p>	 <p>The screenshot shows a compact version of the article. It features the title 'Mental Health Law' and subtitle 'A handbook on laws governing mental health treatment'. To the left of the main text is a small book cover image. The main text is a short paragraph, and below it is a blue 'Read more' link. The layout is clean and uses a consistent color palette.</p>

Pod display



Brief / grid display



Display when "bundled and blasted" via email (simple mode)

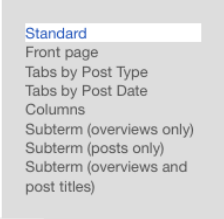
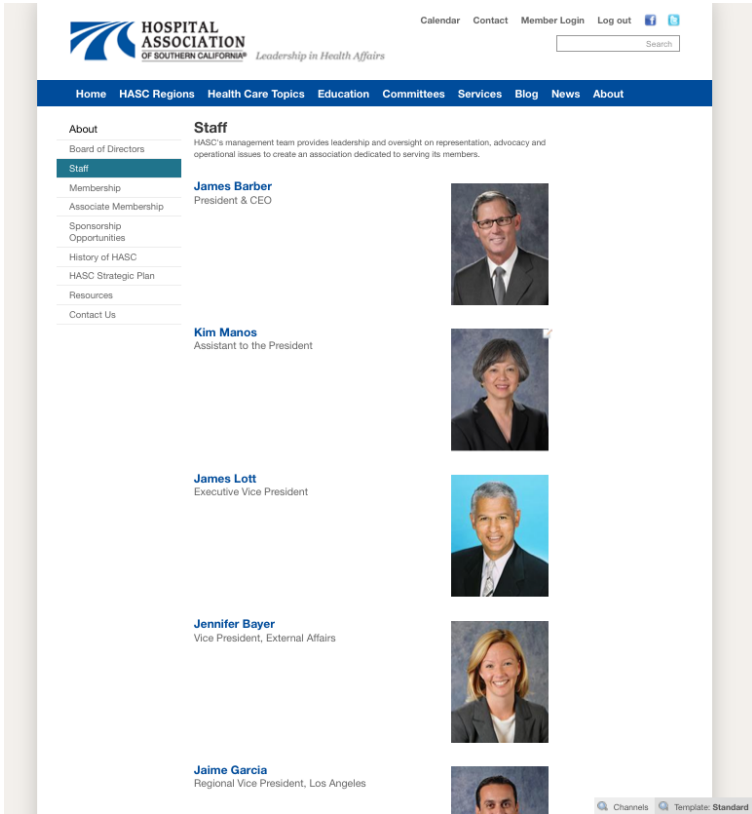


Display when shared on social media
(e.g. on Facebook)

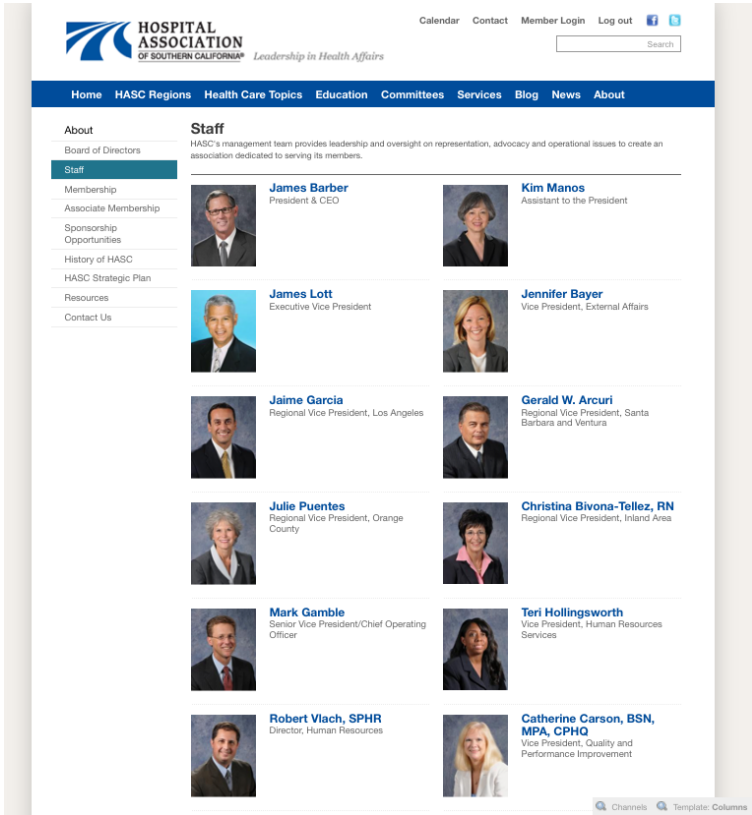


Content: Flexible Templates, Channels and Classes

- The content management system will provide the Client with the ability to easily change the template on any landing page (navigation term) within the site.
- Templates are created by the Developer throughout the website development process, and define the way posts should be displayed in a section (navigation term) of the site.
- The content management system will define regions for posts to display called "channels" allowing the Client to create and designate types of content to display in appropriate areas. (e.g. Upper links will always display at the top of the page in the upper links channel. Overviews will always stay at the top of a landing page and make have a different display than other content in that section. Pods may typically display on the right side of the page, but move to a different position or disappear altogether depending on the template the Client selects for the navigation term. All of these types are examples.) All post types, channels and templates are tailored to needs of the client.



This example shows how the site administrator can change a page from the "Standard" template to the "Columns" (grid) template using the template control bar at the bottom of the page.



Content: Basic and Advanced Faceted Search

- The content management system will provide the end-user with the ability to search all site content by keyword, by date, by category, by author, and/or by type of post.
- After a keyword search is performed, the end-user may filter their results by any or all of these facets, in addition to searching live or archived content.
- The end-user will see dynamic counts for each term when drilling down.

If a user searched for the keyword “service” which yielded 12 responses, the date facet could be constructed like:

- 2010 (2)
- 2009 (10)

Clicking on 2009 would filter the results to the 10 results that were posted in 2009, and would display another date filter:

- Jan 2009 (2)
- Mar 2009 (4)
- Jul 2009 (3)
- Dec 2009 (1)

And from there, the user could further drill down the results.

The screenshot shows the ALLDATA website interface. At the top, there is a navigation bar with the ALLDATA logo and links for LOGIN CENTER, BUY ONLINE, CONTACT YOUR REP, and 1-800-697-2533. Below this is a secondary navigation bar with links for PRODUCTS, SUPPORT & TRAINING, and ABOUT US. The main content area is divided into two columns. The left column contains a 'KEYWORD SEARCH' section with a search box containing 'services', a checkbox for 'Search within results', and a 'Search' button. Below this is a 'GUIDED SEARCH' section with a 'Post type' filter and a list of categories with counts: Press release (80), Post (17), Landing Page (9), Article (8), White Papers (8), Blog entry (6), Case Studies (6), Testimonials (6), Features (5), Benefits (2), and a 'more...' link. There is also a 'Navigation term' section with links for Products (18), Support & Training (25), and About Us (107), and a 'Date authored' section with links for years 2013 (29), 2012 (51), 2011 (28), 2010 (5), 2009 (20), 2008 (13), and 2007 (10). The right column is titled 'Results' and shows 'Results 1 - 10 of 156'. It displays three search results, each with a title, a small image placeholder, a snippet of text, and a date/time stamp. The first result is 'DON'T LEAVE YOUR FRONT COUNTER BEHIND - |TRAINING FOR THE SERVICE WRITERS' by Wallis Miller, dated 06/05/2013. The second is 'MARKETING: THE LOYALTY FACTOR' by Vicki Mongan, dated 09/06/2013. The third is 'CLEARLY, THIS DOOR GLASS HAS A PROBLEM' by Jeff Webster, dated 09/09/2013. A fourth result is partially visible at the bottom: 'ALLDATA AND MAM SOFTWARE LAUNCH ALLDATA MANAGE ONLINE TO LIFT AUTO SHOP PROFITABILITY', dated 10/28/2013.

Calendar-Style Displays

- The content management system will provide the ability for content contributors to add events to a site-wide calendar. Events can be color-coded and filtered by type, and downloaded in Excel for offline use.

JESUIT HIGH SCHOOL
MEN FOR OTHERS

Prospective Students, Students, Parents, Alumni

Follow Like 5k Search the site Go

ABOUT US ADMISSIONS ACADEMICS ATHLETICS CAMPUS LIFE PASTORAL AND SERVICE SUPPORT JESUIT

Year Month Week Day All Events Academics Athletics Pastoral/Service For Parents For Alumni Bell Schedule

« Prev May 2012 Next »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		6-1-3-2-4 Senior Exit Interviews Summer Service Commissioning Lunch - Location TBA Incoming Freshman Instrumental Auditions HC-B Varsity & JV Baseball @ Sheldon HS Freshman Baseball @ Oak Ridge HS Varsity & JV Volleyball @ Oak Ridge HS Varsity & JV Lacrosse @ Bella Vista HS Kairoo 110 Reunion Choral Room	5-6-3-1-2 Senior Exit Interviews Loyola Guild Installation Luncheon Off Campus Track & Field @ Sheldon HS	4-5-3-6-1 Senior Exit Interviews Senior Service Reflection Period 3, Lunch Board of Trustees Board Room Varsity & JV Baseball vs. Sheldon HS Marauders to host the Huskies Freshman Baseball vs. Oakmont HS Marauders to host the Vikings Varsity & JV Volleyball vs. Ponderosa HS Marauders to host the Bruins JV & Varsity Lacrosse @ Granite Bay HS	4-2-1A-5-6 Eucharistic Liturgy, Special Schedule -50 min Classes, 8:15 start/2:20 dismissal Alumni / Senior Day (Formerly known as Career Day) ACT Registration Deadline for 6/9 Test Farewell Liturgy Gym - Dress Attire Required SS Var Rugby Playoffs Diving Sectional Trials Senior Ball Sacramento Grand Ballroom	Diving Sectional Finals SS Var Rugby Playoffs SAT Information Test Dates Freshman Baseball @ Del Campo HS Junior Prom Arden Hills
6	7	8	9	10	11	12
Choral Concert	1-2-HR-3-4-5 AP Chemistry Class Office Runoff Election Homeroom Incoming Freshman Instrumental Auditions HC-B Varsity & JV Baseball @ Pleasant Grove HS Awards Convocation and Reception Gym, HC	6-1-3-2-4 SAT Registration Deadline for 6/2 Test AP Spanish Language AP Art History Varsity & JV Baseball vs Pleasant Grove HS Marauders to Host the Eagles Jesuit Drama Touring Show	5-6-3-1-2 AP Calculus AB & BC Varsity & JV Baseball @ Pleasant Grove HS Symphonic Band Concert HC-B	4-5-3-6-1 AP US History AP English Literature AP Latin Booster Club Board Meeting Concert & Jazz Band Concert HC-B	A1 (Mtg-2-4-5-6)	Golden Empire Music Festival CSUS - TBA SS Var Rugby vs SD Mustangs
13	14	15	16	17	18	19
	1-2-HR-3-4-5 AP Biology AP Physics AP Music CSF Spring Service Hour Forms Due Orchestra Concert HC-B	6-1-3-2-4 AP Government-US Instrumental Music Concert & Band Awards HC, HC-B	5-6-3-1-2 AP English Language	4-5-3-6-1 AP Macroeconomics Repetitions AP Microeconomics Baccalaureate Instrumental Rehearsal HC-B	A1 (Mtg-2-4-5-6) Faculty/Staff Formation Repetitions	SS Var State Cup
20	21	22	23	24	25	26
Spring Sports Awards Gym, LT, HC, HC-T, Choral Room, Library	Repetitions Baccalaureate Practice Gym - Mandatory for All Seniors	SEMESTER EXAMS Foreign Language - 9:00-10:30 English - 11:00-12:30 Visual & Performing Arts - 1:00-2:00	SEMESTER EXAMS Social Studies - 9:00-10:30 Science - 11:00-12:30 Baccalaureate Music Rehearsal HC-T, Choral Room, Library	End of the Academic Year SEMESTER EXAMS Theology - 9:00-10:30 Mathematics - 11:00-1:00 Conflicts - 1:30-3:00	Graduation Practice Mandatory for all Seniors	48th Annual Jesuit High School Commencement Exercises Memorial Auditorium, Sacramento Safe and Sober Grad Night Celebration
27	28	29	30	31		
Safe and Sober Grad Night Celebration	Registration Cards Due for 2012-2013		Spring Sports Awards Gym, LT, HC, HC-T, Choral Room, Library	Faculty/Staff Events Offices Closed Faculty/Staff Family BBQ		

XLS



Select Month/Year to Display:

June | 2013 | Apply

Select Event Type(s) to Display:

- Admissions/Info Sessions
- Alumni
- Faculty Conf., Seminars
- Corporate Connections
- Student Clubs
- All Events

« Prev

June 2013

Next »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
			UC Davis MBA Information Session in	UC Davis MBA Information Session in	Sustainability & Finance Symposium	
9	10	11				15
	Drop-in Office Hours in the Bay Area Meet with UC Davis Admissions staff and find out how to strengthen your application for fall 2013			Admissions staff and find out how to strengthen your application for fall 2013		
16	17	18	19	20	21	22
	Drop-in Office Hours in the Bay Area Meet with UC Davis Admissions staff and find out how to strengthen your application for fall 2013	Crush The Campaign Please join us for an evening with fellow CSM alumni to support participation in the Annual Giving Campaign.				
23	24	25	26	27	28	29

SACRAMENTO MBA INFO SESSION
UC Davis MBA Information Session in Sacramento
 Discover how the UC Davis MBA prepares innovative leaders for global impact.
[Register For This Event](#)

Integration of External Web Services for Online Registration, Donations, and E-commerce

- The content management system will support the two methods of integrating external / third-party online registration, donations, and e-commerce web services, such as EventBrite, RegOnline, CVENT, DonateNow, etc: embedded and link-based integration.
- The content management system makes it easy for site administrators to build a page that provides information about an event (for example) on their website, then to integrate the event registration form on that page, even if the actual event registration is handled by another web service. Through integration, the user can complete registration without the appearance of leaving a Town of Discovery Bay CSD-branded site.
- The two examples below illustrate two levels of integration. The first example shows how an EventBrite registration form is embedded directly into the event page. The second example shows how the event description page can link to the registration page. Many platforms support the first method (embedded integration) and nearly all event platforms support the second method (link-based integration).

Example 1: Embedded Integration

The 3rd party event registration widget (EventBrite) is embedded directly into the page by the content management system. (The widget in this example is the "Ticket information" rectangle below, which matches the look and feel of the site.)

