



## CITY MANAGER'S OFFICE

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366  
CUPERTINO.ORG

February 27, 2020

TO: The Honorable Mayor and Members of the City Council  
FROM: Deborah L. Feng, City Manager  
SUBJECT: Items of Interest

---

### In This Issue

1. Capital Improvement Project Status Report
2. Public Safety Power Shutoff Funding
3. Sales Tax Update (July – September 2019)
4. Regnart Creek Trail Update
5. Completion of the Byrne Avenue Sidewalk Improvement Project
6. Cupertino Begins Records Retention Training
7. The 50+ Scene: March/April Edition
8. Cultures of the World
9. Science and Nature Winter Camp

## Capital Improvement Project Status Report

The attached milestone schedule shows the progress of current Capital Improvement projects throughout the City. The projects are organized into one of four categories:

1. Bicycle and Pedestrian
2. Parks
3. Facility
4. Right-of-Way

Active projects, as well as inactive funded projects, that will begin later this fiscal year are included. Subsequent phases or segments of "Bicycle and Pedestrian" projects are also included in the milestone schedule, pending Council authorization.

There is a row showing the original schedule with a revision date when the current timetable deviates from the original schedule. Projects completed, or substantially completed, this fiscal year include:

- Senior Center ADA Sidewalk project
- McClellan Road Sidewalk Improvements Phase 2 project
- McClellan Ranch West Parking Lot project
- Street Light Installation – Randy Lane and Larry Way
- Sidewalk Installation – Rose Blossom Drive to Highway 85
- Design of the De Anza Median Island Landscaping Phase 2 project
- Design of the Sports Center Seismic Retrofit project
- Design of the Stevens Creek Boulevard Separated Bikeway project Phase 1 (Wolfe Road to Tantau Avenue)
- Carmen Road Bicycle/Pedestrian Bridge Feasibility Study
- Parks and Recreation Master Plan

Projects near substantial completion this quarter include:

- Byrne Avenue Sidewalk Improvement project
- Blackberry Farm Feasibility Study

Projects with significant activity this quarter include:

- Design on the Bubb Road Bike Improvements (McClellan Road to Stevens Creek Boulevard)
- Design of the McClellan Road Separated Bikeway Phase 2 project (Stelling Road to Torre Avenue)
- Advancement of the Library Expansion project (Selected the Bridging Architect and Construction Manager)
- McClellan Ranch Preserve Community Garden project (City Council award of construction)

Project placed on hold this quarter include:

- De Anza Trail Feasibility Study On (pending negotiations with Union Pacific Railroad)

Many projects have experienced some delay due to insufficient staffing. A vacant two-year Limited Term Transportation Assistant Engineer position has not attracted qualified applicants. To attract more applicants, this position is being recruited at a higher level Project Manager position within the authorized budget.

### **Public Safety Power Shutoff Funding**

The California Governor's Office of Emergency Services (Cal OES) awarded \$217,551 to the City of Cupertino to enhance the City's resiliency during Public Safety Power Shutoff (PSPS) events. Cupertino was the only city in the County to receive funding outside of direct allocations. Outside of the competitive process, the City of San Jose received \$500,000 as part of a direct allocation provided to the four largest cities. The County of Santa Clara also received \$854,145 as part of the direct allocation formula for counties.

### **Sales Tax Update (July – September 2019)**

The City receives sales tax receipts (revenues) six months in arrears. Receipts for the 3rd Quarter of the 2019 calendar year (July-September 2019) are down 4.5% over the same period one year ago. The attached report provides a high-level analysis of sales tax receipts statewide and for the City.

### **Regnart Creek Trail Update**

Progress is being made towards completing the design (100% design drawings) for the Regnart Creek Trail. Included in this effort are ongoing discussions with residents who live along the trail to address concerns about privacy and security, so that appropriate measures can be incorporated into the project drawings. Coordination efforts with Valley Water have been productive, and have resulted in a design solution which relocates Valley Water's existing maintenance ramp from its current location on the south side of the creek across from Wilson Park, to a location on the north side of the creek at the end of Parkside Lane. This relocation is mutually beneficial to Valley Water and the City. It allows for more convenient access to the creek for Valley Water, while also allowing the trail to remain along the south side of the creek between Blaney Avenue and East Estates Drive. As a result, only one bridge to Wilson Park is needed for trailhead access. The City has applied for permits from the California Department of Fish and Wildlife, U.S. Army Corps of Engineers, and the Regional Water Quality Control Board to allow for this work. City staff is currently working with Valley Water staff to draft a cost-sharing agreement that would allow Valley Water, or their contractor, to perform the ramp work with cost reimbursement from the City. If all goes as quickly as possible, permits could be in hand as early as June and the ramp relocation work could proceed in early summer.

Additionally, the City of Cupertino—as the Lead Agency—has prepared an Initial Study for the Regnart Creek Trail pursuant to the provisions of the California Environmental Quality Act (CEQA). The Initial Study evaluates the environmental impacts that might reasonably be anticipated to result from the implementation of the proposed Regnart Creek Trail project. The Regnart Creek Trail Initial Study/Mitigated Negative Declaration (IS/MND) and Notice of Intent (NOI) are now available for public review on the City's website. Printed copies are available at City Hall and Cupertino Library. A discussion of the potential environmental impacts,

mitigations, and related public comments is scheduled to be heard at the Environmental Review Committee on March 19, 2020, with a recommendation for action on the CEQA documents by City Council scheduled for April 21, 2020. Staff also anticipates bringing the cost-sharing agreement and the trail joint-use agreement to City Council for approval at that meeting. One hundred percent of construction documents are scheduled to be completed later in the Spring, and trail construction could begin as early as this summer once the ramp relocation work is complete.

### **Completion of the Byrne Avenue Sidewalk Improvement Project**

The Byrne Avenue Sidewalk Improvement Project is a sidewalk project that extends from McClellan Road to Granada Avenue. It was initiated by the community (Tier 1 in the 2018 Pedestrian Transportation Plan) to provide a safer walking route for children going to schools on McClellan Road. In addition to the new sidewalks providing an improved walking environment, the project provides traffic calming in the form of curb extensions at Byrne Avenue and San Fernando Avenue, establishes better roadway definition, defines parking areas, and adds gutters to better manage storm water flows.

Granite Construction, the project contractor, started work on October 7, 2019, and completed the work on schedule in early February 2020. The final tasks are to install a slurry seal (a thin asphalt coating to seal any joints and cracks) and re-stripe the street. This work requires warmer temperatures and is anticipated to occur in the April/May timeframe.

PG&E work to relocate the utility poles is complete, and the other utility companies that share the poles, Comcast and AT&T, have begun the work to move their facilities and ultimately remove the old poles.

The long-awaited sidewalks have been well received by the neighborhood, who now enjoy a less stressful pedestrian experience. This project was developed and managed by the Department of Public Works, Capital Improvement Program Division.



## Cupertino Begins Records Retention Training

On January 20, 2020, the City Council adopted a new Records Retention Schedule for the City of Cupertino. Council also approved Resolution No. 2020-001, declaring LaserFiche as Cupertino's trusted system for automating records retention requirements.

As part of the Project, the GIS Division has trained City Staff on the following:

- How to read and use the Retention Schedule
- Identify what information is a record and what is not
- Determine which records will be stored in the repository
- How to apply retention requirements to Department records
- It is important to ask questions when you don't understand
- Understand what the Trusted System signifies

The next step in implementing Cupertino's Enterprise Content Management roadmap is underway with departmental meetings to establish appropriate Laserfiche file folder structures and workflows.

Please refer to the Trusted Electronic System Policy for the Management of City Records Policy for more detailed information.



## The 50+ Scene: March/April Edition

The 50+ Scene is a bi-monthly production that highlights classes, programs, and events held by the Cupertino Senior Center. This is the fourth edition of The 50+ Scene since it underwent a complete visual overhaul. The newsletter went from a 10-page to a 14-page production, converted from black-and-white to full color, and now complies with the Office of Communications branding guidelines. Response from Senior Center members has been overwhelmingly positive after these changes. The March/April edition of the Cupertino Senior Center's newsletter The 50+ Scene came out on February 21, 2020. This edition highlights the two volunteers Cupertino Senior Center nominated to receive Volunteer & Sponsor Citation Awards from California Parks and Recreation Society (CPRS) District 4. This year's award recipients are Delphine Ng and Rose Linn. Learn all about their stories and what has led them to become the stellar volunteers Cupertino Senior Center knows they are.



## Cultures of the World

The Parks and Recreation Department showcased the wonders of Brazil in its fifth Cultures of the World event on Thursday, February 13, 2020. This family-friendly event showcased Brazil through art activities, history, music, and trivia questions. Participants got crafty and creative while making snakes, toucan birds, colorful carnival masks, and soccer player puppets. Children also got the opportunity to partake in a trivia game about Brazil's rich culture. Families got to enjoy traditional delicacies such as the Pão de Queijo snack and the Acai drink. At the end of the event, children went home with their crafty creations and a cultural booklet containing historical information and interesting cultural facts. Did you know the name Brazil comes from a tree named brazilwood? Join us for the next Cultures of the World from 3:30 p.m. - 5:00 p.m. on Thursday, March 12, 2020, at the Quinlan Community Center as we explore Japan.



## Science and Nature Winter Camp

McClellan Ranch Preserve held Science & Nature Winter Camp from February 18 - 21, 2020, where 6- to 8-year-old students spent their mid-year recess learning about nature and science through a combination of outdoor exploration and indoor science activities. Campers grew borax crystals, learned about surface tension and other properties of water, caught crayfish, millipedes, salamanders, and other creatures. A visiting chemist dazzled them with amazing demonstrations of chemical properties. A similar program, Jr. Naturalist's Spring Break Camp, will be offered during the Cupertino Union School District Spring Recess. Registration is now open for this program scheduled for April 13 - 17, 2020.



## The Scene

This February, the City of Cupertino is blasting off into the new year with new programs for 2020. Read about the launch of the year-long NASA Speaker Series, learn how to nominate the outstanding community members you know for a 2020 CREST Award, and discover new local businesses to check out this year. Download the February Scene at [cupertino.org/scene](https://cupertino.org/scene).

## Upcoming Agenda Items

Attached is the City Council agenda forecast through April 7, 2020.

## Law Enforcement

Attached are the Sheriff's weekly reports for February 10 – February 23.



**Upcoming Events or Meetings:**

Date	Event	Time	Location
February 28, 2020	CANCELLED Winter Ball	5:30 pm–8:00 pm	Quinlan Community Center 10185 N. Stelling Rd
March 12, 2020	Block Party Planning Open House	9:00 am–11:00 am, 4:30 pm–6:30 pm	Quinlan Community Center 10185 N. Stelling Rd
March 12, 2020	Cultures of the World Japan	3:30 pm–5:00 pm	Quinlan Community Center 10185 N. Stelling Rd
March 13, 2020	Coffee Talks Series	8:30 am–9:30 am	Philz @ Main Street Cupertino – 19439 Stevens Creek Blvd
March 14, 2020	FitFest	9:00 am–11:00 am	Quinlan Community Center 10185 N. Stelling Rd
March 18, 2020	NASA Speaker Series	4:00 pm–6:00 pm	Community Hall 10350 Torre Ave

# Bicycle / Pedestrian Projects

Project/Sub-Project	FY 2017-18			FY 2018-19					FY 2019-20					FY 2020-21					FY 2021-22					FY 2022-23																																			
	2018			2019					2020					2021					2022																																								
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
<b>McClellan Road Separated Bike Lane (Byrne Ave to Torre Ave)</b>																																																											
Phase 1 A - Stelling to Imperial McClellan Rd at Rose Blossom Dr Intersection Modifications	Design			B/A					Construction																																																		
Completed									Construction																																																		
Phase 1B - Intersection Improvements @ Bubb Rd and Stelling Ave.	Design			B/A					Construction																																																		
Completed									Construction																																																		
Phase 2 - Stelling Rd to Torre Ave Intersection Improvements at West Acres Dr and Kim St																										Design			B/A		Construction																												
Revised 2/19/20																										ROW				Design		B/A		Construct																									
Phase 3 - De Anza/Pacifica/McClellan Intersection Improvements																										Design			B/A		Construction																												
Revised 2/19/20																										ROW				Design			B/A		Construction																								
Phase 4 - Byrne to Imperial																										Design			B/A		Const.																												
Revised 2/19/20																										ROW				Design			B/A		Const.																								
<b>Bike Boulevard Projects (Phases 1-3)</b>																																																											
Phase 1 - North Portal Avenue from Stevens Creek Blvd to Merritt Dr. Merritt Dr from Portal Ave to western end Greenleaf Dr from eastern end to Castine Ave Beardon Dr from Greenleaf Dr to Greenleaf Dr Meteor Dr between Mary Ave and Castine Way Bandle Drive at Mariani Ave Torre Ave at Town Center Lane	Outreach			Design												B/A		C																																									
Revised 2/19/20				Design												D		B/A		Const.																																							
Pave Portal Ave																B		C																																									
Completed																B		Const																																									
Construct Speed Tables - Phase 1 area																B		Const																																									
Completed																B		Const																																									
Phase 1 & 2 Interim Improvements																										D		C																															
Revised 2/19/20																										Design		Const - Ph1			Ph2																												
Feasibility/Outreach																																																											
ROW																																																											
Design																																																											
Bid/Award																																																											
Construction																																																											





### Park Projects

Project/Sub-Project	FY 2017-18												FY 2018-19												FY2019-20												FY 2020-21												FY2021-22												FY 2022-23																																																																									
	2018						2019						2020						2021						2022																																																																																																													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22																																																																										
	<b>All-Inclusive Play Area</b>  Revised 12/2/19																																																																																																																																					
<b>McClellan Ranch Preserve Community Garden</b> Assumes no construction during bird nesting season Revised 12/2/19																																																																																																																																						
<b>Citywide Community Garden Program (Note 6)</b> Revised 2/19/20																																																																																																																																						
<b>Blackberry Farm Entrance Road Feasibility</b> Revised 2/19/20																																																																																																																																						
<b>Lawrence Mitty Park</b> Revised 2/19/20																																																																																																																																						
<b>Lawrence Mitty Park Master Plan (Note 6)</b> Revised 2/19/20																																																																																																																																						
<b>Memorial Park Master Plan &amp; Parking Study (Note 6)</b> Revised 10/4/19																																																																																																																																						
<b>Stevens Creek Corridor Park Chain Master Plan - McClellan Rd to SCB (Note)</b> Revised 10/4/19																																																																																																																																						
<b>Blackberry Farm Pool Replastering</b> Transferred to Operations Project rescoped																																																																																																																																						
	Feasibility/Outreach																																																																																																																																					
	ROW																																																																																																																																					
	Design																																																																																																																																					
	Bid/Award																																																																																																																																					





# Q3 2019



# City of Cupertino Sales Tax *Update*

Fourth Quarter Receipts for Third Quarter Sales (July - September 2019)

## Cupertino In Brief

Cupertino's receipts from July through September were 4.5% below the third sales period in 2018. However, this comparison is skewed due to the CDTFA's transition to a new reporting system in the prior year when additional payments were received by the City. Excluding reporting aberrations, actual sales were up 1.5%.

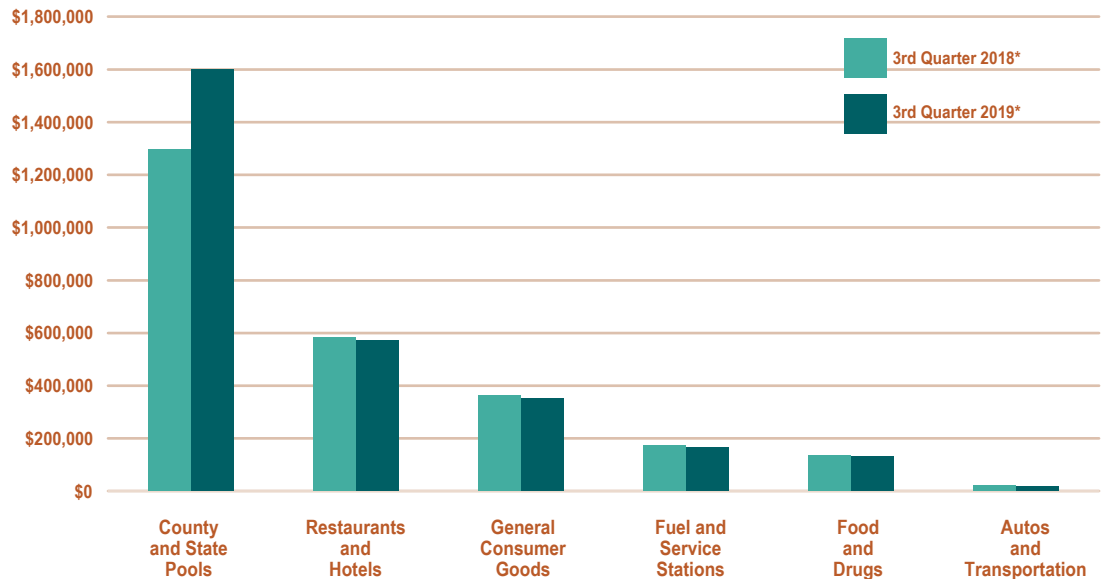
Confidentiality rules limit what details can be included regarding the quarterly results.

Returns by out-of-state retailers generated new taxes under the 'Wayfair' decision; when combined with the rise in online procurement 23.4% growth occurred in the pool allocation.

Restaurant returns dipped due to several closures in the casual dining category. Revenue from service stations declined due to lower fuel prices.

Net of aberrations, taxable sales for all of Santa Clara County declined 0.8% over the comparable time period; the Bay Area was down 0.5%.

## SALES TAX BY MAJOR BUSINESS GROUP



\*Allocation aberrations have been adjusted to reflect sales activity

### TOP 25 PRODUCERS

IN ALPHABETICAL ORDER

7 Eleven	Insight Public Sector
99 Ranch Market	Lazy Dog Cafe
Alexander's Steak House	Mirapath
Alliance	Rotten Robbie
Apple	Safeway
Argonaut Window & Door	Scandinavian Designs
Benihana	Seagate Technology
BJ's Restaurant & Brewhouse	Shane Company
California Dental Arts	Shell
Chevron	Target
Haidilao Hot Pot	TJ Maxx
Insight Direct	Valero
	Whole Foods Market

### REVENUE COMPARISON

One Quarter – Fiscal Year To Date (Q3)

	2018-19	2019-20
Point-of-Sale	\$7,872,809	\$7,503,454
County Pool	1,548,663	1,494,356
State Pool	4,258	3,080
<b>Gross Receipts</b>	<b>\$9,425,730</b>	<b>\$9,000,890</b>



**Statewide Results**

The local one-cent share of statewide sales and use tax from sales occurring July through September was 2.2% higher than the summer quarter of 2018 after adjusting for accounting anomalies.

The bulk of the increase came from the countywide use tax allocation pools and is due to the acceleration in online shopping where a large volume of the orders are shipped from out-of-state.

Online shopping also produced gains in the business-industrial group with in-state industrial zoned logistics centers filling orders previously taken by brick and mortar retailers. Purchases to support healthcare, food processing, logistics/warehouse operations and information/data technology also helped offset declines in other business-related categories.

With the exception of some discount and value-oriented retail, most categories of general consumer goods were down. New cannabis related start-ups offset declines in the food and drug group while a softening in building-construction receipts was consistent with recent declines in the volume and value of new building permit issuances.

Overall growth in restaurant receipts continued to soften with a shift toward lower cost dining establishments and takeout meal options. Reports of labor shortages and the impact of homelessness on customer traffic in metropolitan areas were reportedly factors in the decline in tax revenues from higher price, fine dining establishments.

Despite a slight uptick in used auto and auto lease receipts, the auto related group was significantly down due to a drop in new car and RV sales. Previously propped up by a 23% subprime rated customer base and six- and seven-year financing, loan delinquencies have recently surged back to levels last seen in 2009.

**Additional Tax Districts Approved**

Voters approved eight of the nine sales

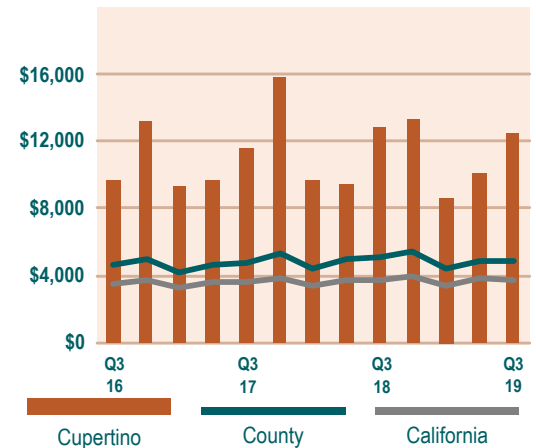
tax measures on the November 2019 ballot adding six new districts and extending two others.

This brings the total number of local transactions and use tax districts (TUT's) to 325 with 62 that are levied countywide and 263 imposed by individual cities. The number of local districts have close to tripled over the last decade as agencies deal with rising costs and service needs. TUT's have been a favorable option as visitors contribute to the tax and a collection system is already in place that minimizes administrative and monitoring costs.

California's basic rule is that the rate for all local TUT's combined, shall not exceed 2.0% or a total of 9.25% including the state levy. However, the state legislature has authorized higher caps in some jurisdictions with the highest voter-approved, combined state/local rate now at 10.5%.

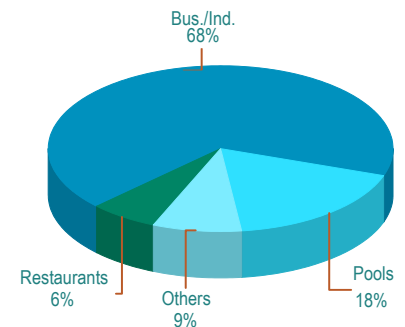
Thirty-five or more additional local TUT measures are currently being considered for the March 2020 ballot.

**SALES PER CAPITA\***



\*Allocation aberrations have been adjusted to reflect sales activity

**REVENUE BY BUSINESS GROUP  
Cupertino This Quarter\***



\*Allocation aberrations have been adjusted to reflect sales activity

**CUPERTINO TOP 15 BUSINESS TYPES\*\***

Business Type	*In thousands of dollars			
	Cupertino Q3 '19*	Change	County Change	HdL State Change
Casual Dining	353.0	-3.9%	1.1%	2.3%
Contractors	— CONFIDENTIAL —	—	1.8%	2.5%
Discount Dept Stores	— CONFIDENTIAL —	—	1.4%	2.8%
Electrical Equipment	31.4	-31.9%	7.9%	0.8%
Family Apparel	63.2	1.8%	-3.1%	1.5%
Fast-Casual Restaurants	75.3	-3.8%	10.9%	5.1%
Fine Dining	— CONFIDENTIAL —	—	-6.7%	-3.1%
Fulfillment Centers	— CONFIDENTIAL —	—	2.7%	8.1%
Grocery Stores	95.0	-3.1%	3.4%	1.7%
Home Furnishings	35.1	-16.3%	-7.8%	-1.0%
Jewelry Stores	— CONFIDENTIAL —	—	-2.3%	0.2%
Office Equipment	— CONFIDENTIAL —	—	-11.3%	-9.0%
Quick-Service Restaurants	66.9	6.0%	5.5%	2.6%
Service Stations	164.1	-5.6%	-3.0%	-1.5%
Specialty Stores	34.9	-3.1%	-3.9%	0.3%
<b>Total All Accounts</b>	<b>7,511.0</b>	<b>-2.2%</b>	<b>-3.7%</b>	<b>0.3%</b>
<b>County &amp; State Pool Allocation</b>	<b>1,601.3</b>	<b>23.4%</b>	<b>14.1%</b>	<b>14.9%</b>
<b>Gross Receipts</b>	<b>9,112.3</b>	<b>1.5%</b>	<b>-0.8%</b>	<b>2.3%</b>

\*\* Accounting aberrations such as late payments, fund transfers, and audit adjustments have been adjusted to reflect the quarter in which the sales occurred.