The screenshot shows the Reason to Party website. The header includes the logo and navigation links. The main content area features an event titled "Reason to Party Presents 'Good Friday'" with a description, location, and time. Below the event details is a "Ticket Information" table with columns for Ticket Type, Sales End, Price, Fee, and Quantity. The table lists three ticket types: Pre-Sale (Early-Bird) General Admission Tickets, Pre-Sale General Admission Ticket, and VIP Carnival Ticket. There is also a link for those who cannot attend but want to donate. The bottom of the ticket section includes payment logos and an "Order Now" button.

reason to party charity 2.0 | how SF gives back

parties » news + blog team + partners contact us

Back

This item appears in:

Featured upcoming events

Parties

EVENT

Reason to Party Presents "Good Friday"

Celebrating the arrival of Spring with a masquerade dance party at Supper Club

Join Reason to Party on Friday, April 22nd as we celebrate the arrival of Spring with a masquerade dance party at Supper Club, one of San Francisco's chicest venues. We promise you a spectacular night filled with color, light, warmth, mystery, and good friends—all in support of a great cause—Global Glimpse, a non-profit that provides leadership training to Bay Area high school students through summer programs in Latin America that emphasize community service, mutual understanding and respect, and college preparation.

All proceeds go to local non-profit Global Glimpse. For more information, go to www.globalglimpse.org

When: Friday, April 22, 9pm to 2am
Where: [Supper Club, 657 Harrison Street, San Francisco, CA 94107](#)

Purchase tickets early as the first 100 guests receive a special \$30 ticket, Presale tickets then move to \$40 until 4/21 and tickets will be available for \$50 at the door!

Ticket Information

TICKET TYPE	SALES END	PRICE	FEE	QUANTITY
Pre-Sale (Early-Bird) General Admission Tickets more info	Apr 15, 2011	\$30.00	\$2.49	0
Pre-Sale General Admission Ticket more info	Not Started	\$40.00	\$2.99	N/A
VIP Carnival Ticket more info	Apr 22, 2011	\$100.00	\$5.99	0
I cannot attend but would like to donate to Global Glimpse	Apr 22, 2011		Enter amount (\$)	

DISCOVER AMERICAN EXPRESS MASTERCARD VISA **Order Now**

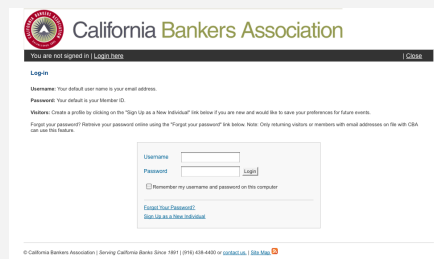
Example 2: Link-based Integration with custom theming

The content management system hosts all the information about the event.

The large red "register now" button upper right links the user to the 3rd party system for login and registration in a new window or tab, leaving the main site open in the background.



The 3rd party web service has been themed using Webwrap™, our trademarked technology, to match the site.



Consulting: 3rd party integration of web service

- In addition to providing the time necessary to provide linked integration to the 3rd party web service(s), this scope of work provides up to 10 hours of additional time for "fit and finish" consulting and development with the goal of improving the look and feel of the identified 3rd party web services.
- Digital Deployment recommends selecting 3rd party vendor(s) which allow custom CSS to be added to applicable pages to maximize its ability to match the look and feel of the site via use of our Webwrap™ technology.
- Digital Deployment is available to assist the Client in evaluating potential vendors at the request of the Client.

Content: Electronic Newsletter Management System

- The content management system will provide the Client with the ability to create one or more electronic newsletters.
- This agreement provides for the design of two (2) newsletter headers for the organization for use with the "Bundle and Blast" newsletter delivery system.
- Each newsletter can have one or more issues. Client may create as many issues for a newsletter as they wish.
- Each newsletter issue is comprised of articles or posts created in/chosen from the content management system. Each newsletter will feature headlines and summaries of the selected posts with "read more" links leading to the website. This allows the Client to track which posts are most popular with readers.
- The newsletter can be broadcast to subscribers. Subscribers may sign-up for the newsletter via the website, or they can be imported by the Client from an existing list (e.g. Excel Spreadsheet through the website.) Addresses may



May 27, 2011

This Week in Health Care Reform

Executive briefing for California hospital leaders

RECENT DEVELOPMENTS

- > [Governor Welcomes Hospital Leaders to Sacramento](#)
- > [CHA Drafts 3 ACO Comment Letters for Review](#)
- > [CHA to Participate in CMS Forum on Pioneer ACO Model](#)
- > [Final Rule Issued on Insurance Premium Increases](#)
- > [Comprehensive Federal Updates Available on CHA Website](#)
- > [Questions?](#)

Governor Welcomes Hospital Leaders to Sacramento

Gov. Brown joined California hospital leaders for CHA's 2011 Health Policy Legislative Day, April 6 in Sacramento, calling on the health care executives to take their messages directly to state legislators who are faced with "making tough and serious cuts."



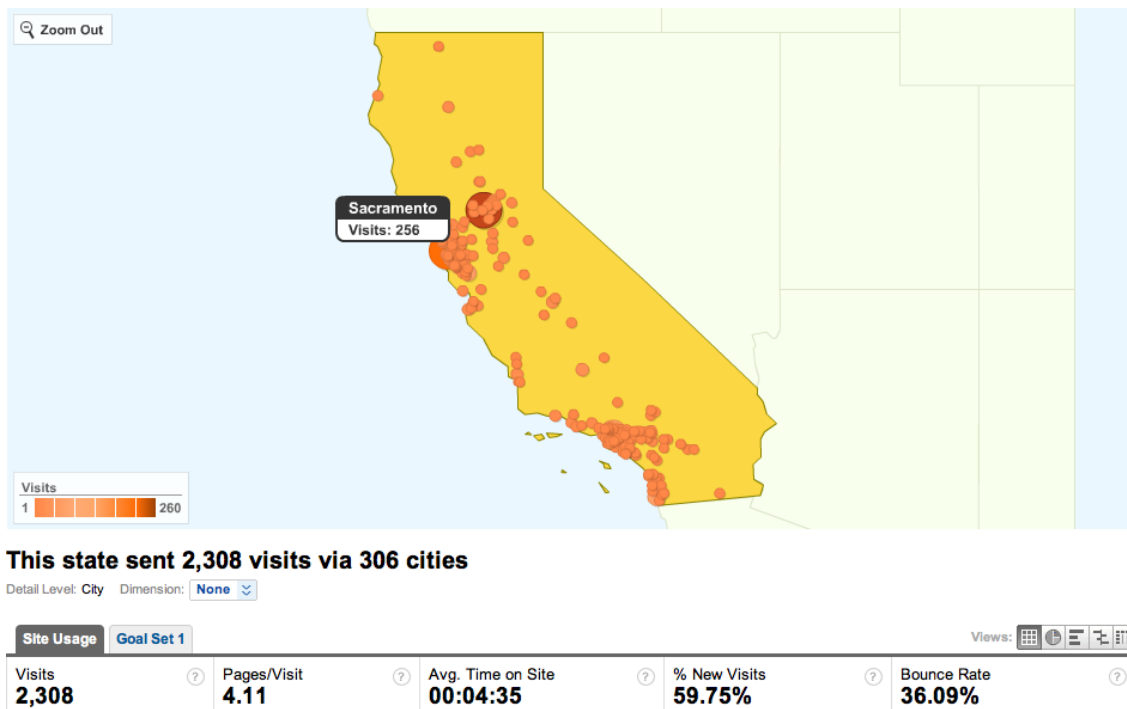
Bundle & Blast™: The content management system will allow you to choose existing content on your site, *bundle* it into a newsletter, and *blast* it to recipients without needing to re-type or reformat the document in any way. The stories listed under "recent developments" the email above are pages on the client's site bundled into an email.

A robust customized email template is one of many features included with the newsletter management system. They are mobile-device tested with special rules that automate text resizing on smaller devices.

Advanced Traffic Analysis and Search Engine Optimization

The Client's website will give the Client the ability to create and organize content in such a way to improve search engine rankings of the Client's website, and make content on the site more relevant to search terms likely to be used by potential site visitors in search engine queries. Specifically, the Client's website will give the Client the ability to:

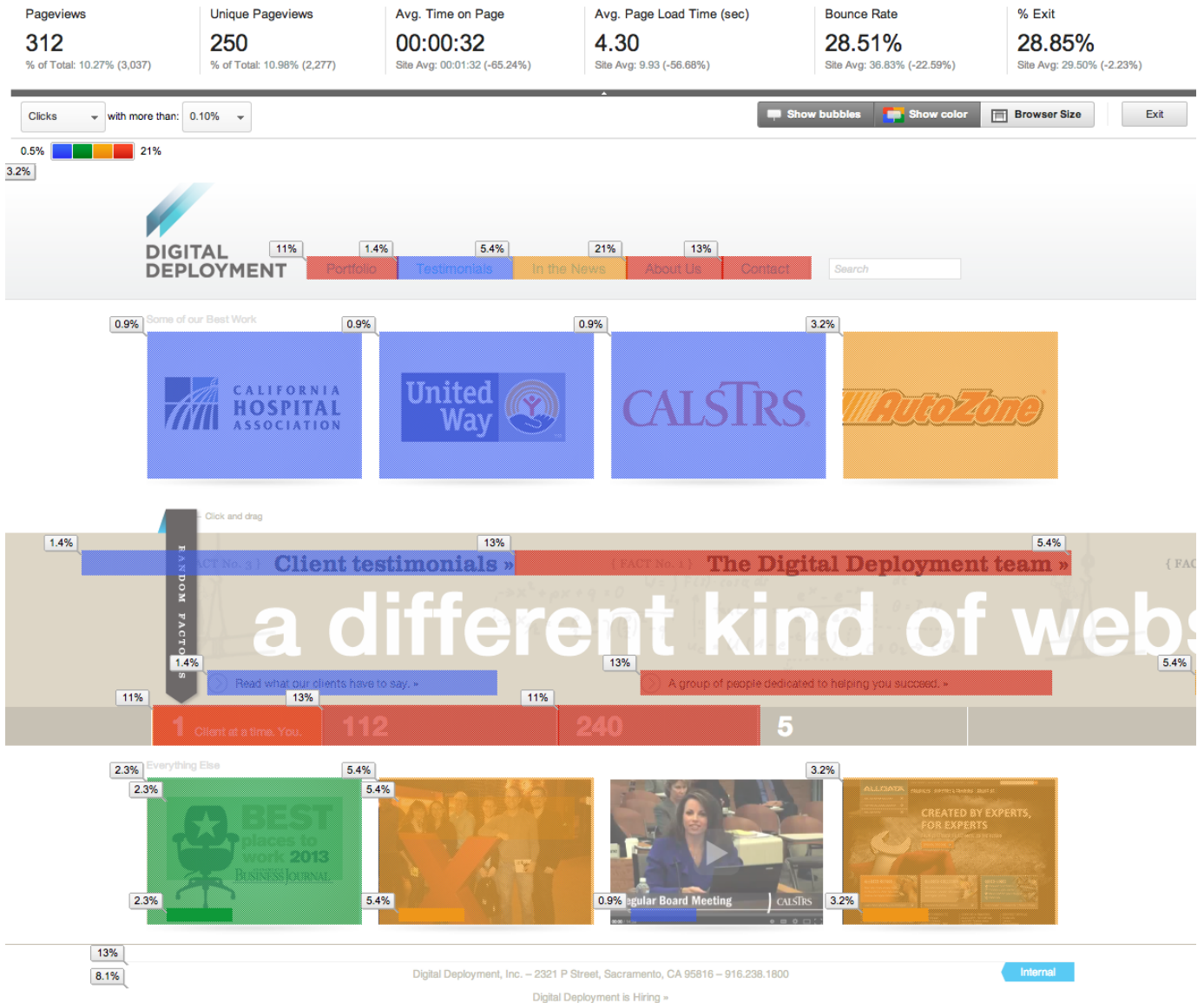
- Create and manage specific language used by search engines to index and rank website content, including visible and nonvisible "tags" such as keywords and meta-tags (non-visible index terms), for all primary links and landing pages. This will enable major Internet search engines to better connect potential site visitors to material on the Client's website.
- Embed Google Analytics tracking script on all pages.
- Use Google Analytics for monitoring site traffic to improve understanding of site visitors and their behavior on the Client's website (such as which content is most popular, identifying new versus returning site visitors, identifying where visitors are located geographically, how visitors reach the site, and what search terms visitors used with search engines to find the Town of Discovery Bay CSD site).
- Developer will provide training on use of the tools and capabilities described above.



This screenshot demonstrates the ability to visualize visitors geographically.



Google Analytics allows the client to monitor site traffic to improve understanding of site visitors and their behavior on the Client's website (such as which content is most popular, identifying new versus returning site visitors, identifying where visitors are located geographically, how visitors reach the site, and what search terms visitors used with search engines).



Digital Deployment has developed enhancements to provide better integration with Google Analytics. One such enhancement, included in this proposal, empowers site administrators to see heat maps of popular content and clicks, real-time site traffic flow, and user segment data overlaid on their site.

Digital Deployment Mobile Platform

What is DD Mobile?

DD Mobile is a mobile delivery platform and service offered by Digital Deployment which provides a new way to display your website in a way where the site's content is optimized for handheld devices. Note: Participation in the DD Mobile program requires that clients currently have a Service Level Agreement (SLA) with Digital Deployment.

But wait, doesn't my Digital Deployment site already work on mobile devices?

Yes, it does, however the number of columns, text size and spacing aren't optimized for a handheld device, and may require your users to zoom and pan to read all content. We call that "mobile-friendly," and our sites perform very well on mobile devices, but it's not a mobile platform. Among other innovations, the platform leverages numerous improvements such as click-to-call and swiping that would not be available on a traditional desktop environment.

Is DD Mobile an App?

Yes and No. It is technically an HTML5 app.

- We would answer "No" only in that the App is not available in the app store, so you can't make money from selling it there.
- Otherwise, the answer is "Yes" in that it can be installed, and has an icon that appears on your home screen that runs as an App.
- HTML5 apps are becoming increasingly popular for those whose revenue strategy does not depend on App sales revenue and who want to have an app that is ubiquitous across nearly all smartphone devices. (iPhone, Android.) Native Device-specific apps sold in the app store offer better performance for graphic-intensive or accelerometer-dependent applications like Games, however, for content-rich apps, HTML5 has become a more common standard.
- The new Google Maps for iPhone is an example of an HTML5 app.





The mobile platform features an administrative interface for clients to change their homepage links, navigation, icons, and other settings.

Startpage Link 1		Startpage Link 2		Startpage Link 3	
Icon:	Title:	Icon:	Title:	Icon:	Title:
	<input type="text" value="Your Benefits"/>		<input type="text" value="Publications"/>		<input type="text" value="Retirement Planning"/>
Remove Icon	Redirect To:	Remove Icon	Redirect To:	Remove Icon	Redirect To:
	<input type="text" value="taxonomy/term/144"/>		<input type="text" value="taxonomy/term/118"/>		<input type="text" value="taxonomy/term/147"/>

What is the difference between my website and my app?

Because of the highly-integrated nature of your website and the DD mobile app, your website, when viewed on a handheld device, and your App become one. This means that if someone follows a link to your website that you email out on their handheld device, they will automatically see the DD Mobile version of the site. If they open the same email on their desktop, they will see the website normally.

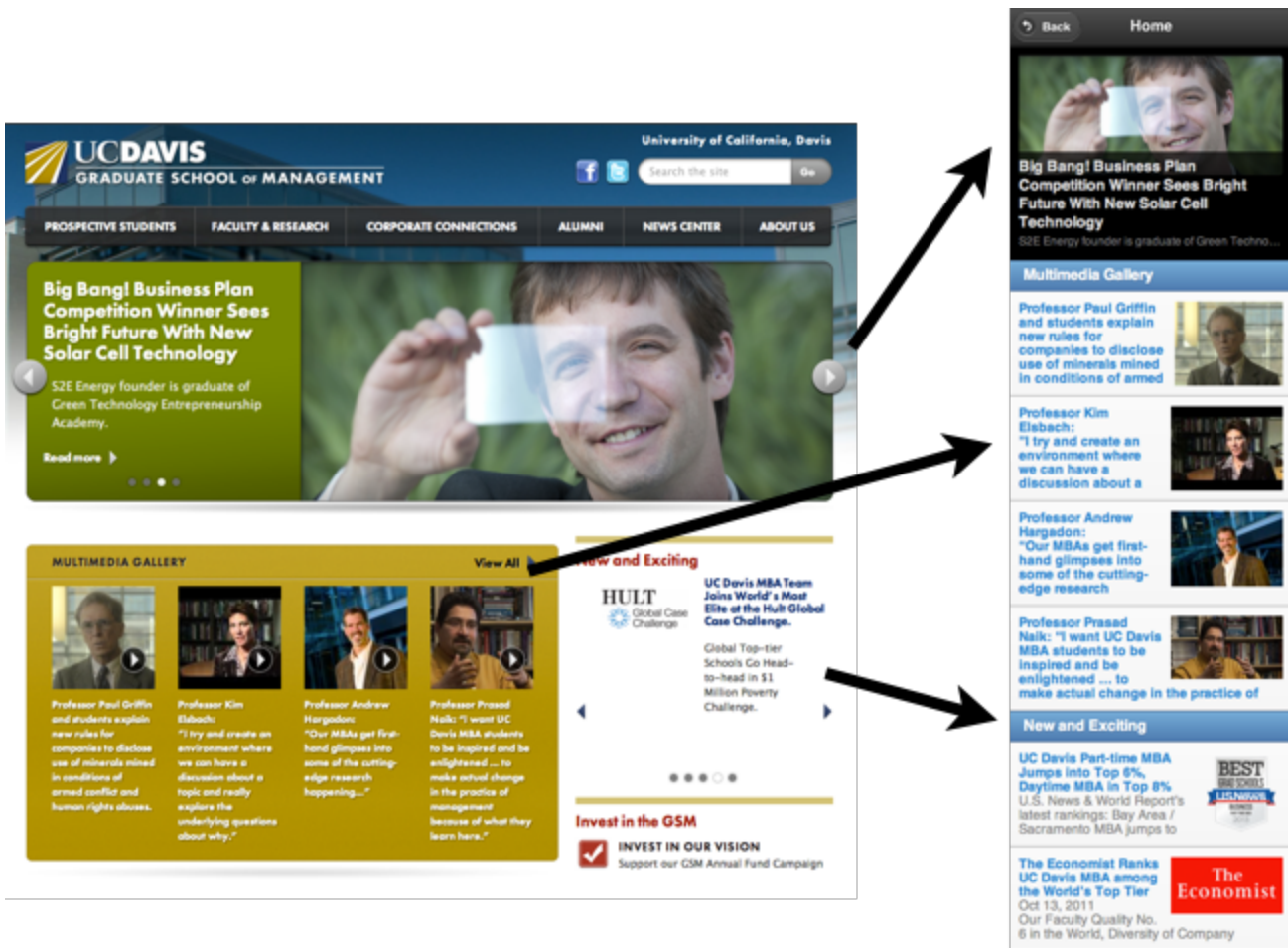
Basically, DD Mobile makes your site beautiful on handheld devices when viewed from any mobile browser and also makes your website installable as an App on most mobile phones.

DD Mobile app general infrastructure

- Digital Deployment will develop an HTML5 mobile app platform using a generally accepted framework, such as jQuery and jQuery Mobile, for most app functions.
- Digital Deployment will create an HTML5 base template for the mobile app platform that differs from the main site's template. (The site's main template is currently XHTML to maximize compatibility with older browsers.)
- Digital Deployment will create a mechanism to automatically detect handheld devices and serve them the mobile-optimized version of the content.
- Digital Deployment will design the page to use WAI-ARIA roles for accessibility.
- Digital Deployment will ensure that the mobile platform uses AJAX-based requests on compatible devices to prevent page refreshes.
- Digital Deployment will program the back and forward buttons on the browser to be fully functional despite the asynchronous nature of the requests.
- Digital Deployment will create the DD mobile platform such that an app-like toolbar is present at the top of all pages.
 - The mobile platform will have persistent toolbar links at the bottom of all pages that highlight when active and display a short title and an icon.
 - The mobile platform will utilize appropriate transitions between pages, including slide and fades consistent with the user's present location and any navigation action.
 - The mobile platform will provide the ability to collapse the navigation and toolbars on appropriate devices when the user is typing content into a form field to maximize space for an on-screen keyboard overlay.
 - The mobile platform will have the option of opening external links in a new mobile browsing window.
- Digital Deployment will develop an administration screen available to certain roles deemed appropriate (e.g. system admin) to perform certain functions, such as customizing the start page, changing the block mappings, changing app colors, overriding splash screens, changing the app name, and other administrative functions.

Conversion of content zones into a single-column display

- Digital Deployment will take the client's website and analyze the different content blocks and zones. Digital Deployment will create the DD Mobile platform such that it will retrieve the existing content blocks and map them to four standard mobile zones.



App performance requirements

- **Bicubic image resampling:** The DD Mobile platform will serve the appropriate image sizes to the handheld device, downsampling images (using a bicubic scaling algorithm) when appropriate.
- **Optimization for Retina display:** The DD Mobile platform will automatically oversample images beyond 72ppi as appropriate for Apple's Retina display and other high pixel-per-inch displays. Digital Deployment will implement a single image preset that accommodates both resolutions as well as possible.
- **Client-side caching:** The DD Mobile platform will use DOM object caching, browser manifests, and DOM prefetching when appropriate to optimize speed.
- **No 'sync' or delay is ever present when updating:** Digital Deployment will ensure that cache clearing mechanisms are fully synchronized with the main website. This means that content which has been updated and displays live for anonymous users on the website will always also be available on the mobile device.
- **Serve static library resources from Content Delivery Networks (CDNs):** The DD Mobile platform will load the jQuery and jQuery mobile javascript and CSS files from the Google CDN for optimal performance and bypass Drupal's less performant aggregation and caching mechanism.

Universal links and URL/URI infrastructure

- **Uses the same URLs regardless of device.** Digital Deployment will ensure that if users on a client's app share a link with others, the shared link will open in the correct environment regardless of what device the sharer used. Digital Deployment will not use a special subdomain to handle mobile traffic.
- **Supplies canonical source links and follows the canonical url specification on all post pages.** Digital Deployment will add <link rel='canonical' ... tags to the top of each post-level page to ensure that the correct (primary) domain and primary URL is shared and correctly indexed by search engines.

Practical examples of why universal links matter

- **Sharing between users:** Suppose a site does not use the same URL regardless of device, and redirects all traffic to use a special subdomain, e.g., m.website.com. User A accesses a link she received via email the site on her mobile phone and is redirected to m.website.com/article.html. User A chooses to share the article with her friends on Facebook, and ends up sharing m.website.com/article.html with her friends. User B, sitting in their office, pulls up m.website.com/article.html which is perhaps an inappropriate view for that user. User B chooses to “like” the article, and ends up accidentally liking the mobile version, effectively dividing the total number of “likes” between the two urls. User B also goes to print the page, and it does not print correctly.
- **Google Analytics tracking:** By using the same URLs, goal workflows and general traffic reports do not have to be separately tracked and totalled—instead they all included in the same report in order to get the full picture of user engagement. This saves the website administrator a great deal of time.

Customizable start page and loading screen

- Digital Deployment will provide the Client with the ability to manage a special mobile start page. The client will have the ability to add and remove up to six custom links / shortcuts for mobile users.
- Digital Deployment will provide the necessary design services to render a brand-appropriate background for the start page. Client will have the ability to change this image with a new image of the appropriate dimensions and format without needing to contact Digital Deployment for assistance.
- Digital Deployment will provide the necessary design services to render a brand-appropriate splash page for users on select devices (e.g. iPhone) who have installed the app on their devices. The splash screen displays while the app is initially loaded. Client will have the ability to change this image with a new image of the appropriate dimensions and format without needing to contact Digital Deployment for assistance. Digital Deployment cannot guarantee that splash images will be read by all devices or future devices.

Creation of four content block zones

- Digital Deployment will provide the ability to map the blocks into four different content zones. Each zone can contain one or more blocks. Digital Deployment will determine the appropriate mapping of blocks to zones in collaboration with the client.

Zone 0 - Carousel Zone (Title/Subtitle/Image)

- The Carousel Zone will display only the Title and Subtitle of the posts assigned to blocks assigned to that zone. It will also display the carousel image or another designated image preset geometrically appropriate for that area.
- The subtitle will display on a single line. If the subtitle is longer than the line allows, an ellipsis will be added at the end.
- The carousel zone will cycle through the posts contained in it.
- The carousel zone will advance to the next item by a swipe motion from the user.

Zone 1 - Main Content (Full Display)

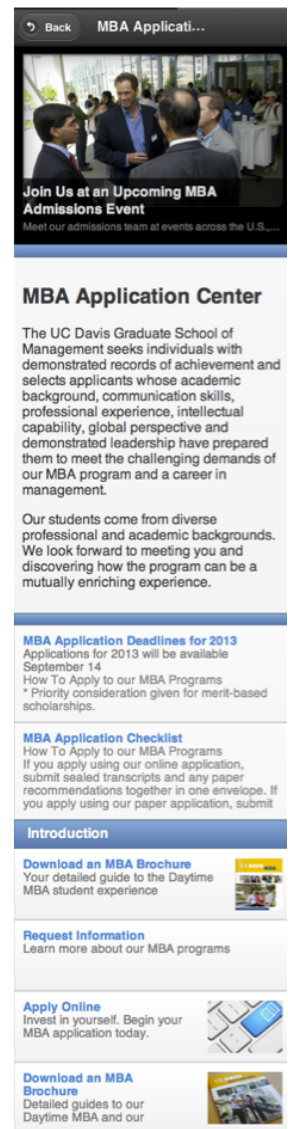
- The main content zone will allow any posts assigned to blocks assigned to that content zone to fully display. This zone will be configured to accept the overview posts on term pages and the full post display block on full post pages.

Zone 2 - Teasers (6 lines)

- The teaser content zone will display 6 lines of text including the post title (in bold), the subtitle, any meta information, such as author or date (appropriately derived from the post type default behavior on the main site) and teaser text. Any content in excess of 6 lines will be hidden until the user clicks on the item to display more.
- In the teaser content zone, all posts are clickable to fully reveal their contents in another pane regardless of their clickability on the main site.
- Images will be included in the teasers, appropriately sized and floated to the right.
- Images will reuse existing imagecache presets where appropriate to minimize the need for the administrator to crop images twice -- once for the main site and once for mobile.
- Teasers will support the display of non-croppable images, such as logos, although they may be forced to a very small size.

Zone 3 - Small Teasers (4 lines)

- The small teaser content zone will display 4 lines of text including the post title (in bold), the subtitle, any meta



information, such as author or date (appropriately derived from the post type default behavior on the main site) and teaser text. Any content in excess of 6 lines will be hidden until the user clicks on the item to display more.

- In the teaser content zone, all posts are clickable to fully reveal their contents in another pane regardless of their clickability on the main site.
- Images will be included in the small teasers, appropriately sized and floated to the right.

Advanced Mobile Functionality Concepts

- The mobile platform will allow users to easily email themselves an attachment or print it from the device. Note that printing capability will depend on native device support, however, Digital Deployment will follow best practices for providing the document to them.
- The mobile platform will provide for an enlarged text version for iPad Mini, and an optional enlarged text version for iPad

Advanced Content Processing

- The mobile platform will automatically convert all US phone numbers into clickable buttons / links compatible with the tel: protocol as defined in RFC 3966, allowing users to quickly call numbers they see on the website.
- The mobile platform will automatically exclude any phone numbers that are not relevant to the handheld user, such as fax numbers. The mobile platform will analyze all phone numbers and hide those containing the keyword "Fax".
- The mobile platform will intelligently understand extension numbers regardless of how they are entered, and correctly interpret them, adding a pause between the phone number dialed and the entry of the extension number. The mobile platform will also tolerate the presence or absence of a +1 prefix and still calculate extensions correctly.
- The mobile platform will intelligently process form items, widening buttons, normalizing text field widths.
- Large tables in the content will be automatically given an overflow: scroll property

Advanced Template / View Support

- The mobile platform will automatically interpret non-standard navigation term templates, e.g. staff directories or other custom views.
- The mobile platform will add a quick search box on the top of appropriate views for quick and instant filtering by keyword.

Mobile Calendar Capability

- Digital Deployment will design a special calendar interface specifically for mobile, enlarging date numbers and days of the week, in a single column. The interface will allow users to browse back and forth through months.

Mobile Platform Compatibility

Digital Deployment will design the platform to be compatible with most modern mobile browsers. Some less compatible

devices will be automatically returned to the standard XHTML non-mobile version of the site. Digital Deployment will work with the client to determine the proper compatibility threshold.

Assumptions and Important Disclosures

Resources

- Digital Deployment will work directly with the Town of Discovery Bay CSD lead project owners to correctly understand and capture the business and member requirements, technical design and development, project planning, communication goals and objectives.
- Town of Discovery Bay Community Services District will choose and empower a primary point of contact to represent and manage the Town of Discovery Bay CSD stakeholders, resources and division of labor throughout the website development process.
- All the Town of Discovery Bay CSD resources (including, but not limited to key stakeholders, decision-makers, and content contributors) may be needed to offer guidance and input during the process.
- If the Town of Discovery Bay CSD resources are unable to complete dependent tasks due to outlying project demands or the project schedule changes impacting the completion date of Digital Deployment's assignment, the project will be re-evaluated and re-defined under a new approved schedule and terms.
- Digital Deployment will serve as a producer for specific deliverables outlined within this proposal.
- Digital Deployment may require on-site access to provide direction to the Town of Discovery Bay CSD director, project manager, business lead and/or internal project team members.

Delivery

- The approval process for specific deliverables may include various departments or units, but final decisions will be made by a single point of contact in coordination with internal stakeholders.
- All project issues will be resolved in a timely manner.

Project Risk Management

- Any project team member or stakeholder that becomes aware of a potential risk factor is responsible for documenting risks identified that may affect this project and submitting such documentation to Client's project manager and shared with Digital Deployment account manager. Digital Deployment's account manager will review the documentation and respond accordingly in a timely manner.

Work Scope & Budget

- The scope of the project is described in the proposal.
- Formal scope change procedures will be followed in the event there is significant change to the scope of work requested.

Hosting and Support Options

When the website development process is complete, you will have the option to host with Digital Deployment, and the option to retain Digital Deployment to work on your site.