**ACRONYMS USED IN LEGAL CITATIONS**  
 AC = While Active    CL = Closed    CU = Current Year    D = Day    FR = Final Resolution    LA = Limitation on Action    LI = Life (of program, asset)  
 M = Month    MA = Maturity    MAINT = Maintain Records    PR = Permanent    S = Superseded    T = Termination    Y = Year

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
001	Building, Development, Planning & Engineering	<b>Building Plans, Building Permits, and Related Documents</b> Permits, plans, and related documents associated with Cupertino's building construction for non-residential and residential building and structures. Records include plans, permits, and documents related to the following:  - New Construction - Additions - Alterations - Repairs - Demolitions - Swimming Pools / Spas - Signs - Alternative Energy Systems (Solar Panels, EV Charging, Solar Heating, etc.) - On-site Retaining Walls	Approved Building Plans Building Board of Appeals Building Inspections Building Permits Certificate of Compliance Forms Certificates of Occupancy Construction Applications Elevation Certificates ( <i>under construction, construction drawing</i> ) Flood Proof Certificates Geotechnical Reports Refundable Deposits Soils Reports Smoke Detector/ Carbon Monoxide Affidavits Structural Calculations Subcontractor List HOA Letters	Building	Permanent	CA - CRC 106.5 - (180D) CA - CBC 107.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)	
002	Building, Development, Planning & Engineering	<b>Building, Facilities</b> Records and information regarding the structure of City buildings and facilities.	Construction Records Electrical Wiring Schematics Floor Plans Project Specifications Property Inventory	CIP	Life*+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)  * LI = Life of Building or Facility	
003	Building, Development, Planning & Engineering	<b>Code Compliance and Enforcement</b> Records and information documenting compliance with City codes, including such issues as:  - Abandoned vehicles - Building violations - Conditions of approval - Excess garbage - Excessive noise - Graffiti - Nuisance animals - Parking enforcement - Protected trees - Right-of-way obstructions - Sign violations - Trash - Unlicensed home-based businesses - Weed abatement - Zoning violations	Alarm Cards Certificates of Nuisance and Abatement Citations Complaint Forms Compliance with Conditions of Approval Inspections / Enforcement ( <i>business, residential</i> ) Investigations Notices of Noncompliance Notices of Violation Photographs Political Sign Registration Proofs of Service	Code Enforcement	5Y	CA - California Highway Patrol Abandoned Vehicle Abatement (AVA) Program Handbook, HPH 87.1, Chapter 3 - (CU+4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (2Y) CA - Law Enforcement Evidence and Property Management Guide Cupertino Municipal Code 1.10.040 - (MAINT)  NOTE: Records for repeat offenders may be retained longer to document a history of violations	NOTE: Records for repeat offenders may be retained longer to document a history of violations
004	Building, Development, Planning & Engineering	<b>Encroachments</b> Records documenting encroachments upon City property.	Approval Letter for Completion and Release of Bond Bond Refunds Private Encroachment Permits, Certificates Site Plans	Engineering	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y)	
005	Building, Development, Planning & Engineering	<b>Engineering Project Files - Construction and Administrative Records - Non-Permanent</b> Working records and information related to the administration, analysis, design, development, planning, and construction of public works, Capital Improvement (CIP) and engineering projects for City facilities and infrastructure. Includes:  - Projects funded from various sources including bonds, grants, capital improvement and general fund - Review of private improvements that connect to public infrastructure - Working development projects that touch public land or right-of-way	Certificates of Compliance/Notice of Non-Compliance Field Inspections, Closures Hydrology and Hydraulic Calculations Inspections and Progress Meetings Photos/Pictures Project Budgets, Plans and Schedules Real Estate Appraisals Semi-annual Labor Reports Specifications, Calculations Stop Notices Studies and Surveys	Public Works	While Active+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.333 - (AC+3Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (LA4Y) US - 29 CFR 97.42(b) - (AC+3Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
006	Building, Development, Planning & Engineering	<b>Engineering Project Files - Final Documents - Permanent</b> Records and information related to completed public works, Capital Improvement (CIP) and engineering projects for City facilities and infrastructure.	Affidavits As-Built Designs, Drawings, Plans, Specifications, City Facility Blueprints Calculations CEQA/NEPA Compliance Records Certificates and Certifications Completion Reports Development Impact Fees and Reconciliations Environmental Documents and Reports Geotechnical Reports Grading Plans Impact Fee Related Studies and Reports Improvement Projects (bicycles, pedestrian) Insurance ( <i>endorsements, waivers, limits</i> ) Mitigated Negative Declaration Notices of Determination & Exemption Quality Control Plan Site Plans Title Reports Underground Utilities Maps	Public Works	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI) US - 2 CFR 200.333 - (AC+3Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (LA4Y)	
007	Building, Development, Planning & Engineering	<b>Hazardous Waste - Monitoring and Remediation</b> Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, and SDS controls.	Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Material Inspection Hazardous Substances Shipping Manifests Hazardous Waste Proposition 65 Monitoring Response Plans, Programs Safety Data Sheets (SDS) Site Mitigation & Remediation Toxic Substance Inventory	Operations Environmental Programs	While Active+30Y	CA - 8 CCR 3204(d) - (CL+30Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1910.1020(d)(ii) - (CL+30Y)	
008	Building, Development, Planning & Engineering	<b>Housing &amp; Human Services Program Files</b> Records and information regarding programs that provide assistance to home purchasers and home owners, including:  - Below Market Rate (BMR) purchase and rental program - Human service grant program to non-profits	Applications Below Market Rate Housing Program Documents (purchase, refinance, rental) Community Development Block Grant Project Files Correspondence Metrics Reporting	Housing	While Active+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 570.502 - (AC+3Y;AC+4Y) US - 24 CFR 908.101 - (AC+3Y)	
009	Building, Development, Planning & Engineering	<b>Planning and Zoning Projects and Services</b> Records and information pertaining to all planning and zoning activities, including:  - Approved and denied permanent entitlements - Cultural resources designations/alterations (CRD) - General plan amendments - Minor exceptions - Planned unit developments (PUD) - Residential planned developments (RPD) - Subdivisions - Transfer development credits - Urban service area amendments - Variances - Williamson Act cancellations	Administrative Meeting Minutes, Decisions, and Appeals ABC Notifications for Liquor Licenses CEQA Noticing Conditions of Approval Conditional Use Permits Design Review Development Regulations Entitlements ( <i>administrative, planning</i> ) Environmental Documents and Reports General Plan Home Occupancy Permits Impact Fee Related Studies and Reports Land Use Permits, Studies Live Entertainment Permits Master Plans and Specific Plans ( <i>parking, sign, streets, trees</i> ) Mitigated Negative Declaration Notices of Determination & Exemption Planning Project Files ( <i>approved applications, architectural &amp; design reviews, plan reviews, project maps, tentative maps,</i> Sign/Banner Permits Special Events (on City, public or private property) Subdivisions (major, minor) Temporary Use Permits Tree Removal Permits Zoning, Rezoning and Map Amendments	City Clerk Planning	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (FR+1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
010	Building, Development, Planning & Engineering	<b>Property, Infrastructure Maps, Plans and Drawings</b> Final maps, plans and drawings pertaining to City properties and infrastructure.	Aerial Photos Approved Plans ( <i>Traffic Signal Plans, Interconnect Plans, ADA Transition Plan, Bike/Pedestrian Plan</i> ) Assessor Parcel Maps Annexation Maps Drainage Flood Elevation Certificates Functional Classification Maps Improvement Plans, Drawings Lot Line Adjustment Maps Lot Numbers Master Maps ( <i>CIP, historic, drainage</i> ) Mylars Parcel Mergers Parcel Maps Record of Survey Rights of Way Signal Plans Signing and Striping Plans Sphere of Influence Street Address Files Streetlights Tract Maps Traffic Signal Plans, Interconnect Plans Water and Wastewater Systems	Community Development Innovation Technology Public Works	Permanent	CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR) CA - HSC 19850 - (LI) US - 44 CFR 60.3 - (MAINT)	
011	Building, Development, Planning & Engineering	<b>Traffic and Transportation Planning</b> Records and information of traffic engineering and transportation programs and planning activities, including:  - Safe route to school program - Education and outreach to schools and parents - Efforts to improve traffic and circulation	ADA Compliance ( <i>ramps, sidewalks</i> ) Bicycle Plans Investigations Recommendations Signs Signals Street/Highway Studies/Surveys ( <i>speed studies</i> ) Surveys and Studies( <i>engineering, feasibility, speed, traffic</i> ) Temporary Street Closures Traffic Counts/Surveys/Studies Traffic Plans ( <i>management, master</i> )	Public Works	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
012	Building, Development, Planning & Engineering	<b>Water, Solid Waste, and Storm Water</b> Records and information associated with compliance and maintenance for stormwater conveyance system and solid waste. Includes:  - Compliance with San Francisco Regional Water Quality Control Board (76 agencies) - Compliance with Santa Clara Valley Urban Runoff Pollution Prevention Program (14 agencies) - Inspection program records (construction sites, landscape treatment, etc.) - Resource recovery program (garbage, composting, recycling, CalRecycle)	Audits and Audit Reports Drinking Water Violations ( <i>per lease agreement</i> ) Environmental Conservation, Programs Monitoring and Testing ( <i>stormwater, water quality, runoff</i> ) NPDES Permits Pollution Control Permits Recycling ( <i>campaigns, e-waste, events, reports, CalRecycle Annual Report</i> ) Storm Water Management Plan and Pollution Reports Trash Management Plan Water Quality Management Plan ( <i>WQMP</i> ) Cupertino's Municipal Annual Lease Report IND-IDDE Proactive & Reactive Stormwater Inspections & Citations	Environmental Programs Public Works	While Active+5Y	CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25244.19 - (4Y) CA - HSC 25244.20 - (4Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21 - (3Y) US - 40 CFR 122.41 - (3Y) US - 40 CFR 122.44 - (3Y) US - 40 CFR 261.32 - (3Y)	
013	Elections	<b>Election Records - Administrative Files</b>  Documentation of the administration of City elections.	Correspondence Research Notes	City Clerk	4Y	CA - GOV 34090 - (2Y) CA - GOV 81009(f)(g) - (4Y; 2Y)	
014	Elections	<b>Election Records - Assessment Districts - For Future Use</b>  Documentation of elections pertaining to assessment districts.	Ballots Tally Sheets	City Clerk	8M	CA - ELEC 17200 - (8M) CA - ELEC 17302 - (6M) CA - ELEC 17304 - (6M) CA - ELEC 17306 - (6M) CA - ELEC 17503 - (6M)	
015	Elections	<b>Election Records - Candidates Nominated, Elected and Not Elected</b>  Records and information related to the filing of nominations, candidate and election documentation for City offices.	Candidate Statements Nomination Papers Registrar of Voters Required Documents Supplemental Nomination Papers	City Clerk	Term of Office+4Y	CA - ELEC 17100(a) - (T+4Y)	
016	Elections	<b>Election Records - Committees</b>  Records and information related to the filing of FPPC forms for Political Action Committees and General Purpose Committees.	FPPC Series 400, 500, 600 Forms	City Clerk	7Y	CA - GOV 81009(c) - (7Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
017	Elections	<b>Election Records - Initiative, Recall, or Referendum Administration</b> Records related to the submission and processing of initiative, referendum, recall, or ballot measures, excluding petitions.	City Attorney Opinions Ballot Measure (Arguments For / Against, Full Text, Rebuttals, Impartial Opinion) Election Results Petition Administration	City Clerk	4Y	CA - GOV 81009(f)(g) - (4Y; 2Y)	
018	Elections	<b>Election Records - Initiative, Recall, or Referendum Petitions</b> Petitions for initiative, referendum, recall, or ballot measures, whether successful or not.	Petitions	City Clerk	8M	CA - ELEC 17200 - (8 Months) CA - ELEC 17400 - (8 Months)	
019	Elections	<b>Election Records - Proposition 218 Protest Procedure</b> Records related to administration of notifications and protests associated with taxes, assessments, and fees subject to Prop 218.	Ballots Notices Protest Letters Public Hearing Material	Citywide	Permanent	California Constitution Art. XIII	
020	Elections	<b>FPPC Forms - Mandated Reporting</b> Forms mandated by state law related to receipt and redistribution of gifts and honoraria, ceremonial roles, and holding of multiple positions for certain employees, elected or appointed officials, or consultants.	FPPC Series 800 Forms	City Clerk	7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e) - (7Y)	
021	Elections	<b>FPPC Forms - Statements of Economic Interest</b> Statements of economic interest mandated by state law for certain employees, elected or appointed officials, or consultants.	Form 700	City Clerk	Term*+7Y	CA - GOV 34090 - (2Y) CA - GOV 81009 - (4Y, 7Y)  *Term = Term of Office, Term of Service or Termination of Employment	
022	Financial	<b>Accounts Payable and Receivable</b> Records and information related to the accounting of monies paid or received by the City including payment for financial obligation and Citywide revenue receipts.	Aging Reports Bankruptcy Proofs of Claim Cash Records ( <i>cash disbursement, cash register receipts, cash receipts</i> ) Collections Construction Performance Bond Reimbursements Credit Memos Expense Reports, Reimbursements for Employees and Officials Fees and Taxes FEMA Reimbursements Fines, Forfeitures and Penalties Form 1099 Records and Form W-9 Records Invoices and Vouchers Payables Purchasing Card Expense Reconciliation/Allocations Receivables Reconciliations Refunds Sales and Use Taxes Paid Tax Revenue ( <i>property taxes, transient occupancy taxes, utility user taxes</i> ) Utility Fees Billed by City ( <i>water, waste water, calculations</i> ) Utility Bills Paid by City	Finance	6Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CU+4Y) US - 26 USC 6531 - (LA6Y) US - 48 CFR 4.705-1 - (4Y)	
023	Financial	<b>Bank Account Information</b> Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.	Bank Account Administration Bank Statements Checks, ( <i>cancelled, copies</i> ) Check Registers, Journals Corrections / Returns / Adjustments Deposit Slips/Receipts Electronic Banking Transactions Purchasing Card Statements Reconciliations Signature Cards Transfers/Wires Treasurer Receipts	Finance	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 48 CFR 4.705-1 - (4Y)	
024	Financial	<b>Budget Planning</b> Records and information regarding the development and tracking of City budgets.	Budget Development Documents Trial Balance/Balance Sheets (Finals)	Finance	4Y	CA - GOV 34090 - (2Y)	
025	Financial	<b>Business Licenses</b> Records and information documenting the issuance of City business licenses.	Annual Licenses Applications Business Licenses ( <i>applications, fees, financial history, reports</i> ) Home Business Licenses Short-term Rentals	Finance	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
026	Financial	<b>Debt, Investments</b> Records and information relating to City financing and debt activities.	Annual Reports Arbitrage Reports Bond Insurance Transcripts Bonds ( <i>CFD, continuing disclosures, bond rating reports, official statements</i> ) Certificates of Deposit ( <i>CDs</i> ) Fiduciary Debt and Investments Financial Investment Planning General Obligation Bonds Investment Reporting and Portfolio Management Local Agency Investment Fund ( <i>LAIF</i> ) Payment History/Schedules Quarterly Investment Report Recognized Obligation Payment Schedules ( <i>ROPS</i> ) Reporting ( <i>continuing disclosure, Mello-Roos, state reports</i> ) Security Instruments Third Party Trustee Account Statements	Community Development Finance	Maturity*+10Y	CA - CCP 336 - (LA5Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3Y)  *Maturity includes cancellation and redemption	
027	Financial	<b>Financial Reporting - Annual, Periodic</b> Annual and periodic financial reports, whether required by regulations or generated to track financial transactions and achievements by the City.	CAFR Workpapers Payroll Reports ( <i>HRA, RMT, ICMA 457 accounts, Nationwide, deferred compensation</i> ) Revenue/Expenditures Reports Treasurer's Report Workers Compensation Reports	Finance	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y)	
028	Financial	<b>Financial Reporting - Official</b> Official financial reports of the City.	Annual Budget Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements CAFR ( <i>final</i> ) Local Government Compensation Report PERS Reports State Controller's Report	Finance	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y)	
029	Financial	<b>Financial, Strategic Planning</b> Records and information relating to financial planning and forecasting future costs.	Business Plans Financial Plans Forecasts Rate/Fee Schedules ( <i>development, utilities, licenses, permits</i> ) Strategic Plans ( <i>technology, CIP</i> )	Citywide	2Y	CA - GOV 34090 - (2Y)	
030	Financial	<b>Fixed Assets</b> Records and information related to the ownership, transfer, acquisition, disposition, capital leased, or improvement of fixed assets owned by or used by the City.	Acquisitions Amortization Asset Retirement Records Dispositions Capital Asset Records Capital Improvements Depreciation Schedules Equipment Rental/Usage Reports Fixed Asset Reports Fixed Asset Ledger Fixed/Capital Asset Accounting Possessory Interest Sales Valuation Information	Finance	Life*+10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y)  * Life of Asset	
031	Financial	<b>General Ledger, Journal Entries, Budget Adjustments</b> Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Account Ledgers Balance Sheets Budget Adjustments Cash Journal Entries Chart of Accounts Downloads / Data Exports Expenditure Reports General Ledger Journal Entries and Backup Documentation Revenue and Expense Reports Sub-Ledgers Summary Reports Trial Balance Year -End / Account Detail History Report	Finance	6Y	CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001 - (CU+4Y) US - 26 USC 6531 - (LA6Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
032	Financial	<p><b>Grants and External Funding Sources</b></p> <p>Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which the City is the recipient or administrator. Includes:</p> <ul style="list-style-type: none"> <li>- Community Development Block Grant (CDBG) (State Funded Program)</li> <li>- Combined Federal, State, Local Grants</li> <li>- Federal Grants</li> <li>- Local Grants</li> <li>- State Grants</li> <li>- Transportation Agencies Grant Funding (VTA, MTC, ABAG, BAAQMD)</li> </ul>	<p>Applications (including project proposals)</p> <p>Audits</p> <p>Award Notification</p> <p>Funding Requests (State Funded)</p> <p>Grant Administration</p> <p>Grant Funding</p> <p>Grant Evaluations</p> <p>Payroll (certified, Davis Bacon)</p> <p>Program Rules, Regulations, Procedures</p> <p>Reports to Funding Agencies</p> <p>Semi-annual Labor Reports</p>	Citywide	While Active+7Y	<p>CA - GOV 34090 - (2Y)</p> <p>CA - Office of Emergency Services 2019 Subrecipient Handbook §11210 - (AC+7Y)</p> <p>US - 2 CFR 200.333 - (CL+3Y)</p> <p>US - 24 CFR 570.502(a)(7)(i)(A) - (LA4Y)</p> <p>Unsuccessful applications are retained for 2 years.</p> <p>NOTE: If a grant requires longer retention, its specific requirements will take precedence.</p>	
033	Financial	<p><b>Payroll</b></p> <p>Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee, including:</p> <ul style="list-style-type: none"> <li>- Name, address, SSN</li> <li>- Total amount and date of payments</li> <li>- Period of service covered for each</li> <li>- Withholding</li> <li>- Tax collected</li> </ul>	<p>Deduction Authorizations, Registers, Reports</p> <p>Deferred Compensation</p> <p>Educational Reimbursements</p> <p>Employee Master File</p> <p>Federal and State Tax</p> <p>Payroll Checks, Copies, Stub Reports</p> <p>Payroll Certifications, Controls, Earnings</p> <p>Payroll Taxes</p> <p>PERS Reporting (earnings and benefits for a pay period)</p> <p>Timekeeping Records (timecards, out of class forms/reports, extra help requests)</p> <p>W-2, W-4</p>	Finance	6Y	<p>CA - 2 CCR 570.5 - (5Y)</p> <p>CA - 2 CCR 571(b)(1)(E) - (5Y)</p> <p>CA - 22 CCR 1085-2(c) - (CU+4Y)</p> <p>CA - GOV 12946 - (2Y; T+2Y)</p> <p>CA - LAB 226a - (3Y)</p> <p>CA - LAB 1174 - (3Y)</p> <p>CA - LAB 1197.5 - (LA2Y, LA3Y)</p> <p>CA - UIC 1132 - (LA3Y)</p> <p>Cupertino Municipal Code 3.37.060 - (4Y)</p> <p>US - 26 CFR 31.6001 - (CU+4Y)</p> <p>US - 26 USC 6531 - (LA6Y)</p> <p>US - 29 CFR 516.5 - (3Y)</p> <p>US - 29 CFR 516.6 - (2Y)</p> <p>US - 29 CFR 1620.32 - (2Y)</p> <p>US - 29 CFR 1627.3 - (3Y)</p> <p>US - 48 CFR 4.705-2 - (4Y; 2Y)</p>	
034	Financial	<p><b>Real Property Transactions</b></p> <p>Records and information related to the ownership, acquisition, disposition, transfer of, lease of, or improvement of real property, infrastructure and facilities including grant deeds, owned by or used by the City.</p>	<p>Acquisitions</p> <p>Attachments</p> <p>Buildings</p> <p>Community Development Block Grant (CDBG) Property Acquisitions</p> <p>Deeds of Trust</p> <p>Development Agreements</p> <p>Dispositions</p> <p>Grant Deeds</p> <p>Housing Authority Owned Properties</p> <p>Land</p> <p>Loans</p> <p>Mortgages</p> <p>Notice of Pendency of Actions</p> <p>Possessory Interest</p> <p>Promissory Notes</p> <p>Property Transaction (DDA, DA, etc.)</p> <p>Right of Way</p> <p>Sales</p> <p>Subdivision Improvement Agreements (SIAs)</p> <p>Valuation Information</p>	<p>City Clerk</p> <p>Community Development</p> <p>Finance</p> <p>Public Works</p>	Permanent	<p>CA - CCP 315 - (LA10Y)</p> <p>CA - CCP 337 - (LA4Y)</p> <p>CA - CCP 337.1 - (LA4Y)</p> <p>CA - CCP 337.15 - (LA10Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 8546.7 - (CL+3Y)</p> <p>CA - GOV 34090(a) - (PR)</p>	
035	Financial	<p><b>Unclaimed Funds</b></p> <p>Records and information pertaining to periodic publication of outstanding checks that are 3 years or older. After the City goes through its due diligence of trying to find the rightful owner, Finance returns any unclaimed funds to the City.</p>	<p>Uncashed Checks</p> <p>Unclaimed Funds</p>	Finance	10Y	<p>CA - CCP 1513 - (3Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>US - Uniform Unclaimed Property Act (2016), Section 404 - (10Y)</p>	
036	General & Administrative	<p><b>Agreements, Contracts and Leases - Construction, Development, Improvements to Infrastructure, Real Property and Facilities</b></p> <p>Executed agreements and contracts for construction and/or improvements to the City's infrastructure, real property and facilities. Examples include:</p> <ul style="list-style-type: none"> <li>- Affordable Housing Agreements</li> <li>- Below Market Rate Housing Agreements</li> <li>- Housing &amp; Human Services Grant Contracts</li> <li>- Lease Acquisitions Leasehold/Tenant Improvements</li> <li>- Notice of Restriction</li> <li>- Property Improvement Contracts</li> <li>- Regulatory Agreements</li> <li>- Water Agreements</li> <li>- Water Supply Agreements</li> </ul>	<p>Addendums and Amendments</p> <p>Agreements/Contracts</p> <p>Attachments / Exhibits</p> <p>Bonds (copies)</p> <p>Certificates of Completion (COCs)</p> <p>Insurance Documentation</p> <p>Change Orders, Side Letters, Task Orders</p> <p>Disclosures</p> <p>Letters of Intent</p> <p>Memoranda of Understanding (MOUs)</p> <p>Notices of Completion (NOCs)</p> <p>Plans and Specifications</p> <p>Statements of Work (SOWs)</p> <p>Warranties</p>	<p>City Clerk</p> <p>Community Development</p>	Permanent	<p>CA - CCP 315 - (LA10Y)</p> <p>CA - CCP 337.1 - (LA4Y)</p> <p>CA - CCP 337.15 - (LA10Y)</p> <p>CA - CCP 343 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 8546.7 - (CL+3Y)</p> <p>CA - GOV 34090(a) - (PR)</p> <p>US - 29 CFR 516.5 - (3Y)</p> <p>US - 40 CFR 122.21(p) - (3Y)</p> <p>US - 40 CFR 122.41(j) - (3Y)</p>	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
037	General & Administrative	<p><b>Agreements, Contracts and Leases - Goods and Services and Other Non-Infrastructure</b></p> <p>Executed agreements and contracts for goods and services (which includes all types of contracts and agreements, including franchise, purchase orders, or non-real property leases) and associated ancillary documents, between the City and other parties.</p>	<p>Addendums and Amendments                      Attachments / Exhibits                      Bonds                      Certificates of Insurance                      Contract Releases (<i>resale, refinance, option to purchase, restriction, assignment of option</i>)                      Disclosures                      Letters of Intent                      License Agreements, Licenses                      Licensing, Licenses (general)                      Maintenance Agreements                      Memoranda of Agreement (MOAs)                      Memoranda of Understanding (MOUs) - other than labor MOUs                      Standard Consultant Agreement                      Services Agreement                      Services Agreement for Design Professionals                      Rental Agreements                      Statements of Work (SOWs)                      Warranties</p>	City Clerk	Permanent	<p>CA - CCP 337 - (LA4Y)                      CA - CCP 337.1 - (LA4Y)                      CA - CCP 343 - (LA4Y)                      CA - GOV 8546.7 - (CL+3Y)                      CA - GOV 34090 - (2Y)                      US - 29 CFR 516.5 - (3Y)                      US - 40 CFR 122.21(p) - (3Y)                      US - 40 CFR 122.41(j) - (3Y)</p>	
038	General & Administrative	<p><b>Asset Management, Maintenance - Furniture, Fixtures, and Other Equipment</b></p> <p>Records related to the installation, management, and maintenance of City fixed and movable assets, including real property and infrastructure, such as:</p> <ul style="list-style-type: none"> <li>- Backflow devices</li> <li>- Bridges</li> <li>- Cameras</li> <li>- City-owned buildings and structures, computing devices, and infrastructure over \$5,000</li> <li>- City-owned trees</li> <li>- Elevators</li> <li>- Equipment and vehicles</li> <li>- Fiber optics</li> <li>- Landscape irrigation</li> <li>- Parks, sports fields, paths/trails, and pools</li> <li>- Playgrounds</li> <li>- Sidewalks and curbs</li> <li>- Solar panels</li> <li>- Stormwater system</li> <li>- Streetlights</li> <li>- Streets (roadways, medians, street signs, street sign supports, striping, legends, calming devices)</li> <li>- Traffic Signals</li> </ul>	<p>Actions Taken                      Air Quality Permits and Inspections                      Backflow Inspections                      Certifications and Inspections                      Complaints and Trouble Reports                      Daily Work Reports                      Custodial Services                      Equipment Certifications and Inspections                      Issues Log                      Inventories                      Maintenance, Repair, &amp; Replace Work Orders, Inspections &amp; Service Requests                      Maintenance Reports                      Pesticide (<i>treatments, applications</i>)                      Tree Removals                      Utilities Meter Records (<i>including deposits</i>)</p>	Innovation & Technology Public Works	Life*+10Y	<p>CA - CCP 337 - (LA4Y)                      CA - CCP 337.15 - (LA10Y)                      CA - GOV 945.6(a)(2) - (LA6M; LA2Y)                      CA - GOV 8546.7 - (CL+3Y)                      CA - GOV 34090 - (2Y)</p>	* Life of Asset
039	General & Administrative	<p><b>Audits - Internal, External and Administration</b></p> <p>Records and information related to internal, external and regulatory audits and administration of associated auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.</p>	<p>Annual Audit Reports                      Audit Files, Plans                      Audit Schedules                      Audit Workpapers                      Auditors Reports                      Biennial Reviews                      Flood Insurance Rate Credit Audits                      General Purpose Financial Audits, Single Audits                      Grand Jury Reports                      Management Responses                      Petty Cash Audits                      Responses                      Results                      Workpapers</p>	Citywide	6Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)                      CA - GOV 8546.7 - (CL+3Y)                      CA - GOV 34090 - (2Y)                      US - 26 USC 6531 - (LA6Y)</p>	
040	General & Administrative	<p><b>City Website</b></p> <p>Content of the City's website and web pages.</p>	<p>Website Content                      Web Pages</p>	Citywide	2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)                      CA - GOV 34090 - (2Y)</p>	



Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
041	General & Administrative	<p><b>Communication, Outreach, Media and Public Relations</b></p> <p>Records and information regarding internal and external-facing communications, advertising and press relations materials, and community programs including operation of the local Government access cable television station, the City's radio station, and documentation of outreach activities/events held in cooperation or for the benefit of City staff and for the local community.</p>	<p>Block Leader Records                      Brochures, Flyers                      Cable Television Station Operating Records                      Community Surveys                      Events (<i>sign-in sheets</i>)                      FCC License                      Health Fairs                      Housing Workshop                      Mailers                      Neighborhood Watch Records                      Parks and Recreation Commission Video Recordings                      Press Releases                      Public Information / Outreach / Education                      Publications Produced by the City (<i>City Manager items of interest, newsletter</i>)                      Social Media Posts                      Speeches                      Videos for Public Events                      Waivers of Liability                      Website Documentation</p>	Citywide	4Y	<p>CA - CCP 337 - (LA4Y)                      CA - GOV 8546.7 - (CL+3Y)                      CA - GOV 34090 - (2Y)</p>	
042	General & Administrative	<p><b>Economic Development Programs</b></p> <p>Records and information documenting the City's economic development programs, including:</p> <ul style="list-style-type: none"> <li>- Business improvement districts (property based - PBID, tourism based - TBID)</li> <li>- Parklet program</li> <li>- Façade program</li> </ul>	<p>Applications                      Brochures                      Correspondence                      Economic Development Strategy                      Impact Fee Schedule                      Market Studies                      Pilot Programs                      Website</p>	<p>City Manager                      Community Development</p>	While Active+4Y	<p>CA - CCP 337 - (LA4)                      CA - GOV 945.6(a)(2) - (LA6M; LA2Y)                      CA - GOV 8546.7 - (CL+3Y)                      CA - GOV 34090 - (2Y)                      US - 2 CFR 200.333 - (CL+3Y)</p>	
043	General & Administrative	<p><b>Emergency Management</b></p> <p>All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City facilities. Includes the Emergency Response Programs, the Citizen Corps Program, and the Emergency Operations Center.</p>	<p>Annexes (<i>internal operational instructions on how to respond to emergency situations</i>)                      Business Continuity Plans                      Disaster Council                      Disaster Recovery Plan                      Drill Records                      Emergency Alerts                      Emergency Contact Lists, Employee Lists, Roster of Workers                      Emergency Evacuation Procedures                      Emergency Preparedness Team                      Evacuation Plans                      Hazard Mitigation Plan</p>	City Manager	While Active+2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)                      CA - GOV 34090 - (2Y)</p>	
044	General & Administrative	<p><b>Fuel Expense Management</b></p> <p>Records related to the purchase, tracking and management of expenses for fuel for City vehicles.</p>	<p>Fuel Card Authorizations                      Fuel Reports, Billing Reports, Journals</p>	Finance	2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)                      CA - GOV 34090 - (2Y)</p>	
045	General & Administrative	<p><b>Fuel Tank Management</b></p> <p>Records related to the management of City fuel storage tanks.</p>	<p>California Air Resources Board Certificate                      Fuel Storage Tanks (<i>above ground, underground</i>)</p>	Public Works	Life*+10Y	<p>CA - 23 CCR 2712 - (Life of tank)                      CA - CCP 338.1 - (LA5Y)                      CA - GOV 945.6(a)(2) - (LA6M; LA2Y)                      CA - GOV 34090 - (2Y)                      CA - HSC 25285 - (5Y)                      CA - HSC 25292 - (1Y)                      CA - HSC 25293 - (MAINT)</p>	* Life of Tank
046	General & Administrative	<p><b>General Administration</b></p> <p>General internal administrative records of City departments, including:</p> <ul style="list-style-type: none"> <li>- Documentation of department activities</li> <li>- Routine reports generated by the City</li> <li>- Information captured on a log or a list</li> <li>- Routine correspondence, memos, notes and emails that do not pertain to another category</li> <li>- Department projects, including unsuccessful project documentation</li> </ul>	<p>Budget Workpapers                      City Generated Routine Studies / Reports (<i>e.g., rate studies, vacant land inventory studies</i>)                      Confidential Invoice Backup (<i>outside counsel billing</i>)                      Department Administrative Documents (<i>calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans</i>)                      Employee Communication Letters (<i>announcements, new programs, notices</i>)                      In-House Committees / Employee Committees                      Logs (<i>bid openings, booking number, case number, daily DR#, subpoenas received</i>)                      Office Files, Office Manager Files                      Organization Charts                      Research on Pending Legislation                      Supplies Management                      Zoning Confirmation Letters</p>	Citywide	While Active+2Y	<p>CA - GOV 34090 - (2Y)</p>	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
047	General & Administrative	<b>Historical Documents, Events, Memorabilia, Collections, Artifacts</b> Records and information documenting the history and significant milestones of the City such as when a significant decision was made, a momentous weather event, or noteworthy event (e.g., Steve Jobs presenting to City Council), the 1st of an event such as Sister City initial formation or recognition, but not an annual recording of the event or activities thereafter.	Biographies of City Officials Census Information City Council Meeting Video Recordings City Generated Historical Studies / Reports City Incorporation City Manager, City Official Communications, Speeches, Videos (historic, significant, State of the City) City Publications ( <i>historic, significant, examples: Scene, Parks and Recreation Catalog</i> ) City Seal Council District Maps Demographics Elections ( <i>historic, significant</i> ) Grand Jury Documentation History Cards ( <i>historical personnel rosters</i> ) Historical Facilities News, Press Releases ( <i>historic, significant</i> ) Photo Collections and Publicity Photographs Planning Commission Meeting Video Recordings Proclamations/Ceremonial Documents Registered Logos	City Clerk City Manager Communications Video	Permanent	CA - GOV 34090 - (2Y)	
048	General & Administrative	<b>Incident Reports</b> Records and information associated with department responses to fires and emergency incidents, including medical emergencies.  NOTE: This category does not pertain to incident reports that become part of a Police case file.	Emergency Services False Alarm Reports Hazardous Waste Spills Incident Reports Investigation Reports Mandated Reporting: Child Abuse, Elder Abuse Potholes Sewer Overflow Suspicious Activity Reports (SARs) Tree Down	Citywide	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
049	General & Administrative	<b>Operational Maps</b> Informal maps and geographical information pertaining to City operations and constituent services.	Community Outreach Fiber Optic Road Closures Street Sweeping Schedule Tree Maintenance Zones Trash Pick-up Zoning/General Plan	Innovation Technology	While Active+2Y	CA - GOV 34090 - (2Y)	
050	General & Administrative	<b>Permits Issued</b> Documentation of permits issued by the City, other than building and planning permits.	Applications Field Use Permits Fire Handbill Permits Hydrant Permits Massage Therapist Permits ( <i>and annual health certificates</i> ) Parade Permits Solicitor Permits Street Permits Taxi Permits Temporary Open Air Activities Permits Temporary Parking Permits Tent Permits Transportation Permits ( <i>oversize, overweight, wide load</i> )	Citywide	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y) Cupertino Municipal Code 11.24.220 - (MAINT)	
051	General & Administrative	<b>Policies and Procedures</b> All administrative documentation of City policies and procedures.	Administrative Policies and Procedures Brand Guidelines City Council Policies and Procedures Department Policies and Procedures Directives Facility Rental Policy and Procedures General Orders Guidelines Handbooks Policies Procedure Manuals Procedures Program / Initiative Plans SOPs Standards	Citywide	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
052	General & Administrative	<b>Procurement - Agreements and Contracts Not Awarded</b> Records and information created or retained in the preparation of purchasing or acquisition of goods and services, but where the purchase order, contract, or agreement was not awarded.	Bids, Awards ( <i>unaccepted, rejected</i> ) Exhibits Price Lists Quotations Requisitions Requests for Information ( <i>RFI</i> ) Requests for Proposal ( <i>RFP</i> ) Requests for Quote ( <i>RFQ</i> ) Scorecards Specifications	Citywide	2Y	CA - GOV 34090 - (2Y)	
053	General & Administrative	<b>Procurement - Purchasing and Requisitioning</b> Records and information created or retained in the purchasing or acquisition of goods and services. Documentation that includes the terms and conditions under which vendors will provide goods or services.	Bids, Awards Bonds Change Orders Evaluation Sheets Exhibits Notices of Intent ( <i>to award, to bid</i> ) Price Lists Proof of Insurance Certificates Proposals Purchase Orders Quotations Receiving Reports Requisitions Requests for Proposal ( <i>RFP</i> ) Requests for Qualifications ( <i>RFQ</i> ) Specifications	Citywide	4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.5 - (3Y)	
054	General & Administrative	<b>Public Information Requests</b> Records requested by the public, required for provision to the public, and related inquiries.	Formal Public Records Requests Subpoenas for records and/or testimony (cases in which City is not a party)	City Attorney City Clerk	2Y	CA - GOV 34090 - (2Y)	
055	General & Administrative	<b>Public Notices</b> Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and other legal notices.	Affidavits of Mailing Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notices Public Meeting Notices	Citywide	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
056	General & Administrative	<b>Records, Information Management - Active and Inactive Records</b> Documentation of the management of active and inactive records in compliance with Records and Information Management policy and procedures.	Document Hold Notices, Updates Inactive Records Storage Information ( <i>inventories, indexes, transmittals</i> ) Lists of Stored Records Records Transfers ( <i>to storage, to other depts.</i> )	City Clerk	10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)	
057	General & Administrative	<b>Records, Information Management - Records of Destruction</b> Documentation of records destroyed in accordance with Records and Information Management policy and procedures.	Certificates of Destruction Lists of Destroyed Records	City Clerk	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)	
058	General & Administrative	<b>Security Closed Circuit Television Recordings</b> Closed circuit TV video recordings made to monitor the security of City facilities and operations.	CCTV Security Video	Innovation Technology Public Works Operations	1Y	CA - GOV 34090.6 - (1Y)	
059	General & Administrative	<b>Security, Access Operations</b> Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls ( <i>active and inactive</i> ) Access Reports Card Key System Records ( <i>active and inactive</i> ) Daily Activity Logs Facility Key Lists ( <i>active and inactive</i> ) Key Cards Transaction Logs	Innovation Technology Public Works Operations	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
060	General & Administrative	<b>Sustainability</b> Records and information of the City's programs and activities to provide greater environmental accountability and encourage green business practices.	Climate Action Plan (CAP) - linked to General Plan Climate Greenhouse Gas Inventory Report Utility Cost & Consumption Tracking ( <i>energy, water, sewer</i> ) - Baseline year and all intervening years leading up to goal as related to CAP	Sustainability	While Active+5Y	CA - GOV 34090 - (2Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
061	General & Administrative	<b>Vendor, Supplier Files</b> Records and information of suppliers and vendors to all City organizations created or retained in the purchasing or acquisition of goods and services.	Contractors - Vendor List Vendor Packets Vendor Applications, Profiles	Citywide	2Y	CA - GOV 34090 - (2Y)	
062	Human Resources	<b>Benefit Plans</b> Plans established to provide employee benefits and associated administrative documents, including:  - Dental - Vision - Life insurance - Long-term care - Deferred compensation - Section 125 plan (flex spending) - Disability (short/long time) - PARS retirement for unbenefited part time employees - EAP - CalPERS Retirement & CalPERS Health	Broker Correspondence Group Insurance Cost Data CalPERS Actuarial Reports CalPERS Medical Plan CalPERS Retirement Plan Summary Plan Descriptions Wellness Program Records	Human Resources	Life*+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.30 - (3Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y)  *Life of Plan or Benefit	
063	Human Resources	<b>Employee Benefit Files</b> Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (may include employee records subject to HIPAA requirements).	Benefits Files, Enrollments, Appeals Beneficiary Designations CalPERS Service-Prior-to-Membership Death Claims, Life Event Documents Disability Claims Employee Cost-Sharing Amounts Employment Status, Changes (authorizations, terminations, confirmations, status changes, coverage changes) Flexible Spending Enrollment Life Insurance Notification Letters/EOI Pension Plan Applications, Claims Premium Information Required Benefits Reporting Supplemental Forms	Human Resources	While Active+6Y	CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 825.500 - (3Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y)	
064	Human Resources	<b>Labor Relations</b> Documentation related to the negotiations between labor unions for collective bargaining purposes.	Confidential Memos Costing Ground Rules Handouts Information Requests Miscellaneous Information Notes Proposals - City Proposals - Union	Human Resources	While Active+6Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.5 - (3Y)	
065	Human Resources	<b>Labor Relations Grievances</b> Documentation related to labor grievances filed under current collective bargaining agreements.	Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances	Human Resources	Final Resolution+6Y	CA - CCP 337 - (LA4Y) CA - GOV 12946 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 29 CFR 1602.31 - (FR+2Y)	
066	Human Resources	<b>Occupational Health Records</b> Documents pertaining to worker health and safety, including drug screening records of City employees, and workers compensation (may include employee records subject to HIPAA requirements).	Drug Screening Ergonomic Evaluations Noise Exposure, Audiometric Testing Records Pre-Employment Physicals Safety Committees TB Tests Workers Compensation	Human Resources	Closed + 6Y	CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5406 - (LA1Y; LA240W) CA - LAB 5410 - (LA5Y) CA - LAB 6401.7 - (MAINT) CA - 29 CFR 1904.33 - (CU+5Y) US - 29 CFR 1910.95 - (2Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
067	Human Resources	<p><b>Personnel Files - Employees</b></p> <p>All documents related to paid employees (full and part-time) including but not limited to:</p> <ul style="list-style-type: none"> <li>- selection/hiring</li> <li>- assignments</li> <li>- promotion</li> <li>- demotion</li> <li>- transfer</li> <li>- layoff</li> <li>- termination / resignation</li> <li>- pay rates / other terms of compensation</li> <li>- work authorizations</li> <li>- reclassifications</li> </ul>	<p>Applications, Applicant Reference Verifications</p> <p>Awards, Rewards, Commendations, Certificates</p> <p>Department of Justice Reports and Clearances</p> <p>Disciplinary Actions</p> <p>Drivers License Data - Class C</p> <p>Employee Policy Acknowledgements</p> <p>Employment Authorizations (confirmations, status changes, terminations)</p> <p>Exit Records</p> <p>Individual Education, Development, Training Records</p> <p>Job Offer Letters</p> <p>Leave of Absence Documentation, FMLA</p> <p>Medical Restrictions</p> <p>Oaths of Office</p> <p>Performance Evaluations, Reviews or PIPs</p> <p>Personnel Transaction Forms</p> <p>Policy Acknowledgements</p> <p>Recognition</p>	Human Resources	Termination+6Y	<p>CA - 2 CCR 11013 - (FR+2Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 12946 - (2Y; T+2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - VEH 1808.1(c) - (1Y)</p> <p>US - 29 CFR 825.500 - (MAINT)</p> <p>US - 29 CFR 1602.14 - (FR+1Y)</p> <p>US - 29 CFR 1602.31 - (T+2Y)</p> <p>US - 29 CFR 1627.3 - (T+1Y)</p> <p>US - 41 CFR 60-1.12(a) - (2Y)</p> <p>US - 41 CFR 60-741.80 - (2Y)</p>	
068	Human Resources	<p><b>Risk Management - Insurance Coverage</b></p> <p>Records detailing the City's general coverage against property damage and liability, including renewal submission information, insurance quotes, &amp; broker correspondence. (NOTE: Third party proofs-of-insurance associated with facility rentals or City projects are retained with those rental or project files.)</p>	<p>Binding Information</p> <p>Binders</p> <p>Broker Correspondence</p> <p>Certificates of Insurance</p> <p>Completed Applications</p> <p>Flood Insurance</p> <p>Insurance Policies</p> <p>Insurance Quotes</p> <p>Insurance Submissions</p> <p>Liability Insurance</p> <p>Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA)</p> <p>Renewal Strategy</p>	City Attorney Human Resources	While Active+6Y	<p>CA - 22 CCR 3267-2 - (MAINT)</p> <p>CA - CCP 337 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 8546.7 - (CL+3Y)</p> <p>CA - GOV 34090 - (2Y)</p>	
069	Human Resources	<p><b>Salary, Compensation</b></p> <p>Documentation of job classification compensation.</p>	<p>Classification Studies</p> <p>Compensation Program, Planning, Analysis</p> <p>Cost of Living Adjustments</p> <p>Job Descriptions</p> <p>Job Evaluation Documentation</p> <p>Salary Range History</p> <p>Salary Schedules</p> <p>Salary Surveys</p> <p>Salary Table</p>	Human Resources	6Y	<p>CA - GOV 34090 - (2Y)</p> <p>US - 29 CFR 1602.14 - (FR+1Y)</p> <p>US - 29 CFR 1602.31 - (2Y)</p>	
070	Human Resources	<p><b>Staffing and Recruitment</b></p> <p>Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, whether full time or part-time temporary, including:</p> <ul style="list-style-type: none"> <li>- Applications and related records of candidates interviewed but not hired or accepted</li> <li>- Applications received but not acted upon</li> </ul>	<p>Applications, CVs, Resumes (<i>rejected, unsolicited</i>)</p> <p>Applicant Tracking Records (<i>hired, rejected</i>)</p> <p>Background Checks, Investigations - candidates not hired/accepted</p> <p>Examination Results and Rankings</p> <p>Interview Notes</p> <p>Job Descriptions</p> <p>Job Postings, Announcements</p> <p>Job Specifications</p> <p>Miscellaneous Hiring Process Notes</p> <p>Personnel Requisitions</p> <p>Position Information</p> <p>Pre-Hire Screening - candidates not hired/accepted</p> <p>Test Results (<i>non-hires</i>)</p> <p>Test and Examination Materials</p>	Human Resources Parks & Recreation	3Y	<p>CA - 2 CCR 11013(c)(2) - (2Y)</p> <p>CA - GOV 12946 - (2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>US - 29 CFR 1602.31 (2Y)</p> <p>US - 29 CFR 1627.3(b)(1) - (1Y)</p>	NOTE: Background checks for personnel hired are part of the personnel file.
071	Human Resources	<p><b>Training Records - City Staff (Full and Part-time) and Officials</b></p> <p>All documents related to general and specialized technical education and training taken by officials, paid employees and unpaid volunteers, including:</p> <ul style="list-style-type: none"> <li>- Child Protective Services &amp; Boundaries</li> <li>- Cybersecurity</li> <li>- Ethics</li> <li>- Fire Extinguisher</li> <li>- First Aid/CPR</li> <li>- Harassment</li> <li>- Lifeguard Certification</li> <li>- Safe Food</li> <li>- Specialized Equipment</li> <li>- Supervisor</li> <li>- Violence in the Workplace</li> </ul>	<p>Attendance</p> <p>Briefing/Unit Training</p> <p>Certification Records</p> <p>Compliance Training</p> <p>Individual Education, Development</p> <p>Tailgates</p>	Citywide	6Y	<p>CA - 8 CCR 3203 - (CU+1Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - GOV 53235.2b - (5Y)</p> <p>CA - GOV 53237.2(b) - (5Y)</p>	


Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
072	Human Resources	<b>Training Records - Materials, Courses, Scheduling</b> Documentation regarding the content of courses and schedules for training offered to employees, officials and volunteers.	Attendance Lists Employee Development Presentation Materials PowerPoint Slide Decks Rosters Sign-in Sheets Testing/Qualifications Training Bulletins	Citywide	While Active+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (FR+1Y)	
073	Human Resources	<b>Volunteers and Unpaid Interns - Recruitment and Personnel Files</b> All documents related to unpaid volunteers and interns including but not limited to:  - selection - assignments - termination / resignation	Applications, Applicant Reference Verifications Medical Restrictions Policy Acknowledgements Volunteer Acknowledgements	Citywide	Termination+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 (2Y) US - 29 CFR 1627.3(b)(1) - (1Y)	
074	Human Resources	<b>Work Authorizations and Supporting Documentation</b> Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status.	I-9 Documents and copies of associated documents Immigration Supporting Documentation	Human Resources	Termination+3Y	CA - GOV 34090 - (2Y) US - 8 CFR 274a(2) - (3Y or T+1Y, whichever is longer) US - 20 CFR 655.760 - (T+1Y)	
075	Innovation Technology	<b>Application, System Development and Maintenance</b> Technical documentation related to development of City technology processes, applications, GIS, Telecommunications Systems, or the City's website, as well as conversions, changes or modifications to existing applications or systems.	Business, Functional Requirements Change Requests Data Element Attribute Reports Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Mobile Services Network Circuits Inventories Network/Equipment Control Support Documentation Source Code System Documentation ( <i>codebooks, record layouts, reference guides, schematics, specifications</i> ) System, Application Maintenance Documentation ( <i>hardware/operating system requirements, monitoring logs, operating manuals</i> )	Innovation Technology	Life*+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)  *Life of Application.	
076	Innovation Technology	<b>Business Continuity Records - Computing Equipment and Network Operations</b> All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City computing resources.	Business Continuity Plans Disaster Recovery Plan Emergency Response	City Manager Innovation Technology	Until Superseded or 2Y, Whichever is Longer	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
077	Innovation Technology	<b>Technology Help Desk, Access and Security</b> Records and technical documentation of system access, internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.	Audit Trail Files Automated Logs Change Management Case Files Computer Usage Files Data Breaches ( <i>notifications, reports, responses</i> ) Data Sets, Extracted Data Summaries Firewall Special Access Approvals Trouble Tickets Usage Reports ( <i>summary, system</i> ) User Access Records ( <i>passwords, requests, accounts</i> ) User Incident, Response Files	Innovation Technology	3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - CIV 1798.27 - (3Y)	
078	Innovation Technology	<b>Telecommunications Records</b> Records and information associated with the planning, management and maintenance of the City's VOIP phone system.	Phone Services Records	Innovation Technology	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
079	Legal & Compliance	<b>Internal Legal Advice and Opinions</b> Memoranda containing legal advice prepared by the City Attorney's for City departments. (NOTE: Legal advice and opinions associated with specific projects will be retained with the project file.)	Confidential Memos Opinions	Citywide	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
080	Legal & Compliance	<b>Joint Powers Authority Agreements</b> Executed agreements between the City and one or more public agencies that share a common power and want to jointly implement programs, build facilities, or deliver services.	Addendums and Amendments Attachments / Exhibits JPA	City Clerk	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 343 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
081	Legal & Compliance	<b>Litigation and Third Party Claims</b> Records generated for or related to any case or action before a judicial, arbitral, or administrative officer or body.	Complaints Court Orders Discovery Exhibits Judgments Pleadings Related Correspondence Releases Summons Tort Claims	City Attorney	Final Resolution+10Y	CA - 2 CCR 11013 - (FR+2Y) CA - 8 CCR 10102 - (5Y; CL+1Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - CCP 315 - (LA10Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001 - (CU+4Y) US - 26 CFR 301.6501 - (3Y) US - 26 CFR 301.6532-1 - (LA2Y) US - 26 CFR 301.6532-2 - (LA5Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5(e) - (LA180D) US - 42 USC 2000e-5(f) - (LA180D)	
082	Legal & Compliance	<b>Recorded Documents</b> Records and information pertaining to those original key documents recorded on behalf of the City.	Abandonments Annexations Condemnations Conveyances Covenants Deeds Deed Restrictions Easements Liens Lot Line Adjustments Promissory Notes Quitclaims Reconveyances Resale Restrictions Rights-of-Way Vacations	City Clerk Planning Public Works	Permanent	CA - GOV 34090(a) - (PR)	
083	Legal & Compliance	<b>Regulatory Reporting</b> Official non-financial reports issued by City organizations to comply with regulatory requirements.	Census Reports (C-404) EEOC Reports Labor Reports OSHA 300 Reports Strong Motion Instrumentation Program (SMIP) Reports	Citywide	6Y	CA - 8 CCR 14300.33(a) - (CU+5Y) CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.32 - (3Y) US - 29 CFR 1904.33 - (5Y)	
084	Legal & Compliance	<b>Risk Management - Claims By or Against the City</b> Records detailing claims lodged by or against the City, other than for Workers Compensation.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals Claims By/Against the City Closing Letters Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations	City Attorney Citywide	Final Resolution+5Y	CA - CCP 337 - (LA4Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
085	Legal & Compliance	<b>Settlement Agreements</b> Records of final settlement agreements.	Settlement Agreements ( <i>confidential and non-confidential</i> )	City Attorney City Clerk	Permanent	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)	
086	Legislative	<b>Appointments to Boards, Commissions and Committees</b> Staff records related to appointments made by authorized elected officials to councils, committees, boards, and commissions.	Applications ( <i>appointed, unsuccessful</i> ) Ballots Interview Notes Letters of Appointment Letters of Recommendation Maddy Act Lists Oaths of Office Policy Acknowledgments Resumes Submitted Documents	City Clerk	Term of Office+2Y	CA - GOV 34090 - (2Y)	

Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
087	Legislative	<b>Audio Recordings of Public Meetings</b> Audio recordings of meetings of City advisory and legislative bodies made solely for the purposes of transcribing meeting actions for written minutes.	Audio Recordings	Communications Innovation Technology Video	30D or Until Minutes are Approved, Whichever is Longer	CA - GOV 54953.5(b) - (30D)	
088	Legislative	<b>Legislative and Advisory Councils, Boards Committees &amp; Commissions - Legislative Affairs</b> Records of actions taken by City boards, commissions, committees, councils, subcommittees, and task forces, whether having legislative authority of their own (i.e., subject to the Brown Act), or for the purposes of informing or advising the City Council or other City legislative bodies. Includes:  - Administrative Hearing Committee - Audit Committee - Bicycle Pedestrian Commission - City Council - Design Review Committee - Economic Development Committee - Environmental Review Committee - Fine Arts Commission - Housing Commission - Legislative Review Committee - Library Commission - Parks and Recreation Commission - Planning Commission - Public Safety Commission - Sustainability Commission - Technology, Information & Communication Commission - Teen Commission	Agenda Packets (includes staff reports) Agenda Summary Reports Agendas Appeals Bylaws City-wide Plans/Programs Adopted Correspondence Formation Documents ( <i>including 501 C3 and IRS documents</i> ) Legislative Packets Meeting Minutes Minute Books & Index Municipal Code Opinions on Pending Legislation Ordinances Petitions and Decisions Resolutions Transcriptions of audio recordings of meetings	City Clerk Citywide	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 321 - (LA5Y) CA - CCP 336 - (LA5Y) CA - CCP 336a - (LA6Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090(e) - (PR)	
089	Legislative	<b>Oaths of Office - Elected Officials</b> Documentation of oaths of office taken by elected officials.	Oaths of Office	City Clerk	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
090	Legislative	<b>Video Recordings of Public Meetings</b> Video recordings of meetings of City advisory and legislative bodies, City Council appointed Committees, and other official public meetings subject to the Brown Act, excluding City Council, Planning Commission, & Park and Recreation Commission	Video Recordings	Communications Video	30D	CA - GOV 54953.5(b) - (30D)	
091	Parks & Recreation	<b>Kitchens at Blackberry Farms, Quinlan, and Senior Center</b> Records and information associated with operating the kitchen facilities at Blackberry Farms, Quinlan, and the Senior Center.	Food Handler Cards Health Inspections	Parks & Recreation	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 113725.1 - (MAINT) CA - HSC 113948(f) - (MAINT) CA - HSC 114381(e) - (MAINT)	
092	Parks & Recreation	<b>Recreation Facility Rentals and Reservations</b> Records and information documenting rental arrangements for the City's parks and recreational facilities.	501 C3 Affirmation Letters 501 C3 Forms Facility Rentals ( <i>use applications - approved and unapproved, permits, reservation books, insurance certificates, event representative, reports, sports field rosters</i> ) Facility Reservations Inspection Reports ( <i>pre-rental, post-rental</i> ) Set-up Charts	Parks & Recreation	While Active+4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)	



Record No.	Business Process	Record Name and Description	Example Records	Department/Office of Record	Retention	Regulatory Citations	Notes and Comments
093	Parks & Recreation	<p><b>Recreation Programs and Services - City Programs</b></p> <p>Records and information documenting the City's recreational programs and community services, including:</p> <ul style="list-style-type: none"> <li>- Aquatics</li> <li>- Golf course</li> <li>- Athletic fields</li> <li>- Blackberry Farm</li> <li>- Community gardens</li> <li>- McClellan Ranch Preserve</li> <li>- Quinlan center</li> <li>- Recreational child care</li> <li>- Senior center</li> <li>- Senior Advisory Council</li> <li>- Sport center</li> <li>- Sports leagues</li> <li>- Stephens Creek corridor facility</li> <li>- Teen center</li> <li>- Youth camps</li> </ul>	<p>Applications</p> <p>Art Display Waivers</p> <p>Authorizations to Give Medicine to Minors (<i>applying sunscreen, Epi Pens, etc.</i>)</p> <p>Before/After School Care Participant Records (<i>emergency information cards, behavior write-ups</i>)</p> <p>Bingo Item Incorporation (Senior Advisory Council)</p> <p>Bingo State Permit</p> <p>Check/Credit Card Refunds (<i>not sent to Finance</i>)</p> <p>City-run Sports Team Rosters</p> <p>Drop-in Passes, Guest Passes</p> <p>Financial Assistance Forms</p> <p>Health Insurance Counseling and Advocacy Program (HICAP)</p> <p>Housing Appointment Sign-in Sheets</p> <p>Membership Records</p> <p>Program/Event Evaluations</p> <p>Registrations Forms</p> <p>Senior Adults Legal Assistance (SALA)</p> <p>Sign-in, Sign-out Sheets</p> <p>Volunteer Applications</p> <p>Waivers and Waiver Releases (<i>classes, programs, trips</i>)</p> <p>Withdrawal Forms</p>	Parks & Recreation	While Active+3Y	<p>CA - 22 CCR 65523 - (2Y)</p> <p>CA - 22 CCR 101221 - (AC+3Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p>	
094	Parks & Recreation	<p><b>Senior Case Management Records</b></p> <p>Case management files for services provided to seniors (may include records subject to HIPAA requirements).</p>	<p>Case Files</p> <p>Intake Forms</p>	Parks & Recreation	Closed+7Y	<p>CA - BPC 2919 - (7Y)</p> <p>CA - BPC 4980.49 - (7Y)</p> <p>CA - BPC 4993 - (7Y)</p> <p>CA - CCP 335.1 - (LA2Y)</p> <p>CA - CCP 340.15 - (LA3Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p>	

 <b>TRUSTED ELECTRONIC SYSTEM POLICY FOR THE MANAGEMENT OF CITY RECORDS</b>	<i>Council Policy</i>
	<b>Attachments:</b> A - Examples of Convenience Information B - Trusted Systems Requirements and Recommendations
<b>Effective Date:</b> December 17, 2019	<b>Responsible Department:</b> City Clerk's Office/City Manager's Office/IT
<b>Related Policies &amp; Notes:</b> Prior versions: 2017	

## PURPOSE

This Policy provides for a Trusted Electronic System that meets or exceeds State and federal laws and requirements for the management of City Records, and provides guidance to employees, contractors, and volunteers of the City that are authorized to scan, import, create, modify or delete Records into the Laserfiche system where the electronic Record is to serve as the City's official Record.

## SCOPE

This Policy applies to employees, volunteers, or contractors who scan, import, create, search for, modify or delete information into the City's systems where the electronic document is to serve as the City's official Record.

## DEFINITIONS

For the purpose of this policy, the following terms are defined as provided below:

**ECMS:** Electronic Content Management System

**Official Records:** For purposes of this Policy and compliance with the Retention Schedule an "official record" is defined as a lasting indication of a writing, event or other information, which is in the custody of City employees or elected or appointed City officials or bodies, and is kept either (1) because a law requires it to be kept or (2) because it is necessary or convenient to the discharge of the City's duties and was made or retained for the purpose of preserving its informational content for future reference.

This Policy applies to all types of records, including records in any of the following forms:

- a. Hard copy, including but not limited to paper documents, forms, photos,

- reports, manuals, maps, drawings, microfilm, and video; and
- b. Electronic form, in structured or unstructured format, including electronic communication, and associated metadata, regardless of the location or device upon which the information is stored.

Even though records include a broad spectrum of recorded information, not all information held by the City is a record. Information that is not a record (for example Convenience Information) does not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy Convenience Information as soon as its use has been met. City staff should take care not to file Convenience Information with records. For a list of examples of Convenience Information see *Attachment A*.

**Retention Period:** The length of time an official record is retained, according to the Retention Schedule.

## POLICY

1. Full Compliance with Law. The City will be in full compliance with all applicable Federal and State laws and regulations to ensure the integrity of official Records. (See Trusted System Requirements and Recommendations as Attachment B).
2. City Clerk Responsible for City-wide Policies. The City Clerk is responsible for developing Retention Schedule, deletion procedure, and standards for the management of City Records in the electronic repository.
3. Electronic Official Records Must Follow Procedures. When relying on an electronic record as the City's official record, written procedures in compliance with this policy must be developed and followed by each department.
4. Prior Approval for Systems. The City has purchased and supports Laserfiche as the ECMS, which serves as the repository for the City's Official Records. No department may acquire a system intended to store "Trusted Electronic Records," without the approval of the City Manager, City Clerk, and Information Technology departments and a corresponding amendment to this Policy.
5. Retention Periods Apply. Retention periods from the City's Retention Schedule for records are to be configured into the ECMS software and a procedure created for the deletion of records.
6. New Records Series Require Prior Approval. Whether scanning is done "in-house" (by City employees,) or "outsourced" (by contracted services,) any new records series to be imaged or which is intended to serve as the City's official record must be approved by the City Clerk prior to commencement. Coordination with Information Technology to ensure there is

adequate space on the City's fileservers is required prior to commencing any outsourced service bureau projects.

7. Office of Record Responsible. In general, only the department who is listed as the "Office of Record," responsible for maintaining the City's original record, is the department who is responsible for assuring that documents are input into the system that will serve as the City's original record.
8. Location of Electronic Official Records Require Prior Approval. It is not desirable to store electronic records intended to serve as the City's official record on "File Shares" (on your shared hard drives,) or an email repository which generally support drafts or copies, and which are difficult to store on unalterable media as required by law (or separate the final official record from the draft or copy so they can be properly managed.) Electronic records intended to serve as the City's official record shall be maintained in the Trusted System repository approved by the City Clerk and Information Technology. Unofficial records or convenience information (Attachment A) do not need to be listed on the disposition log and may be destroyed at any time without adhering to a retention period.
9. As per the City's Technology Use Policy:  
The City's e-mail system is a communications system and is not intended to be used as a records storage system. Retaining e-mail business records to the extent that e-mail messages constitute official business record must then be retained pursuant to the City's records retention policy.

## **LASERFICHE FOLDERS**

1. Records designated as "public" are to be made available to the public (Public Folder).
2. Not all records in a Department File Plan are public and must conform to allow for the application of retention requirements. (Department Folder).

## Attachment A

### Examples of Convenience Information

- Identical copies of documents;
- Extra copies of printed or processed materials kept only for convenience or reference;
- Superseded manuals and other directives (maintained outside the office of record);
- Working papers, such as miscellaneous notices of community affairs, employee meetings, holiday notices, library and reference materials;
- Appointment logs;
- Notes or drafts assembled or created in the preparation of other documents; worksheets, rough drafts of letters, memoranda, or reports;
- Catalogs, trade journals and other publications or papers received from external companies or agencies require no action and are not part of an official record; and
- Stocks of publications or blank forms that are kept for supply purposes only.
- Communications that do not meet the definition of “official records” may be destroyed pursuant to City policy.