Technology Platform and Website Hosting

Digital Deployment's servers exceed industry standards for reliability and performance, designed to meet the needs of institutions and organizations that can't tolerate downtime. Its servers are distinctly reliable, robust, and resilient to attack. Digital Deployment's hosting solutions ensure fast delivery of content to users under a variety of conditions, even when using data-intensive website applications.

Our servers are located in the Level 3 Communications data center in Los Angeles, California, which is a Tier-4 (highest reliability) center. We also have a secondary hosting environment in the CenturyLink data center outside of Boston, Massachusetts, with additional services (such as DNS, CDN, apex record hosting) running on Rackspace and Amazon Web Services. We select data centers on backbone reliability and strong coast-to-coast and intercontinental performance profiles.

Pursuant to Digital Deployment's philosophy, all deployments run on an open-source software stack including Linux, Apache, Nginx, MySQL, PHP, Drupal, CKEditor, and jQuery. In plain English, we use software that is free, portable, well-tested and widely used. This stack is also used by whitehouse.gov, amnesty.org, and popsci.com.

Free Hosting for Life

Digital Deployment will provide full hosting services for the life of your website at no cost. Digital Deployment has invested countless hours of development time to configure and optimize a hosting environment specifically tailored to its software solution.

While you are required to host the site with Digital Deployment to take part in the ongoing maintenance and support agreement (SLA), it is technically possible to host your site elsewhere. It is also worthwhile to note that as yet, no clients have chosen to do so for their production sites. Digital Deployment can provide you with a full backup file of your site at any time, which you can use to upload to a new hosting provider, retain as your own backup, or test on your own servers. This proposal does not include consulting in setting up a separate hosting environment (e.g. setting up a mySQL database and webserver, configuring Drupal settings files, choosing appropriate caching settings, conducting and testing regular Drupal security and module updates, optimizing and tuning performance with applications like varnish and memcached) should you choose to host elsewhere.

Security Practices and Risk Management

Continuity of Operations

Sometimes clients ask, "What happens if Digital Deployment wins the lottery or gets hit by a bus? What happens to our

website?" This is a great question -- and it's an important question to ask. We have established a comprehensive continuity of operations plan to ensure the survival of our clients' websites:

- An independent, prepaid hosting service: by hosting in one of the world's top data centers, clients benefit from 24/7 monitoring of all the hardware required to deliver their website. Websites will operate, get backed up, and data center staff can roll back a clients site to the last snapshot/backup with no action required from Digital Deployment. Daily backups made every 24 hours are kept for 7-14 days. Digital Deployment has hosted its sites since 2004 and has strong, personal relationships with its hosting providers.
- All of our clients who have service-level agreements are issued, upon request, direct contact information to the center as part of our "Redline response" program, which serves as a second line of defense in case we are unavailable.
- We take a holistic approach to managing the integrity of our hosting platform, from ensuring the security and stability of the servers and network to extending our company's liability insurance to the data center. In addition to high-limit property/casualty and professional liability insurance, we also carry \$1,000,000 in a special coverage: the Cybertech+ Liability Protection by Travelers Insurance. We carry all three extensions for Cybertech+ including (1) Technology Errors and Omissions Liability Protection, (2) Network and Information Security Liability Protection, (3) Communications and Media Liability Protection. Though we have been incident-free in our 10 years of business, we are still proactive and protective.
- Familiar, industry-standard software: Digital Deployment builds on Drupal, a very popular and portable open-source content management system. The "plumbing" is standard and recognizable so, in a pinch, another firm or service provider could take it over and would have a way to understand the site's fundamental structure.
- The ability to make your own backups: Users with the "system administrator" role on your site may make backups (and restorations) of the site's entire database. Because Drupal, by design, is extremely portable and platform-independent, you could take your site and host it somewhere else. Although none of our clients have ever chosen to host their own sites, many have downloaded copies to be sure they could if they needed to.
 - Technical notes for the IT-minded: We use the "Backup and Migrate" module to produce a big ZIP or TAR.GZ file. We can also provide a full backup of the site's file structure. There are tools like JumpBox that allow you to quickly install Drupal as a virtual machine. (By swapping in the backup database and downloading the "/sites" folder on your Digital Deployment site into your local "/sites" folder, it is possible to get your site running on a local machine.)

Security Practices

- Real-time activity logging and log parsing are used to watch for intrusions and errors. Database data is stored redundantly and nightly backups are kept in a separate, off-site, secure location.
- Security alerts, electronic mailings and site traffic are monitored by live data center personnel 24/7. As updates and fixes become available, they are installed during normal, scheduled maintenance windows.
- A comprehensive suite of protection software conducts various intrusion detection tests to protect against port scanning, syn flood, IP spoofing, and Denial of Service attacks.
- Access to private networks and servers containing customer document and database data is limited to key

operations staff through multiple biometric scanning measures and access to information requires valid login credentials.

- Revision control and deployment branches are maintained using "git" -- the leading open-source revision control system, used for projects like the linux kernel and the Android operating system.
- All source code is managed in a secure version-controlled code repository. Changes to the codebase are reviewed before deployment. All code is stored in at least two branches: a development branch with new features and a stable branch with extensively tested features. Changes are digitally signed by the developer and any errors or unwanted revisions can be quickly identified and rolled back. Digital Deployment has a monthly release cycle which includes extensive QA and beta testing before release to production sites.
- Standard security updates released by the Drupal Community are applied in the next regularly scheduled maintenance interval. Critical security alerts are patched immediately. Digital Deployment staff are notified of relevant security announcement, and installed modules are routinely audited and checked for updates.
- With the exception of data center staff, no third parties have access to client data.
- Clients are notified immediately of any security incident or network outage by email.

Support and Maintenance

Although our clients publish their own content largely without assistance, Digital Deployment provides high-assurance support, offers ongoing training, and site design and feature refreshes within our Comprehensive Service Level Agreement (SLA) program.

The Service Level Agreement Program (SLA), which offers several advantages over a traditional hourly agreement:

- An all-inclusive program at a flat rate
- Offers a complete warranty for any sudden problems you encounter with your website, creating a financial incentive for Digital Deployment to build an error-free product (compared to other models which charge to repair problems and resolve issues with the product provided)
- Includes ongoing feature development, providing the latest technology and new functionality; website is continually upgraded with the latest security updates
- Includes ongoing training and professional development to better leverage the site's technology and website best-practices

No Cost Enrollment for 30 Days

At the completion of the Phase 5, the Client is automatically enrolled in the Service Level Agreement (SLA) Program for 30 days at no charge. The client may discontinue the program at any time.

About Digital Deployment

Digital Deployment, Inc is a highly collaborative website development company serving institutions, corporations, associations and nonprofits worldwide. Digital Deployment is headquartered in Midtown Sacramento, California. It has been locally owned since its inception in 2004. Today, Digital Deployment manages over 275 websites across the United States. Digital Deployment, Inc. is a registered California Corporation.

Digital Deployment has been recognized as of the “Best Places to Work” by the Sacramento Business Journal and has won numerous other awards for its extraordinary culture, strong ongoing relationships with clients and leadership in the community.

Our Philosophy

Welcome to the world of Digital Deployment.

What makes this proposal different than any other you may receive? Here are a few reasons, and why you are going to love working with us:

1. You’ve never worked with a company like this before.

- 90% of projects launched within 20 weeks.
- 100% of projects launched on budget. **We’ve never issued a change order.**
- 95% of our clients are still with us after five years, and would recommend us.
- All work is done by core team members, not subcontracted to some people you’ve never met.
- We are most likely the happiest web development shop on the planet – and it rubs off on our projects.

2. We’re here to serve.

- We exist to empower communication and connect communities, standing for the relationship between your organization and its community.
- Our creative, proven discovery process helps illuminate the heart of your organization
- We live our values in our projects: from exploring your purpose to tracking analytics data and delivering on goals

3. Standardization leads to better technology.

- Our proven 5 phase process creates beautiful sites, launched on schedule.
- Our “standard model” technical platform is customized to your needs; being part of a standardized system means no testing phase, no one-off broken features or undelivered promises.
- Easy to use and update – no more waiting on help from IT folks.
- Used by 100s of large and small clients, including Google, Fortune 500s and six of the largest 100 trade associations in the state of California. (Did we mention they recommend us?)
- Support ticketing built into your site to make asking for help easy.
- Extensive knowledgebase articles at your fingertips, along with a community forum where new functionality is considered in a collaborative way, leading to better solutions for all.
- Industry-leading senior developers on staff working hard to create the best system you’ve ever seen.

Our Team

All of us at Digital Deployment are dedicated to one thing: helping you succeed on the web. Everyone who works at Digital Deployment has had success in business before coming here, and knows what it means to get the job done. We're passionate about our customers, our employees, and the product that brings them together. We love what we do and our clients love working with us.



Mac Clemmens CEO

"Mac" (short for Michael Alan Clemmens) is the CEO of Digital Deployment. He is responsible for the growth of the company, recruiting and retaining top talent, and standing for Digital Deployment's culture and values.

Mac's passion is empowering institutions, associations, and nonprofits to communicate online and better connect with their users while teaching them how to building measurable and sustainable business value.



Carsen Anthonisen VP, Client Services

Carsen oversees all of Digital Deployment's customer relationships, manages business development and the account team, ensures thorough scoping of all projects, and occasionally manages projects. He also participates in the management of Digital Deployment's finances, business operations and partner relationships.



Sloane Dell'Orto

Sloane oversees the operation of the project team and Digital Deployment as a whole, training and supporting the team handling all of the tasks related to development. Sloane is also pioneering and improving the company's strategic content services and improving the 5-phase development process.

Her background includes web development, graphic design, event coordination, marketing management, journalism, politics, firefighting, and emergency medicine, giving her a wide range of experience to draw from. Her interests include emergency services, martial arts and meditation.



Dennis Stevense **Lead Software Engineer**

Dennis Stevense is responsible for managing the development team, and planning ongoing development of the platform. He has a Bachelor of Science in Computer Science and Engineering from Delft University of Technology in the Netherlands as well as an International Baccalaureate English A2 Higher Level Diploma for near-native proficiency in English.



Jason McWhorter **Implementation Manager**

Jason McWhorter is a web developer and themer for Digital Deployment, applying designs for the websites into a workable digital reality. He has successfully owned and operated his own computer contracting service for the past 4 years in order to have more independence and freedom in his work life. He has extensive self-taught knowledge of many computer languages such as PHP, Actionscript, Javascript, jQuery, MySQL, CSS, XML, HTML and many others.

[Read more](#)



Haley Corina Anthonisen **Customer Support Manager**

Haley is the Customer Service Manager for Digital Deployment. Haley's primary role is providing problem-solving resources to clients, managing support staff, and channeling client feedback to the development team. Haley will also help evolve Digital Deployment's customer support policies as our client list continues to grow.



Benjamin Shell **Senior Software Engineer**

Rick Howard, Town of Discovery Bay Community Services District
Digital Deployment, Inc., Website Development Agreement

Ben has 15 years of experience in various web technologies, including Drupal, jQuery, JavaScript, PHP and databases. His development skills have been honed over the years on large projects with challenging implementations; one of his core strengths is his ability to determine the best solution for the need at hand.



Rocky Martin **Business Development Manager**

Rocky is our first Business Development Manager. Rocky is an accomplished relationship builder with a strong commitment to helping clients succeed, most recently serving as a sales representative for Paychex, Inc. During his five years with the company Rocky successfully developed hundreds of new relationships with clients in a variety of industries, regularly exceeding sales revenue goals. He will be working closely with Carsen Anthonisen to develop and manage Digital Deployment’s customer relationships.

[Read more](#)



Cole LaFrance **Implementation Manager**

Cole is Digital Deployment’s new front end developer. His skill-set includes Photoshop, Illustrator, InDesign, CSS, HTML, & Drupal. Equipped with a Bachelor’s Degree in Business Administration from the University of Texas at Dallas, Cole moved to Sacramento in 2011.

Outside of work he enjoys exploring California with his partners in crime: Sara and their dog Spookie. His interests include the arts, automobiles, & craft beer.



Ginger O'Brien Controller

Ginger works hard to ensure all financial and legal matters of Digital Deployment are in order. From coordinating the health benefits for employees to tracking down lost receipts, Ginger supports Digital Deployment's day-to-day operations.



Dylan Rideout Customer Support & Content Migration

Dylan Rideout is our Content Migrator and support technician, responsible for moving content from existing sites into new sandboxes, and doing reviews of our SLA clients' sites to ensure quality is up to par. Dylan works closely with Haley and will be supporting clients in the helpdesk, so you'll likely run into him there! Dylan has worked as a manager at a computer repair shop as well as helping a web development company build websites.

Design Partner: FUEL Creative Group



Brent Rector Design Partner

Brent Rector is one of Northern California's top graphic designers. His clean, powerful designs are widely recognized and have made FUEL a force in the local and international design markets. Brent brings over 15 years of graphic design experience and specializes in branding, packaging, publications, environmental design, interactive user interface, and advertising. He grew up in Sacramento and has a B.A. Graphic Design. He likes to unwind in the garage working on his hot rod, enjoying the connection to the past and working with the visually interesting elements and mechanics.



Steve Worth Template and Interface Design

Steve Worth, the co-creator and Production Director for FUEL Creative Group, grew up in El Dorado Hills and graduated from CSU Chico with a B.A. in Graphic Design. He manages the production of artwork within FUEL while ensuring clients needs, schedules and deadlines are met. In his down time, Steve enjoys woodworking, allowing him a hands-on, three-dimensional outlet for his creativity. About working with Digital Deployment, he says, "It's nice to have a partner who values good design and the ability to shepherd a client through the content development process—not to mention the fact that the whole group is just fun to deal with."



Barb Hennelly **Web Design Lead**

Barbara Hennelly is a Senior Designer at FUEL Creative Group. Barb graduated from Santa Clara University with a degree in print communication, She is a translator of messaging and personality by design through cathode and vector mediums. Outside of work she enjoys photography, music and spending time with her family. She likes working with Digital Deployment because “they’re fun, get the job done, and they recognize that good graphic design and information architecture go hand in hand.”



Haley Titus **Graphic Designer**

Haley Titus is a graduate of CSU Chico with a B.A. in Communication Design and an option in Graphic Design. As graphic designer for FUEL Creative Group, Haley’s strengths include identity, print and web design. In her free time, Haley enjoys photography, blogging, painting and the outdoors. Haley says, “I enjoy working with Digital Deployment team because the group is extremely responsive, easy to connect with, and always produce highly functional and effective websites.”

Relevant Projects and References

Sacramento Regional County Sanitation District www.regionalsan.com

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TAKING THE WASTE OUT OF WATER

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT
*Protecting our Community
Safeguarding the Environment*

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Our Mission: Implementing Cost-Effective Solutions to Protect Public Health and the Environment

Regional San Rate Adjustments Effective July 1st
Regional San's Board of Directors recently approved a 3-year rate plan . . . Learn more about upcoming rate increases that affect you.

EchoWater Project: Bringing Water Back
We are embarking on the most significant upgrade to our treatment plant since its original construction. The EchoWater Project will be built in response to strict environmental regulations mandated by the State and marks a new evolution in the region's [wastewater](#) treatment.

QUICKLINKS
Contact Us
Customer Rates
Service Levels
Business Opportunities
Tour the Plant
Consolidated Ordinance
Press Room

FINANCIAL REPORTS | STATE OF THE DISTRICT | ORDINANCE | ECHOWATER PROJECT | SERVICE LEVELS | TOUR THE PLANT | CUSTOMER RATES | IMPACT FEES | BUSINESS OPPORTUNITIES | FACEBOOK | MEDIA | CONTACT US

Services Provided: Website design, consulting, information architecture, content management system deployment, on- and off-site training.

Client Reference: Claudia Goss, Public Affairs Manager, gosscc@sacsewer.com, (916) 876-6058



Retiree Health Plans



Retirees and Their Family Needs

Your ACERA

- Your Personal Account
- ⊗ Planning for Retirement
- ♥ Retirees & Family
- ⌘ Employers & Agencies
- Vendors & RFPs
- 🗣️ Sign Up For a Seminar
- ✉️ Sign up for E-news



Services Provided: Website design, strategic consulting, information architecture, content management system deployment, training (onsite, offsite, and remote), mobile website integration with CMS.

Client References:

Vijay Jagar, Website Redesign Project Manager vjagar@acera.org, (510) 628-3060

Mike Fara, Communications Manager, mfara@acera.org, (510) 628-3057

Rick Howard, Town of Discovery Bay Community Services District

Digital Deployment, Inc., Website Development Agreement



SEARCH > CONTACT US > SELECT LANGUAGE >

Serving
OUR CUSTOMERS

Doing
BUSINESS WITH US

Being
A SEWER STEWARD

Learning
ABOUT US



We're on a mission.
Our goal is to provide the best value of any sewage collection utility in California, as measured by cost and level of service.

I want to ... Search

Sewer Problems?
Call Us 24/7: **(916) 875-6730**



Our Service Commitment

When you call with a sewer problem, we're committed to being there within two hours. Learn more about how we measure up! >



Your Monthly Rates at a Glance

Learn more about what you pay for sewer collection service and how our charge appears on your utility bill. >



Are You Our Customer?

Not sure if you're in our service area? Let us help you find out! >



Sewer Problems? Call (916) 875-6730!

We'll help you figure out the next step. Our crews work for you 24 hours a day, 7 days a week, 365 days a year. >



Sewer Problems?
(916) 875-6730

Our Service Commitment
Improvement Projects
Stop the Clog

Monthly Rates
Developer Resources
FAQs

Privacy Policy
Site Map
Site Issues & Accessibility



Services Provided: Website design, strategic consulting, stakeholder management and feedback, information architecture, content management system deployment, training, mobile website integration with CMS.

Client References:

Nicole Coleman, Communications and Media Officer, colemann@sacsewer.com, (916) 876-6246


Rick Howard, Town of Discovery Bay Community Services District
Digital Deployment, Inc., Website Development Agreement

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United Way's Campaign Kick-Off Breakfast

Join us on Sept. 9 for the largest campaign event of the year! The Kick-Off event will feature breakfast with more than 600 guests from the private and nonprofit sectors in hopes that valuable information, success stories and other beneficial ideas are shared as we prepare for the upcoming giving campaign.

JOIN THE MOVEMENT NOW

Join the LIVE UNITED MOVEMENT now and make a real difference »

NEWS & EVENTS

Uncork for the Arts

August 10, 2010 -- United Way California Capital Region certified nonprofit partner Developmental Disabilities Services Organization (DDSO) is sharing the art work of DDSO participants and other local contemporary artists with wine-tasting and delectable food on Sept. 19 at a private residence.

[Read more](#)



EDUCATION

★★★★★

ENSURING ALL STUDENTS GRADUATE FROM HIGH SCHOOL



INCOME

★★★★★

Services Provided: Website design, brand design and integration, consulting, content management system deployment, on-site training.

Client References: Amber Lovett, VP Marketing & Communications, alovett@uwccr.org, (916) 856-3913



Services Provided: Website design, consulting, information architecture, content management system deployment, on-site training.

Client References:

JoAnne Speers, Executive Director, jspeers@ca-ilg.org, (916) 658-8208

Services Provided: Website design, consulting, information architecture, content management system deployment, content migration, 3rd party integration, microsite deployment, on-site training.

Client References:

Gabe Ross, Chief Communications Officer, gabe-ross@sac-city.k12.ca.us, (916) 658-8208

Andrea Landis, Webmaster / Communications Specialist, andrea-landis@sac-city.k12.ca.us (916) 643-7421

"I just wanted to thank you all for the great work on the district site. We don't always take the time to take a step back and look at what we have created, but it's clearly a massive improvement over what was there before. The process has been arduous at times, and I know there's still plenty of work to be done, but I'm very happy with the results (and as a quick aside, so is the Superintendent)." - Gabe Ross, CCO

UC DAVIS
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Services Provided: Website design, information architecture, content management system deployment, discovery with stakeholder groups, on-site training, content migration, 3rd party integration.

Client References:

Lindsay Hardy, Web Strategist/Online Marketing Manager, lhardy@ucdavis.edu, (530) 752-5431

Tim Akin, Sr. Director of Marketing and Communications, tmakin@ucdavis.edu, (530) 752-7362

Services Provided: Website design, information architecture, content management system deployment, discovery with stakeholder groups, on-site training, 3rd party integration.

Client References:

Melvyn Record, Vice President Marketing and Sales, melvyn@mazdaraceway.com, (831) 242-8221

Service Agreement

I wish to execute this website development agreement between Digital Deployment, Inc., and Town of Discovery Bay Community Services District to provide the deliverables outlined in this proposal for a price not to exceed \$16,800 with payment terms: 50% due at sign-on, 40% due at phase 5, and 10% due just prior to launch.

I understand that I will have the option to engage in Digital Deployment's Service Level Agreement (SLA) program for ongoing maintenance after a 30 day free trial for a cost of \$300/month. I may cancel our participation in the program at any time.

Note: Participation in the DD Mobile program requires that clients currently have a Service Level Agreement (SLA) with Digital Deployment.

Rick Howard
Town of Discovery Bay Community Services District

Date



11/11/2014

Michael A. Clemmens, CEO
Digital Deployment, Inc.

Date



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 19, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Town of Discovery Bay Record Retention Schedules

Recommended Action

Adopt Resolution No. 2014-26 approving Town of Discovery Bay Records Retention and Document Destruction Schedules.

Executive Summary

State law provides that certain documents created and maintained at the Town of Discovery Bay be maintained for specified periods of time, depending on the types of documents.

Staff has been working on updating the Town's records retention schedules, taking into consideration changes in state law pertaining to records retention and destruction schedules. The attached schedules are updated by function and department.

Background:

The Town has engaged the services of Gladwell Governmental Services, Inc., (GGS) an expert in special district records, to develop a comprehensive records retention schedule for the District. This program was necessary to ensure retention periods reflected changes in law, reduce current and future records storage costs, eliminate duplication of effort, and increase overall efficiency.

The development of the records retention schedules are driven by many factors, including:

- Many departments are filing and storing copies of the same records
- Discovery Bay produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law, pertaining to special district records

The retention schedules for Discovery Bay were written interactively with all departments providing input. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Discovery Bay's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Discovery Bay will have a significantly more efficient records storage, retention, and destruction which will ultimately result in reductions in storage costs, free filing cabinet and office space, and realize operational efficiencies.

The appropriate Division or Department Head and the General Manager have reviewed and approved all Retention Schedules as they pertain to the District's functions. The Schedules are ready for Board consideration and adoption.

There is no cost associated with this action. However, as documents are logged and categorized, there will be costs to perform those tasks. This year's FY 2014-15 Operating Budget included \$15,000 for these tasks.

"Continued on Page Two"

Fiscal Impact:

Amount Requested \$ Funds are budgeted as a part of the FY 2014/15 Operating Budget

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Adoption of FY 2014-15 Budget

Attachments

Resolution 2014-26; How to Use Retention Schedules; Record Retention Schedule Legend; Record Retention Schedules Per Department

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-26

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF
CERTAIN DISTRICT RECORDS**

WHEREAS, the maintenance and retention of the District's official records is required under the Government Code; and

WHEREAS, the retention of records is costly, time consuming, and presents long term document storage issues; and

WHEREAS, many documents maintained by the District are no longer necessary to maintain after a specified period of time; and

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the District; and

WHEREAS, Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that district records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the district or public may be destroyed; and

WHEREAS, the District has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule Exhibit A will not adversely affect any interest of the District or the public.

SECTION 2. The records of the Town of Discovery Bay Community Services District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures.

SECTION 3. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

SECTION 4. This Resolution takes effect concurrent with the adoption of this Resolution.

SECTION 5. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF NOVEMBER, 2014.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 19, 2014, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

HOW TO USE RETENTION SCHEDULES

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

Authorization to Destroy Records:

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

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

- If there is a **minimum** retention ("When No Longer Required - **Minimum 2 years**"), it must be authorized before it is destroyed, as it is an original record.
- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a Board of Directors meeting (then it is the Board Clerk, District Clerk or District Secretary.) “Lead Depart.” refers to the division or department that maintains the original of a record where the records series is common to many departments (e.g. correspondence.)

Classification: The method of filing and retrieving records (File Number). This number may be tied into other systems to ensure accuracy.

Records Description / Folder Subject: The record series (a group of like records). “Records” shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

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

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

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

P = Permanent

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

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

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

Scan / Import: “S” indicates the record should be scanned into the document imaging system;
 “I” indicates the record should be electronically imported into the document imaging system;
 “M” indicates the record should be microfilmed

Destroy Paper after Imaged & QC’d: QC’d=Quality Checked. “Yes” indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk – CD-R, WORM or DVD-R), and then each page Quality Checked (“QC’d”).

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UBC: Uniform Building Code
USC: United States Code (US)
WC: Water Code (CA)

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

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

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	DW-001	Accident, Incident, Injury reports: EMPLOYEES , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies retained for reference; GC §60200
Risk Manag.	DW-002	Accident, Incident, Injury reports: PUBLIC	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies retained for reference; GC §60200
Finance	DW-003	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. ALL backup is forwarded to Finance	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment		Mag, Ppr		All originals go to Finance (these are copies); GC §60200
Lead Dept.	DW-004	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years			Mag, Mfr, OD, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§60201, 54960.1(c)(1)
Board Clerk	DW-005	Agenda Packets / Staff Reports: Board of Directors	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: After QC &OD GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Board Clerk	DW-006	Agreements & Contracts ALL BOARD APPROVED (Specifications / Scope of Work, Notices of Completion, etc.)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	All agreements that are approved by the Board of Directors are sent to the Board Clerk; GC §60200
Lead Dept.	DW-007	Agreements & Contracts: ADMINISTRATIVE FILES / ORIGINAL CONTRACTS Not Approved by the Board of Directors (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §60201

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-008	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) / ORIGINAL CONTRACTS Not Approved by the Board of Directors (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-009	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years				Mag, Ppr	The RFP / RFQ and the successful proposal becomes part of the agreement or contract (Board Clerk is OFR); GC §60201
Finance	DW-010	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required				Mag, Ppr	Copies; GC §60200
	DW-011	Bids: See Agreements & Contracts								
Staffing Dept.	DW-012	Boards and Committees: AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years				Tape (Mag)	District preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	DW-013	Boards, Commissions, & Committees: Board of Directors Subcommittees (Composed solely of less than a quorum of the Board of Directors)	2 years		2 years				Mag, Ppr	All recommendations are presented to the Board of Directors; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	DW-014	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records
Staffing Dept.	DW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by Board of Directors AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Staffing Dept.	DW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by Board of Directors MINUTES & BYLAWS	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 10 years Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §60201 et seq.
	DW-017	Brochures: See Reference Manuals								
Board Clerk & Finance	DW-018	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year		Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years Final must be filed with County Auditor; GC §60200, 40802, 53901
Lead Dept.	DW-019	Attorney Opinions	Minimum 2 years		Minimum 2 years	Yes		Mag, Mfr, OD, Ppr	S	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Board Clerk AND Risk Manage.	DW-020	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§60200, 60201.6
Lead Dept.	DW-021	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §60201
Lead (Responding) Dept.	DW-022	Complaints / Concerns from Citizens Computer Tracking Software or Correspondence	Minimum 2 years		Minimum 2 years		Mag, Ppr			District preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201
	DW-023	Contracts: See Agreements								
	DW-024	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the District's Original Document	DW-025	Correspondence - ROUTINE (e.g. Letters, Memos, Administrative, Chronological, General Files, Memorandums, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §60201

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the District's Original Document	DW-026	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail or social media posting NOT made or retained for the purpose of preserving the informational content for future reference , invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required				Mag, Ppr	Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the District Attorney to determine if a record is considered transitory / preliminary drafts. GC §60201, GC §6252
Board Clerk	DW-027	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required				Mag, Ppr	Send all originals to the Board Clerk; GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-028	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required					As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the District Attorney to determine if a record is considered a draft. GC §§60201, 6252, 6254(a)
Lead Dept.	DW-029	Facility Use Applications / Facility Use Permits	2 years		2 years			Mag, Ppr		GC §60201
Lead Dept.	DW-030	GIS Database / Data / Layers (both District-wide and Specialized)	When No Longer Required		When No Longer Required	Yes		Mag		The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §60201 et seq.
Lead Dept.	DW-031	Grants (UNSUCCESSFUL) Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-032	Grants / CDBG / Reimbursable Claims (SUCCESSFUL) Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §60201
Human Resources	DW-033	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Risk Manag.	DW-034	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates claim; GC §§60200, 60201.6
Lead Dept.	DW-035	Leave Requests / Vacation Requests	When No Longer Required		When No Longer Required		Mag, Ppr			District Preference; Preliminary draft / transitory record; GC §60201, GC §6252
Board Clerk	DW-036	Minutes - Board of Directors	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Board Clerk Permanently; GC §60200
Board Clerk	DW-037	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the Board Clerk; Originals maintained by Board Clerk Permanently; GC §60201
Lead Dept.	DW-038	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §60201
Staffing Dept.	DW-039	Notices: Public Hearing Notices and Proofs of Publications	Project Approval + 2 years		Project Approval + 2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

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			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Board Clerk	DW-040	Ordinances - Board of Directors	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Board Clerk Permanently; GC §60201
Human Resources	DW-041	Personnel Files	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with District policy (all originals are sent to Human Resources); GC §60200
Lead Dept.	DW-042	Personnel Files (Supervisor's Notes)	When No Longer Required		When No Longer Required	Before Annual Performance Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §60201 et seq.
Lead Dept.	DW-043	Personnel Work Schedules	2 years		2 years		Mag, Ppr			GC §60201
Lead Dept.	DW-044	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §60201
Lead Dept. (Who Ordered the Appraisal)	DW-045	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§60201, 6254(h)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept. (Who Ordered the Appraisal)	DW-046	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §60201
	DW-047	Reference Materials: Policies, Procedures, Brochures, Manuals, Brochures, Flyers, Manuals, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required			When No Longer Required		Mag, Ppr		
Lead Dept.	DW-048	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by YOUR Department	Minimum 2 years		Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §60201
Lead Dept.	DW-049	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §60200
	DW-050	Reference or Working Files: See Correspondence								

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-051	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §60201
Lead Dept.	DW-052	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §60201
Board Clerk	DW-053	Resolutions - Board of Directors	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Board Clerk Permanently; GC §60200
Lead Dept.	DW-054	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.
Lead Dept.	DW-055	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.
Lead Dept.	DW-056	Surveys / Questionnaires (that the District issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	DW-057	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §60200
Lead Dept.	DW-058	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 60201, 53235.2(b)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-059	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Inactive / Separation + 3 years				Ppr	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 60201
Lead Dept.	DW-060	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		3 years				Ppr	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATION										
Finance / Admin.	FIN-001	Adjusting Entries / Journal Entries	5 years		5 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-002	Audit Work Papers (Finals)	5 years		5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-003	Audited Financial Statements / Comprehensive Annual Financial Report (CAFR) with Audit Management Letters / Audit Reports	2 years	P	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; District Secretary retains original permanently; GC §60201 et seq.
Finance / Admin.	FIN-004	Audits - Operational (Internal Audits)	2 years	5 years	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-005	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7years		7 years		Mag, Ppr			District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Admin.	FIN-006	Bonds / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes	Fully Defeased or Matured + 10 years		Fully Defeased or Matured + 10 years	Yes: Until Maturity	Mag, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); GC §§43900 et seq., 60201
Finance / Admin.	FIN-007	Budgets: Adopted, Budget Hearing, etc.	10 years	P	P	Yes: Current Fiscal Year	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; District Secretary maintains originals; longer for administrative value; GC §60200

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
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Finance / Admin.	FIN-008	Budgets: Development, Drafts, etc.	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference; District Secretary maintains originals; longer for administrative value; GC §60200
Finance / Admin.	FIN-009	Chart of Accounts (Print out if a software change is made in order to retain historical account numbers)	2 years	5 years	7 years			Mag, Ppr		Department Preference; GC §60200
Finance / Admin.	FIN-010	Contractor Deposits, Refundable Bonds, Receipts	Close + 5 years		Close + 5 years			Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-011	Depreciation Schedules	5 years		5 years			Mag, Ppr	S / I	Yes: After Inactive (consistent with audit work papers); Published articles show 7 years after disposal; GC §60201
Finance / Admin.	FIN-012	Developer Trust Accounts	Close + 5 years		Close + 5 years			Mag, OD, Ppr	S / I	Yes: After 3 months Department Preference (meets auditing standards); GC §60201
Finance / Admin.	FIN-013	Financial Reports: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Trial Balance, (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required			Mag, Ppr		Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / Admin.	FIN-014	Financial System Database	Indefinite		Indefinite			Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / Admin.	FIN-015	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years			Mag, Ppr		Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §60201, CCP §337

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Admin.	FIN-016	General Ledger: Final year-end	Minimum 7 years		Minimum 7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Published articles show 3 - 7 years; GC §60201
Finance / Admin.	FIN-017	Investments (Including Arbitrage)	5 years		5 years	Yes: Until Maturity	Mag, Ppr			Department Preference; GC §60201
Finance / Admin.	FIN-018	Journal Entries	2 years	5 years	7 years		Mag, Ppr			Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §60201, CCP §337
Finance / Admin.	FIN-019	Monthly Work Papers	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §60200
Finance / Admin.	FIN-020	Petty Cash Reconciliation	7 years		7 years		Mag, Ppr			District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Admin.	FIN-021	State Controller's Report / Local Government Compensation Report	5 years		5 years		Mag, Ppr			District Preference; GC §60201
Finance / Admin.	FIN-022	State Controller's Report / Special Districts Financial Transactions Report	5 years		5 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-023	Tax Exempt Status Forms (Federal or State) for Public Financing Corporation - 990-N, 199-N	P		P		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-024	Tax Returns (Sales Tax, etc.)	5 years		5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ACCOUNTS PAYABLE										
Finance / Accounts Payable	FIN-025	1099's , 1096's	2 years	5 years	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12)
Finance / Accounts Payable	FIN-026	Accounts Payable Source Records (includes Invoices, Receivers, Travel Expense Reimbursements, etc.)	2 years	5 years	7 years	Yes: Until Paid	Mag, OD, Ppr	S/I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Sewage Sludge is required for 5 years; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable	FIN-027	Check Copies	2 years	5 years	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounts Payable	FIN-028	Check Registers (Including Payables and Receiving Transaction Journals)	When No Longer Required		When No Longer Required		Mag, Ppr			Draft / Preliminary documents (financial database is the original); GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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Finance / Accounts Payable	FIN-029	Petty Cash	2 years	5 years	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; GC §60201(d)(12)
Finance / Accounts Payable	FIN-030	W-9's	7 years		7 years		Mag, Ppr			District Preference; Related to independent contractor's compensation; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)
PAYROLL										
Finance / Payroll	FIN-031	DE-6, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	7 years		7 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FIN-032	Deferred Compensation Plan (457 Plan, 125 Plan)	Plan Termination	10 years	Plan Termination + 10 years	Yes: Before Expiration	Mag, OD, Ppr	S	No	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 60201

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Payroll	FIN-033	Deferred Compensation Statements / Transactions	7 years		7 years			Mag, Ppr		Department preference; GC §60201 et seq.
Finance / Payroll	FIN-034	Payroll Checks	7 years		7 years			Mag, OD, Ppr	S/I	Yes: After QC & OD GC §60201(d)(12), CCP § 337
Finance / Payroll	FIN-035	Payroll Reports - Detail Year End (cumulative)	7 years		7 years			Mag, Ppr		Department preference; GC §60201
Finance / Payroll	FIN-036	Payroll Reports - Monthly or Periodic	7 years		7 years			Mag, Ppr		Department preference; GC §60201
Finance / Payroll	FIN-037	Retirement / Pension Records / Actuarial Valuation Reports / Actuarial Valuation Reports, Annual Employer Statements	7 years		7 years		Yes: Until Paid	Mag, Ppr		Department Preference; Statute of Limitations for retirement benefits is 6 years from last action; GC §§12946, 60201; 29 USC 1113
Finance / Payroll	FIN-038	Timesheets	7 years		7 years			Mag, Ppr		Department Preference to meet auditing standards; GC §60201 et seq.
Finance / Payroll	FIN-039	W-2's	7 years		7 years			Mag, OD, Ppr	S/I	Yes: After QC & OD Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
UTILITY BILLING / CUSTOMER SERVICE										
Finance / Utility Billing / Customer Service	FIN-040	Bankruptcies - ALL	5 years		5 years		Mag, Ppr			Department preference; GC §60201
Finance / Utility Billing / Customer Service	FIN-041	Billing / Utility Billing / Accounts Receivable Source Records (ALL) Records and Reports, including Adjustments, Billings, Cash, Checks, Closed Accounts, Collections, Credit Memos, Deposits, Miscellaneous Billing, and Payments	5 years			Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Finance / Utility Billing / Customer Service	FIN-042	Billing Registers / Reports (Billing Ledger and Month End)	5 years				Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Finance / Utility Billing / Customer Service	FIN-043	Collection Agency Assignments / Write Offs	7 years				Mag, Ppr			Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Finance / Utility Billing / Customer Service	FIN-044	Collection Correspondence	7 years				Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference to retain as long as it remains a doubtful account; Meets municipal government auditing standards; GC §60201
Finance / Utility Billing / Customer Service	FIN-045	Customer Correspondence and Comment Cards	2 years			2 years	Mag, Ppr			District preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Utility Billing / Customer Service	FIN-046	Customer Service Requests (CSRs) / Meter Set Forms / Service Orders - Not Entered or Only Partially Entered Into CMMS Database	5 years		5 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201
Finance / Utility Billing / Customer Service	FIN-047	Deposit Slips (Cash only)	5 years		5 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Utility Billing / Customer Service	FIN-048	Payment Stubs (mailed) / Utility Receipts (when payment is made at the counter)	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory records not retained in the ordinary course of business; GC §60201
Finance / Utility Billing / Customer Service	FIN-049	Residential Water Deposits / Customer Deposits / Customer Refunds	5 years		5 years		Mag, Ppr			District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201
Finance / Utility Billing / Customer Service	FIN-050	Returned Payments (NSF, etc.) Checks / ACH	5 years		5 years	Yes: Until Paid	Mag, Ppr			Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Finance / Utility Billing / Customer Service	FIN-051	Utility Billing Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
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<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
ADMINISTRATION / GENERAL MANAGER											
GM / General Manager	GM-001	Association Records (external associations - e.g., ACWA, CASA, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr			Non-records; GC §60201 et seq.
GM / General Manager	GM-002	Correspondence with Regulatory Agencies / Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues		Mag, Ppr			District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
GM / General Manager	GM-003	General Manager Correspondence	Minimum 4 years		Minimum 4 years			Mag, Ppr			Administrative value to cover terms of office; GC §60201
GM / General Manager	GM-004	Operating Permis	Expiration + 2 years	P	P			Mag, Mfr, OD, Ppr	S / I	No	Department preference; GC §60201
GM / General Manager	GM-005	Plans & Plan Audits: Urban Water Management Plans (UWMP), Wastewater / Sewer System Management Plans (SSMP) and Audits, etc.	10 years	P	P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (copies) GC §60201.7
GM / General Manager	GM-006	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues		Mag, Ppr			GC §60201
GM / General Manager	GM-007	Vulnerability Assessment	When Superseded - Minimum 2 years		When Superseded - Minimum 2 years			Ppr			Confidential; GC §60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

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			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
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<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
GM / General Manager	GM-008	Water Forecasts / Urban Water Management Forecast / Future Developments, etc.	5 years		5 years		Mag, Ppr			Department Preference (copies) GC §60200
GM / General Manager	GM-009	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
GM / General Manager	GM-010	Weekly Letter to the Board / Board updates	4 years		4 years		Mag, Ppr			Administrative value to cover terms of office; GC §60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
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BOARD CLERK											
GM / Board Clerk	GM-011	Affidavits of Postings and Publications	2 years		2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; CCP §§337 et seq, 349.4; GC §§60201, 54960.1(c)(1)	
GM / Board Clerk	GM-012	Agenda Packets - District Board of Directors, Subcommittees of the Board (Includes Agenda Staff Reports, Annotated Agendas, etc.)	P		P	Yes: Before Meeting Date		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
GM / Board Clerk	GM-013	Agreements - ALL Contracts (Joint Use, JPAs, MOUs, Water Banking, Property Purchasing, etc)	P		P	Yes: Before Completion		Mag, Mfr, OD, Ppr	S	Yes: After Completion	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
GM / Board Clerk	GM-014	Agreements for Service / Service Applications from Developers	P		P	Yes: Before Expiration		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
GM / Board Clerk	GM-015	Annexations / Detachments	P		P			Mag, Mfr, OD, Ppr	S/I	No	GC § 60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
GM / Board Clerk	GM-016	Audio Tapes & Recordings - District Board meetings	4 years		4 years		Tape (Mag), OD		Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)	
GM / Board Clerk	GM-017	Bill of Sales / Bond Exoneration (Development, Pipelines, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	Department preference - infrastructure; GC §60201
GM / Board Clerk & Risk Manage.	GM-018	Claims & Litigation - (except Personnel issues)	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Until Final Disposition	Mag, Ppr			Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201 et seq.
GM / Board Clerk	GM-019	Conflict of Interest Code (Resolution)	P		P		Mag, Mfr, OD, Ppr	S	No	GC §60201
GM / Board Clerk	GM-020	Deeds, Easements, Conveyances, Condemnations and Property Records (property acquisition files, including variances, title insurance and orders of condemnations, conservation easements, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(8)
GM / Board Clerk	GM-021	District Formation, Mergers, Boundary Changes, Organization or Reorganizations Approved by the Board	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201
GM / Board Clerk	GM-022	District Seal, Logo	P		P		Mag, Mfr, OD, Ppr	S	No	Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
BOARD CLERK / ELECTIONS - CONSOLIDATED										
GM / Board Clerk	GM-023	Chronological History of Board Members	P		P		Mag, Ppr			Historical Value; GC §60201
GM / Board Clerk	GM-024	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, GC §60201
GM / Board Clerk	GM-025	Elections - HISTORICAL File (Sample ballot, copies of all Resolutions (calling the election, canvass, etc.), election summary)	8 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §60201
GM / Board Clerk	GM-026	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		Results or Final Examination if No Election + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
(End of Elections Section)										
GM / Board Clerk	GM-027	Ethics Training Certificates for Board Members and Others	5 years		5 years		Mag, Ppr			GC §53235.2(b)
GM / Board Clerk	GM-028	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the District's Conflict of Interest code)	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	District maintains original statements; GC §81009(e)(g)

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

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GM / Board Clerk	GM-029	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager, Assistant General Manager, Treasury Manager, Treasurer & Assistant Treasurer)	7 years		7 years		Mfr, OD, Ppr	S	Yes: After 2 years	District maintains copies only; original statements are filed with County, GC §81009(f)(g)
GM / Board Clerk	GM-030	FPPC Form 801 (Gift to Agency Report)	4 years		4 years		Mag, Ppr			Must post on website; 2 CCR 18944(c)(3)(G)
GM / Board Clerk	GM-031	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)
GM / Board Clerk	GM-032	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009
GM / Board Clerk	GM-033	FPPC Form 804 (Agenda Report of New Positions)	2 years		2 years		Mag, Ppr			GC §60201
GM / Board Clerk	GM-034	FPPC Form 805 (Agency Report of Consultants)	2 years		2 years		Mag, Ppr			GC §60201
GM / Board Clerk	GM-035	FPPC Form 806 (Agency Report of Public Official Appointments)	2 years		2 years		Mag, Ppr			Must post on website; 2 CCR 18705.5; GC §60201, 60201
GM / Board Clerk	GM-036	Historical Records	P		P		Mag, Mfr, OD, Ppr	S	No	District Clerk Determines Historical Significance; GC §60201
GM / Board Clerk	GM-037	Improvement Districts / Assessment Districts: Boundary Maps, Diagrams, District Folders	P		P	Yes: Before Termination	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201
GM / Board Clerk	GM-038	Local Area Formation Commission (LAFCO)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

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GM / Board Clerk	GM-039	Minutes: District Board of Directors and Standing Committees and Subcommittees, any advisory board	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(3)
GM / Board Clerk	GM-040	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.
GM / Board Clerk	GM-041	Permits - Regulatory Agencies	P		P		Mag, Ppr			GC § 60201
GM / Board Clerk	GM-042	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		2 years		Ppr			GC §53753(e)(2)
GM / Board Clerk	GM-043	Prop. 218 Fees & Charges: Master Mailing List	2 years		2 years		Ppr			GC §60201
GM / Board Clerk	GM-044	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §60201
GM / Board Clerk	GM-045	Public Records Act Requests / Subpoenas	2 years		2 years		Mag, Ppr			GC §60201
GM / Board Clerk	GM-046	Records Retention Schedules / Authorization for Amendments to Retention Schedules (Resolutions)	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §60201 et. seq.
GM / Board Clerk	GM-047	Resolutions	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.
GM / Board Clerk	GM-048	Subject Matter Files	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §60201
GM / Board Clerk	GM-049	Subpoenas	2 years		2 years		Mag, Ppr			GC §60201
GM / Board Clerk	GM-050	Vehicle Titles ("Pink Slips")	Upon Sale		Upon Sale		Ppr			Department Preference; GC §60201

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ENGINEERING - PLANNING & DESIGN & CONSTRUCTION										
GM / Engineering	GM-051	Annexations / Boundary Changes / Detachments Index, Maps, Documents	Upon Completion	P	P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	GC §60201 et seq.
GM / Engineering	GM-052	CCTV Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings - Jobs / Project Inspections (all lines)	10 years		10 years		OD			Department preference; Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201
GM / Engineering	GM-053	CEQA / NEPA Documents: Prepared by others for NON-District Projects (District comments) (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required		When No Longer Required	Yes: Until Project Completed	Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60200
GM / Engineering	GM-054	CEQA / NEPA Documents: Prepared for District Projects (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	P		P	Yes: Until Project Completed	Mag, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in Project File; GC §60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

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GM / Engineering	GM-055	Connection Permits / Repair Permits / Single Water Connection Permits / Single Sewer Connection Permits	P		P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201 et seq.
GM / Engineering	GM-056	Encroachment Permits issued by outside agencies (e.g. for District construction)	Expiration of Permit + 4 years		Expiration of Permit + 4 years		Mag, OD, Ppr	S / I	Yes: 2 years	Covers Statute of Limitations for written contracts; CCP §§336(a), 337 et. seq., GC §60201
GM / Engineering	GM-057	Job Files / Engineering Project Files / CIP (Capital Improvement Project) Files - Administration File: Project Administration, Advertising, Certified Payrolls, Complaints (project-related), Cost of Construction, Fee & Deposit Reimbursements, Insurance Certificates from Contractors, Labor Compliance, Logs, Performance Bonds/Surety, Project Security files, Project Schedules, Punch Lists, Real Estate Appraisals, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
GM / Engineering	GM-058	Job Files / Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent File - Large Format Drawings Design Drawings (finals), Record Drawings ("As Built")	Upon Completion	P	P	Yes: ALL	Mag, OD, Ppr	S	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

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<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
GM / Engineering	GM-059	Job Files / Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent File: Specifications, RFIs/RFPs, Change Orders, Construction Photos, Correspondence, Close-Out/Acceptance, Declarations of Restrictive Covenants (DORCs), Deeds, Easements, Encroachment Permits, Field Inspection Reports, Materials Testing Reports, Bills of Material / Substitutions Environmental Documents, Notice of Completion, Regulatory Agency Approvals, Right of Way, Shop Drawings, Soils Reports, Structural Calculations, Surveys, Permanent Encroachment Permits, Rights-of-Ways, Submittals, Materials Submittals, SAMPs, SWPPP, Variances, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.	
GM / Engineering	GM-060	Land Surveys / Survey books	P			P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
GM / Engineering	GM-061	Master Plans				P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
GM / Engineering	GM-062	Permits	Expiration + 2 years		Expiration + 2 years	Yes: Until Expired	Mag, OD, Ppr	S	No	Department preference; GC §60201
GM / Engineering	GM-063	Private Development: Subdivisions / Tract Files - Administrative File Correspondence, Fee Calculations, Inspection Reports, Incidents, Project Schedules etc.	Completion + 10 years		Completion + 10 years	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
GM / Engineering	GM-064	Private Development: Subdivisions / Tract Files - Permanent File Agreements, Easements, Final Drawings, Materials Testing Reports, Rights of Way, Rights of Entry, Studies & Reports (Hydrology, Geotechnical, etc.)	P		P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
GM / Engineering	GM-065	Real Estate Appraisals	5 years	P	P		Mag, Ppr			Department preference; USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §60201
GM / Engineering	GM-066	Sewer Improvement Districts / Assessment Districts	P		P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	GC §60201 et seq.

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

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GM / Engineering	GM-067	Survey Books & Notes	P		P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201 et seq.
GM / Engineering	GM-068	Trunk Lines	P		P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201 et seq.
GM / Engineering	GM-069	Underground Service Alerts (USAs)	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); the warrantee period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), 60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER, IT & BOARD CLERK

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INFORMATION TECHNOLOGY									
GM / IT	GM-070	Backups - Daily	When No Longer Required		When No Longer Required	Yes	Mag.		Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60200 et seq.
GM / IT	GM-071	Backups - Weekly		When No Longer Required	When No Longer Required	Yes	Mag.		STORE OFF-SITE. Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; stored off-site; GC §60200 et seq.
GM / IT	GM-072	Geographic Information System (GIS)	Indefinite		Indefinite	Yes	Mag		Data is interrelated; GC §60200, 60201 et seq.
GM / IT	GM-073	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.		Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
GM / IT	GM-074	Software Licenses, Warrantees, Installation Media	When No Longer Required		When No Longer Required		Mag.		Department preference; GC §60201 et seq.
GM / IT	GM-075	WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes		P	P		OD		For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, CCR 22620 et seq..

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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HUMAN RESOURCES										
Human Resources	HR-001	Accident / Incident / Injury / Damage Reports: Employees that Declined Medical Attention (See Workers Compensation for others)	2 years		2 years			Mag, Ppr		GC §§12946, 60201
Human Resources	HR-002	Affirmative Action Complaints - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)	Separation + 3 years		Separation + 3 years			Mag, Ppr		Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 60201
Human Resources	HR-003	Applications for Employment or Resumes / Recruitment Files: Solicited: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	3 years		3 years			Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 7287.0(c)(2), GC §§12946, 60201
Human Resources	HR-004	Billing: COBRA and Retiree Medical	Termination of Service + 7 years		Termination of Service + 7 years	Yes: During Service		Mag, OD, Ppr	S / I	Yes: After 1 year Retained to cover auditing standards; General rule under ERISA (Employee Retirement Income Security Act) is 7 years; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §60201
Human Resources	HR-005	Classification and Compensation Studies / Surveys	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-006	DMV Pull Notices	When Superseded		When Superseded					District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
Human Resources	HR-007	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	2 years	3 years	5 years				Ppr	Department preference; D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), 49 CFR 382.401 et seq.; GC §§12946, 60201, 49 CFR 653.71 et seq.
Human Resources	HR-008	Employee Investigations	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years				Mag, Ppr	Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287 et seq., 8 CCR §11040.7(c), GC §§12946, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Human Resources	HR-009	I-9s	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, OD, Ppr	S	Yes: When Inactive	Non-citizens must re-certify periodically; RICA recommends 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 34090
Human Resources	HR-010	Insurance Policies - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, Workers Compensation Policy, etc)	Plan Termination	10 years	Plan Termination + 10 years	Yes: Before Expiration	Mag, OD, Ppr	S	No	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 60201
Human Resources	HR-011	Job Descriptions	Superseded + 3 years		Superseded + 3 years	Yes: Before Superseded	Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-012	Personnel Files - General (Includes Application, Awards, DMV Reports, Disciplinary Actions, Certifications, Commendations, Employment Verifications, Evaluations, Grievances, Licenses, Personnel Action Forms, Policy acknowledgements, Waiver of responsibility for voluntary activities, etc. - Excludes Medical Records)	Separation + 6 years		Separation + 6 years	Yes: Until Separation	Mag, OD, Ppr	S	Yes: After Separation	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii); GC §§12946, 60201; 29 USC 1113

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-013	Personnel Files - Medical (Includes pre-employment physicals, hazmat exposure records, hearing tests, pulmonary tests, Class B medicals, and backgrounds & fingerprint clearances)	Separation + 30 years		Separation + 30 years	Yes: Until Separation	Mag, OD, Ppr	S	Yes: When Inactive	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 60201
Human Resources	HR-014	Workers Compensation Files ALL	Separation + 5 years	25 years	Separation + 30 years		Mag, OD, Ppr	S	Yes: When Inactive	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 60201, CCP §337 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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RISK MANAGEMENT										
Human Resources / Risk Manage.	HR-015	Claims	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution	Mag, OD, Ppr	S	Yes: After 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201, 60201.6; PC §832.5
Human Resources / Risk Manage.	HR-016	Facility Inspections	2 years		2 years		Mag, Ppr			GC §60201
Human Resources / Risk Manage.	HR-017	Insurance Policies (Property and Liability)			2 years		Mag, Ppr			GC §60201
Human Resources / Risk Manage.	HR-018	Insurance Certificates from Other Agencies/Organizations Submitted as Proof of Coverage for Facility Use			2 years		Mag, Ppr			GC §60201
Human Resources / Risk Manage.	HR-019	Lawsuits / Litigation	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution	Mag, OD, Ppr	S	Yes: After 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201, 60201.6; PC §832.5
SAFETY										
Human Resources / Safety	HR-020	Cal-OSHA Inspections & Citations, Log 200, 300, 300A, 301, etc.	7 years		7 years		Ppr			Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
Human Resources / Safety	HR-021	Emergency Exercises / Drills / After Action Reports	When No Longer Required		When No Longer Required	Yes: Until Superseded	Mag, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources / Safety	HR-022	Emergency Response Plan	When No Longer Required		When No Longer Required	Yes: Until Superseded	Mag, OD, Ppr	S / I	Yes: 2 years	Department Preference; GC §60201
Human Resources / Safety	HR-023	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Minimum of Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: When Superseded	Consistent with District-wide standards; GC §60201
Human Resources / Safety	HR-024	Loss Runs	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Ppr			Department Preference (actuary wants 10 years of data); GC §60201 et seq.
Human Resources / Safety	HR-025	Safety Committee / Safety Steering Committee	5 years		5 years		Mag, Ppr			Department preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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Parks & Recreation	P&R-001	Accident / Incident / First Aid / Mishap Reports (Minor injuries - bandages, scratches, etc)	2 years		2 years			Mag, Ppr		GC §60201
Parks & Recreation	P&R-002	Activity / Special Programs / Special Event Files Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC §60201
Parks & Recreation	P&R-003	Art Loan Agreements / Display Agreements / Waiver of Liability	Completion + 1 year		Completion + 1 year			Mag, Mfr, OD, Ppr		Department preference; GC §60201
Parks & Recreation	P&R-004	Check In List / Sign In Lists	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference (Transitory record not retained in the ordinary course of business); GC §60201
Parks & Recreation	P&R-005	Community Center Committee AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Parks & Recreation	P&R-006	Community Center Committee MINUTES & BYLAWS	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 10 years Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-007	Contracts: Class Instructors Includes Insurance Certificates and Administration Records	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §60201
Parks & Recreation	P&R-008	Environmental Monitoring	Completion + 2 years		Completion + 2 years		Mag, Ppr			Department preference; GC §60201
Parks & Recreation	P&R-009	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference (Transitory record not retained in the ordinary course of business); GC §60201
Parks & Recreation	P&R-010	Facility Use Rental Contracts / Field Use Contracts	2 years		2 years	Yes: Before Event	Mag, Ppr			Department preference; GC §60201
Lead Dept.	P&R-011	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §60201

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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Lead Dept.	P&R-012	Grants / CDBG / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years				Mag, Ppr	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §60201

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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Parks & Recreation	P&R-013	Landscape CIP Projects (Capital Improvement Project) Files - Administration File: Project Administration, Advertising, Certified Payrolls, Complaints (project-related), Cost of Construction, Fee & Deposit Reimbursements, Insurance Certificates from Contractors, Labor Compliance, Logs, Performance Bonds/Surety, Project Security files, Project Schedules, Punch Lists, Real Estate Appraisals, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
Parks & Recreation	P&R-014	Landscape CIP Projects (Capital Improvement Project) Files - Landscape Plans / Irrigation Plans (Large Format Drawings) Design Drawings (finals), Record Drawings ("As Built")	Upon Completion	P	P	Yes: ALL	Mag, OD, Ppr	S	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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Parks & Recreation	P&R-015	Landscape CIP Projects (Capital Improvement Project) Files - Permanent File: Specifications, RFIs/RFPs, Change Orders, Construction Photos, Correspondence, Close-Out/Acceptance, Declarations of Restrictive Covenants (DORCs), Deeds, Easements, Encroachment Permits, Field Inspection Reports, Materials Testing Reports, Bills of Material / Substitutions Environmental Documents, Notice of Completion, Regulatory Agency Approvals, Right of Way, Shop Drawings, Soils Reports, Structural Calculations, Surveys, Permanent Encroachment Permits, Rights-of-Ways, Submittals, Materials Submittals, SAMPs, SWPPP, Variances, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Parks & Recreation	P&R-016	Landscape Committee AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-017	Landscape Committee MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §60201 et seq.
Lead Dept.	P&R-018	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes (after inactive)	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201
Parks & Recreation	P&R-019	Parks & Recreation Commission AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Parks & Recreation	P&R-020	Parks & Recreation Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-021	Pesticide Application	2 years		2 years			Mag, Ppr		Department Preference (agricultural pesticide records are required for 2 years); GC §60201; 3 CCR 6623, 40 CFR 171.11 et seq.
Parks & Recreation	P&R-022	Playground Inspections	2 years		2 years			Mag, Ppr		Department preference; GC §60201
Parks & Recreation	P&R-023	Recreation Database	Indefinite		Indefinite			Mag		Department Preference; data is interrelated; GC §60201
Parks & Recreation	P&R-024	Registration Forms / Reservation Forms / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years			Ppr		GC §60201
Parks & Recreation	P&R-025	Sign-in / Sign-out sheets (Day camp, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference (Transitory record not retained in the ordinary course of business); GC §60201
Parks & Recreation	P&R-026	Special Events & Programs	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC §60201

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
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Parks & Recreation	P&R-027	Swimming Pool Chemical Addition Logs / Records	2 years	28 years	30 years		Mag, Ppr			Department preference; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC § 60201
Parks & Recreation	P&R-028	Swimming Pool Inspections / Health Inspections	2 years		2 years		Mag, Ppr			Department preference; GC §60201
Parks & Recreation	P&R-029	Waivers of Liability	2 years		2 years		Mag, Ppr			GC §60201

RECORDS RETENTION SCHEDULE: WATER & WASTEWATER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
WASTEWATER											
Wastewater	W-001	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings	P		P			Mag		Department Preference; GC §60201 et seq.	
Wastewater	W-002	Complaints	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §60201	
Finance	W-003	Invoices for Water Line Repairs	7 years		7 years			Mag, Ppr		Department Preference; GC §6020o et seq.	
Wastewater	W-004	Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits	Minimum 20 years		Minimum 20 years			Mag, Ppr		Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §60201	
Wastewater	W-005	Maintenance, Cleaning, Repairs, Stoppage Calls, Spills, Line Replacement	10 years		10 years			Mag, Ppr		Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §60201	
Lead Dept.	W-006	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years			Mag, Mfr, OD, Ppr	S	Yes (after inactive)	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201
Lead Dept.	W-007	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment			Mag, Mfr, OD,	S / I	No	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: WATER & WASTEWATER

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition					Comments / Reference	
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Wastewater	W-008	Operator Log Books / Treatment Plant Log Books	20 years		20 years		Mag, Ppr		Department Preference; 5 years for sewage sludge and removal; 3 years for NPDES; 40 CFR 122.41(j)(2); 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)
Wastewater	W-009	Permits: Encroachment Permits, Groundwater Permits, Operating Permits, etc.	P		P		Mag, Ppr		Department preference; GC §60201
Wastewater	W-010	Permits: Pressure Vessels, Boilers, etc.	When Superseded		When Superseded		Mag, Ppr		Department preference; GC §60201
Wastewater	W-011	Planning and Scheduling	When No Longer Required		When No Longer Required		Mag, Ppr		GC §60201
Wastewater	W-012	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Wastewater	W-013	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Wastewater	W-014	Sewage Sludge Removal	5 years		5 years		Mag, Ppr		5 years for sewage sludge and removal; 3 years for NPDES; 40 CFR 122.41(j)(2); 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)
Lead Dept.	W-015	Standard Operating Procedures / SOPs	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD,	S / I	No Department preference; GC §60201
Wastewater	W-016	Street Opening Permits / Street Cut Permits / Temporary Encroachment Permits (County owns the streets)	2 years		2 years		Mag, Ppr		Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: WATER & WASTEWATER

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference	
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Lead Dept.	W-017	Underground Service Alerts (USAs)	3 years		3 years		Mag, Ppr		Department Preference (required for 3 years); the warrantee period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), 60201
Division Providing Service / Work	W-018	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag		Data is interrelated; GC §60201
Division Providing Service / Work	W-019	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr		Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	W-020	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201
WATER (POTABLE WATER) & LABORATORY									
Water	W-021	Backflow Test Results / Backflow Assembly Test Reports	5 years		5 years		Mag, Ppr		Department preference; 17 CCR 7605(f); GC §60201
Water	W-022	Conservation Programs	5 years		5 years		Mag, Ppr		Department Preference (meets auditing standards); GC §60201

RECORDS RETENTION SCHEDULE: WATER & WASTEWATER

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference	
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Water	W-023	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence)	5 years		5 years		Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a)
Water	W-024	Fire Hydrant Flow Tests (Development or Maintenance) - Paper	Minimum 10 years		Minimum 10 years		Mag, Ppr		Department Preference; GC §60201
Water	W-025	Lab Reports & Chains of Custody: Bacteriological and Organics	10 years		10 years		Mag, Mfr, OD,	S / I	Yes - After QC & OD Department Preference; 40 CFR 141.33(a)
Water	W-026	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals)	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Water	W-027	Lab Reports & Chains of Custody: Lead & Copper	18 years		18 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Required for 12 years or 2 compliance cycles; 40 CFR 141.91
Water	W-028	Lab Reports & Chains of Custody: Wastewater Treatment	15 years		15 years		Mag, Ppr		If treating water, required for 5 years; 40 CFR 122.41(j)(2)
Lead Dept.	W-029	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes (after inactive) Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201

RECORDS RETENTION SCHEDULE: WATER & WASTEWATER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
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Lead Dept.	W-030	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment			Mag, Mfr, OD,	S / I	No	Department preference; GC §60201
Lead Dept.	W-031	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment			Mag, Ppr			Department preference; GC §60201
Lead Dept.	W-032	Pre-Trip Inspections / DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr			GC §60201
Water	W-033	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Lead Dept.	W-034	Standard Operating Procedures / SOPs	Superseded + 5 years		Superseded + 5 years			Mag, Mfr, OD,	S / I	No	Department preference; GC §60201
Lead Dept.	W-035	Underground Service Alerts (USAs)	3 years		3 years			Mag, Ppr			Department Preference (required for 3 years); the warrantee period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), 60201
Water	W-036	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		P			Mag			Department preference; GC §60201
Water	W-037	Water Production Reads / Reports (to State DPH & DWR)	5 years		5 years			Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Water	W-038	Water Resources Planning Historical Reports / Water Assessments	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201

RECORDS RETENTION SCHEDULE: WATER & WASTEWATER

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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Board Clerk	W-039	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §60200
Water	W-040	Well Records (includes Destroyed or Abandoned Wells)	P		P		Mag, Mfr, OD,	S	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	W-041	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §60201
Division Providing Service / Work	W-042	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	W-043	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item G

MONTHLY OPERATIONS REPORT

October 2014

Town of Discovery Bay, CA

1889 Days of Safe Operations

83,975 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Monthly Training consists of: West Region Safety Council Call Monthly Regional Safety Webinar Great Cal. Shakeout	4.0
Operations	
Coupa/SAP GL Training	24.0

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, California Department of Public Health (CDPH) Quarterly Chlorine Residual Report Quarterly DMR & eSMR
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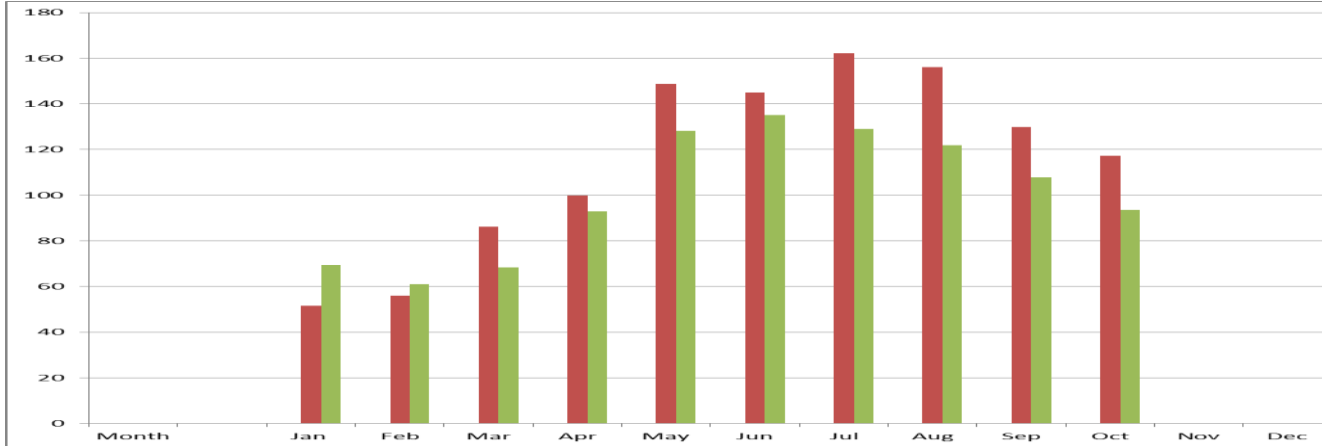
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	93.6	890	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2014 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3	61.1	68.3	92.98	128.2	135.2
July	August	September	October	November	December
147.5	121.9	107.9	93.6		



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>September Lab Data</i>	<i>October Lab Data</i>
Flow, MG Effluent, monthly total		35.7	35.8
Flow, MG Daily Influent Flow, avg.	N/A	1.19	1.15
Flow, MG Daily Discharge Flow, avg.	2.1	1.18	1.15
Effluent BOD ₅ , lbs/d, monthly avg.	350	31	32
Effluent TSS, lbs/d, monthly avg.	525	31	46
Effluent BOD ₅ , mg/L, monthly avg.	20	2	3
Effluent TSS, mg/L, monthly avg.	30	2	5
Total Coli form 7 day Median Max	23	0	0
Total Coli form Daily Maximum	240	12	8
% Removal BOD ₅ , monthly avg.	85% min.	99	98
% Removal, TSS, monthly avg.	85% min.	97	95
Electrical Conductivity, umhos/cm annual avg.	2100	2063(YTD)	(2052)

Wastewater Laboratory Analysis

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
0	N/A	0	N/A

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
12	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	86	0	35.2

COLLECTION:

- Flushing will start in Sept. with CCTV starting in Oct.
- Flushed **14913 ft.** of sanitary sewer lines, YTD **19613 ft.** **30%** completed
- CCTV **17900 ft.** **27%** completed (Deadline is May 2015)
- Inspected **64** manhole & covers. **83** YTD
- Performed valve exercising
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
294	139.9

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
91	24

Call & Emergency Responses

Call Outs	Emergencies
15	0

Personnel Hours & Overtime:

Regular Hours	Overtime
15	43.0

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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A COMMUNITY SERVICES DISTRICT



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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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For Agenda Item L

**Byron
Municipal
Advisory
Council
DRAFT**



**Office of Supervisor Mary N. Piepho
Contact: Alicia Nuchols
3361 Walnut Blvd. Suite 140
Brentwood, CA 94513
925-252-4500**

Respectfully submitted by: _____

*The Byron Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

**Record of Actions
Meeting start time: 6:01 p.m.
Thursday, September 18, 2014**

- 1. Meeting called to order by Chair Juarez at 6:01p.m. All members present**
- 2. Public Comment:** Resident Earl Wetzel discussed concerns with Camino Diablo and J237. Resident Elaine Hoyt discussed traffic concerns on Camino Diablo. Resident Ruben Garcia discussed traffic concerns on Camino Diablo. Resident Jack Nix discussed traffic concerns on Camino Diablo. Resident Martha Minastan discussed traffic concerns on Camino Diablo.
- 3. Review of Record of Actions of 8-21-14 meeting:** Discussions regarding items 4c, 4d and 6a. Vice-Chair Larsen made a motion to accept the Record of Actions with a modification to the language on items 4c, 4d and 6a. Second made by Councilmember Lopez. Motion carried 4-0. AYES: Larsen, Lopez, Juarez, Schmit.
- 4. Agency Reports**
 - a) **East Contra Costa Fire Protection District:** No Report.
 - b) **Contra Costa County Sheriff's Department:** No Report.
 - c) **California Highway Patrol:** No Report.
 - d) **Office of Supervisor Mary N. Piepho:** Deputy Chief of Staff Lea Castleberry provided an update on the following items: California Officials Delay Massive Delta Water Tunnel Project; Household Hazardous Waste Collection event hosted by Delta Diablo Sanitation on October 4th; and Tire recycling on September 20th from 9-noon at Holland Riverside Maria in Brentwood; and Delta Protection Commission hosting a Delta Waterway Cleanup on Saturday, September 20th from 9-noon in Discovery Bay at Kellogg Creek; and Department of Conservation and Development looking to fill a vacancy on the Citizen Advisory Committee of the Contra Costa Transportation Authority; and Supervisor Piepho and the Board of Supervisors recognize Suicide Prevention Awareness Month for the month of September.
- 5. Items for Discussion and/or Action**
 - a) **Review the 2014 Biennial Notice for the Conflict of Interest Code** – Chair Juarez requested clarification on section 18730 – Provisions of Conflict of Interest Codes, item (b) (2).
 - b) **Discuss upcoming meeting schedule (November/December)** – Councilmember Lopez made a motion to reschedule the October 16th meeting to October 22nd and combine the November/December meeting date to November 20, 2014. Second made by Vice Chair Larsen. Motion carried 4-0. AYES: Larsen, Lopez, Juarez, Schmit.
- 6. Correspondence Key: R= Received S= Sent**
 - a) **R-8/26/14 Contra Costa Planning Commission Cancellation Notice for August 26, 2014**
 - b) **R-9/3/14 Contra Costa County Zoning Administrator Agenda for September 3, 2014**
 - c) **R-9/9/14 Contra Costa Planning Commission Cancellation Notice for September 9, 2014**
 - d) **R-9/10/14 Contra Costa Local Agency Formation Commission Agenda for September 10, 2014**
 - e) **R-9/15/14 Contra Costa Zoning Administrator Agenda for September 15, 2014**
- 7. Councilmember Comment/Future Agenda Item:
Truck Traffic Concerns on Camino Diablo**
- 8. Adjourned to next meeting scheduled for October 22, 2014**

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday October 6, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

Remote Teleconference Location: 308 Collier Drive, Sevierville TN 37862

BOARD OF DIRECTORS		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

CALL TO ORDER: (6:30 P.M.)

PLEDGE OF ALLEGIANCE: (6:30 P.M.)

ROLL CALL: (6:32 P.M.)

Directors Present: Bryant, Kenny, Morgan (by teleconference), Pope, Smith, Young

Directors Absent: Cooper, Michaelson, Johansen

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS:

- A.1** Administration of Oath of Office for Director Johansen, who has been reappointed to the Board of Directors by the Oakley City Council: **Reordered to be addressed at the end of the agenda as Director Johansen was not available when the item was called**

PUBLIC COMMENTS: (6:32 P.M.)

There was no Public Speaker

CONSENT CALENDAR: (6:32 P.M.)

- C.1** Approve minutes from September 8, 2014 Regular Board of Directors Meeting
- C.2** Approve minutes from September 22, 2014 Special Board of Directors Meeting
- C.3** Approve the Sale of Surplus of Unit 524 2003 Ford Expedition
- C.4** Approve Cal Fire Amador Contract for Fiscal Year 2014-15
- C.5** Establishment of Bank Accounts with Bank of the West and Authorize of Signatories
- C.6** Adoption of an Updated Conflict of Interest Code

Motion by: Director Kenny to approve Consent Calendar Items C.1-6
Second by: Director Smith
Vote: Motion carried: 6:0:0
Ayes: Bryant, Kenny, Morgan, Pope, Smith, Young
Noes:
Absent: Cooper, Michaelson, Johansen
Abstained:

DISCUSSION ITEMS: (6:34 P.M.)

- D. 1** Receive Update on the Transfer of Administrative Services between Contra Costa County and the City of Brentwood.

Director Johansen arrived at 6:35 pm

There was no Public Speaker

- D.2** Receive Operational Update for September 2014: (6:37 P.M.)

There was one (1) Public Speaker – Gil Guerrero

Director Morgan left the meeting @ 7:03pm due to thunderstorm at the remote location

INFORMATIONAL STAFF REPORTS

NONE

DIRECTORS' COMMENTS: (6:57 P.M.)

Director Smith – Director Smith attended an all day workshop on September 17 regarding the EMS Request for Proposals for ambulance service. The contract currently is held by AMR (American Medical Response). Director Smith also attended a workshop on August 28, 2014 for the 2014 Draft County Wide Transportation Plan.

Director Pope – Suggested to the Board of Directors that, as the staff reports are emailed prior to the meeting, it is not necessary for the Chief to read the staff report at the Board Meeting.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:05 P.M.)

NONE

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS: (7:05 P.M.)

- A.1** Administration of Oath of Office for Director Johansen, who has been reappointed to the Board of Directors by the Oakley City Council

Chief Henderson administered the Oath of Office to Director Johansen.

ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS: (7:06 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:
Agency designated representative: Fire Chief and Glenn Berkheimer
Employee Organizations: International Association of Fire Fighters, Local 1230,
AFSCME Local 2700, East County Fire Fighters Association (Reserves), East Contra
Costa Battalion Chiefs Association
2. Conference With Legal Counsel – Existing Litigation Pursuant to Government Code
Section 54956.9: East Contra Costa County Firefighters Association v. East Contra
Costa Fire Protection District. Unfair Practice Charge No. SF-CE-1020-M

REPORT ON THE CLOSED SESSIONS: (8:10 P.M.)

No reportable action was taken.

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: November 3, 2014:
(8:11 P.M.)**

MOTION BY: Director Bryant to adjourn to the next Regular Board Meeting scheduled:
November 3, 2014



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item N



TOWN OF DISCOVERY BAY
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No Back Up
Documentation
For Agenda Item O