## Attachment B

Trusted System Requirements and Recommendations						
			No	Partial	Yes	Comments/Notes
No.	Requirement/Criteria	Vendor				
<b>Conformance with Requirements</b>						
1	Records - lock - unalterable	Laserfiche			Yes	
2	Deletion, expunging - capability and control	Laserfiche			Yes	
3	Training and end user education	Laserfiche			Yes	
4	Managing access rights	Laserfiche			Yes	
5	Ability for Migration/Importing of documents	Laserfiche			Yes	
6	Vendor Provides Support for Data Conversion	Laserfiche			Yes	
7	Documents are readable	Laserfiche			Yes	
8	Storage Technology - archival	Laserfiche			Yes	
9	Can apply retention rules and classification	Laserfiche			Yes	
10	Indexing/organization capabilities	Laserfiche			Yes	
11	Version Control	Laserfiche			Yes	
12	Security Capabilities/Controls	Laserfiche			Yes	
13	Audit Trail	Laserfiche			Yes	
<b>Recommended Criteria</b>						
14	Apply and lift Holds	Laserfiche			Yes	
15	Software - available as on premise or cloud (or both)	Laserfiche			Yes	
16	Offers Workflow module	Laserfiche			Yes	
17	Can integrate with current applications	Laserfiche			Yes	
18	Can create E-Forms (data capture)	Laserfiche			Yes	
19	Can send links of documents rather than send copies	Laserfiche			Yes	
20	Can integrate with Email	Laserfiche			Yes	
21	Electronic Approvals capability	Laserfiche			Yes	
22	Support provided by VAR	Laserfiche			Yes	
23	Public portal module available	Laserfiche			Yes	
24	Agenda Management module available	Laserfiche			Yes	
25	E-Forms module for public portal available	Laserfiche			Yes	



CUPERTINO

# CITY OF CUPERTINO

## Upcoming Draft Agenda Items

---

### City Council

**Tuesday, March 17, 2020**

#### **Closed Session**

**20-7007**                    Subject: Conference with Legal Counsel - Anticipated Litigation; Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) of Section 54956.9: (1 Claim). (Clean Cut Landscaping - 6:00 p.m.)

#### **Consent Calendar**

**20-7023**                    Subject: Approve the February 24 City Council Minutes

**20-7100**                    Subject: Comprehensive Annual Financial Report (CAFR)

**19-6431**                    Subject: Approve the March 3 City Council minutes

#### **Second Reading of Ordinances**

**20-6850**                    Subject: Second reading of a Development Agreement for a new 155 room 7-story hotel (24-hour operations) with underground parking, event meeting rooms, a ground floor restaurant with separate bar and a rooftop lounge with a separate bar. Application No(s): DA-2018-01; Applicant(s): Sherly Kwok (De Anza Properties); Location: 10931 N De Anza Blvd.; APN #326-10-061

#### **Public Hearings**

**20-6826**                    Subject: Municipal Code Amendments to regulate Short-Term Rental activity in the City. A new Chapter 5.08 (Short Term Rental Activity) is proposed and amendments are proposed to Chapter 3.12 (Transient Occupancy Tax), Chapter 19.08 (Definitions), Chapter 19.12 (Administration), Chapter 19.20 (Permitted, Conditional and Excluded Use in Agricultural and Residential Zones) and Chapter 19.120 (Home Occupations), of the Cupertino Municipal Code. Application No(s): MCA-2018-02; Applicant(s): City of Cupertino; Location: Citywide

#### **Ordinances and Action Items**

**20-7106**                    Subject: Rescind Resolution No. 20-014 designating the City Manager as the city employee/officer to attend City Council closed sessions and keep minutes.

**20-7107**                    Subject: Adopt 2020-2021 proposed City Work Program

**20-6808**                    Subject: Below Market Rate (BMR) Residential Housing Mitigation and Commercial Linkage Fees for the Cupertino BMR Housing Program. Application No(s): CP-2019-01; Applicant(s): City of Cupertino; Location: Citywide

**20-6820**                    Subject: Department of Housing and Community Development (HCD) Annual Housing Element Progress Report (APR) as specified by HCD (per Gov. Code § 65400(a).

**Reports by Council and Staff (10 Minutes)**

**19-6407**                    Subject: Report on Committee assignments

**Tuesday, April 7, 2020**

**Consent Calendar**

**19-6432**                    Subject: Approve the March 17 City Council minutes

**20-6916**                    Subject: Award contract for 2020 Pavement Maintenance Phase 2 Project

**20-6917**                    Subject: Approve cost share agreement with the City of San Jose for resurfacing of Bollinger Road

**20-6936**                    Subject: Adopt Resolution establishing list of projects to be funded by SB1 for Fiscal Year 20/21

**Second Reading of Ordinances**

**20-6851**                    Subject: Second reading of the Municipal Code Amendments to regulate Short-Term Rental activity in the City. A new Chapter 5.08 (Short Term Rental Activity) is proposed and amendments are proposed to Chapter 3.12 (Transient Occupancy Tax), Chapter 19.08 (Definitions), Chapter 19.12 (Administration), Chapter 19.20 (Permitted, Conditional and Excluded Use in Agricultural and Residential Zones) and Chapter 19.120 (Home Occupations), of the Cupertino Municipal Code. Application No(s): MCA-2018-02; Applicant(s): City of Cupertino; Location: Citywide

**Public Hearings**

**20-6852**                    Subject: Appeal of the Planning Commission's decision to uphold the Director's approval of a Minor Residential Permit to allow a second-story balcony to an existing single-family residence as part of an addition/remodel project. Application No(s): RM-2017-39; Appellant(s): Shayjan Huang and Eric and Cindy Fang; Applicant(s): Francis Kun (Tsai residence); Location: 21865 San Fernando Avenue; APN #357-15-043

**19-6340**                    Subject: Municipal Code Amendments to Chapter 1.08 (Right of Entry for Inspection), Chapter 1.09 (Nuisance Abatement), 1.10 (Administrative Citations, Fines, and Penalties), and Chapter 1.12 (General Penalty), for language clarifications, process efficiency, and internal consistency pursuant to the FY 2019-2020 Work Program project item titled Penalties for Violations of Conditions of Approval and Code Enforcement Best Practices. Application No(s): CP-2020-XXX; Applicant(s): City of Cupertino; Location: citywide



**20-6819**                    Subject: Fiscal Year (FY) 2020-21 Community Development Block Grant (CDBG) Program, Below Market Rate (BMR), Affordable Housing Fund (AHF), and General Fund Human Service Grants (HSG) Program funding allocations

**Ordinances and Action Items**

**20-6866**                    Subject: Authorization to execute 4th Franchise Agreement Amendment with Recology

**20-7005**                    Subject: Receive the Blackberry Farm Entrance Rd Feasibility Study/Dedication of land from 10301 Byrne Avenue

**Reports by Council and Staff (10 Minutes)**

**19-6408**                    Subject: Report on Committee assignments



**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**2/10/2020 – 2/16/2020**  
**CUPERTINO**



**PATROL ACTIVITY SUMMARY**

DATE	BEAT	ACTIVITY	COMMENTS
2/10	C9	Grand Theft	Between 3/12/19 and 9/8/19, the suspect used the victim's bank account to make withdrawals and pay bills without the victim's permission for a total loss of about \$1,287. The victim lives in Cupertino. The case will be submitted to the District Attorney's Office for review.
2/10	C7	Identity Theft	On 1/8, the victim received information indicating unknown suspect(s) used the victim's personal information to obtain two service accounts for an unknown total loss. The victim lives in Cupertino.
2/10	C9	Petty Theft	At 1:25 PM on 1/24, an unknown suspect took an unlocked bicycle from a bike rack at Cupertino High School on Finch Avenue for a total loss of about \$650.
2/10	C3	Counterfeit Currency	At 2:24 PM on 2/6, an unknown suspect used two counterfeit one hundred dollar bills to obtain an unknown amount of store merchandise at Stein Mart in the Homestead Square shopping center on Homestead Road.
2/10	C4	Shoplifting, Furnishing Alcohol to a Minor ARREST	At 8:31 AM, deputies responded to a call from school officials at Lawson Middle School on Vista Drive who had a student detained for shoplifting alcohol from Target and providing the alcohol to other students. The suspect was cited and released.
2/10	C9	Tampering with Fire Protection Equipment ARREST	At 11:25 AM, deputies responded to a call from school officials at Hyde Middle School on Bollinger Road who had a student detained for discharging a fire extinguisher. The suspect was cited and released.
2/10	C3	Shoplifting	At 11:52 AM, an unknown suspect took about \$383 of store merchandise without paying from Target in the Bottegas Cupertino shopping center on Stevens Creek Boulevard.
2/10	C3	Non-Injury Hit and Run Collision	Occurred at 2:53 PM at Sunnyvale Saratoga and Homestead Roads.
2/11	C7	Residential Burglary	Between 11:03 AM and 11:08 AM, unknown suspects entered a residence in the 11000 block of Seven Springs Lane by breaking a rear sliding glass door. It is unknown if anything was taken.
2/11	C8	Non-Injury Hit and Run Collision	Occurred at 11:38 AM at Stevens Creek Boulevard and Bianchi Way.
2/11	C8	Residential Burglary	At 12:23 PM, unknown suspect(s) entered a residence in the 10000 block of Tula Lane by breaking a glass door and took cash and electronics for an unknown total loss.
2/11	C4	Vehicle Burglary	Between 6:26 PM and 6:46 PM, unknown suspect(s) broke through a window of a vehicle parked at Yoshinoya restaurant on Stevens Creek Boulevard and took a backpack containing a graphing calculator for a total loss of about \$140.
2/11	C3	Shoplifting	At 8:51 PM, unknown suspects took an unknown amount of store merchandise without paying from Ulta Beauty in the Homestead Square shopping center on Homestead Road.

**PATROL ACTIVITY SUMMARY**

DATE	BEAT	ACTIVITY	COMMENTS
2/12	C4	Residential Burglary	Between 5:00 PM on 2/8 and 7:48 PM on 2/12, unknown suspect(s) entered a residence in the 10000 block of Northshore Square by kicking in the front door and took jewelry for an unknown total loss.
2/12	C3	Vehicle Burglary	Between 11:00 AM and 11:30 AM, unknown suspect(s) broke through a window of a vehicle parked at Whole Foods Market on Stevens Creek Boulevard. The vehicle was searched, but nothing was taken.
2/12	C9	Non-Injury Collision	Occurred at 11:19 AM at Stevens Creek Boulevard and N. Portal Avenue.
2/12	C7	Trespassing ARREST	At 3:20 PM, deputies responded to a call from school officials at Kennedy Middle School on Bubba Road on report of a former student trespassing after previous admonishment not to return to the premises. The suspect was cited and released.
2/12	C9	Vehicle Burglary	Between 9:15 PM and 10:15 PM, unknown suspect(s) broke through a window of a vehicle parked near Charles Schwab in The Marketplace shopping center on Stevens Creek Boulevard and took two backpacks containing personal items for a total loss of about \$1,025.
2/12	C9	Residential Burglary	Between 9:17 PM and 9:22 PM, unknown suspect(s) entered a residence in the 19000 block of Barnhart Avenue by breaking a rear, sliding glass door. The house was searched, but it is unknown if anything was taken.
2/12	C3	Vehicle Burglary	Between 10:00 PM and 11:30 PM, unknown suspect(s) broke through a window of a vehicle parked at Homestead Bowl on Homestead Road and took a backpack containing miscellaneous items for a total loss of about \$260.
2/13	C3	Commercial Burglary	At 12:52 PM, unknown suspects entered Ulta Beauty in the Homestead Square shopping center on Homestead Road and took about \$13,000 of store merchandise without paying.
2/13	C8	Non-Injury Collision	Occurred at 3:39 PM at McClellan Road and S. De Anza Boulevard.
2/14	C7	Vandalism	Between 5:15 PM on 2/13 and 10:04 AM on 2/14, unknown suspect(s) scratched the paint of a vehicle parked in the 10000 block of Byrne Avenue. The total amount of damage was about \$1,000.
2/14	C8	Commercial Burglary	Between 12:00 AM and 3:39 AM, unknown suspect(s) entered Rio Adobe Southwest Café on S. De Anza Boulevard by breaking the glass front door and took cash, a cash register drawer and a safe for total loss of about \$752.
2/14	C5	Vandalism ARREST	At 9:55 AM, deputies responded to a disturbance call at Main Street Cupertino on Stevens Creek Boulevard. An investigation revealed the suspect kicked the victim's car door after an argument over a parking spot. The suspect was cited and released.
2/14	C3	Non-Injury Hit and Run Collision	Occurred at 10:29 AM at Stevens Creek Boulevard and Bianchi Way.
2/15	C4	Petty Theft	Between 3:00 PM on 2/14 and 2:00 PM on 2/15, unknown suspect(s) took the rear license plate from a vehicle while it was parked at an unknown location for an unknown total loss. The victim lives in Cupertino.

**PATROL ACTIVITY SUMMARY**

<b>DATE</b>	<b>BEAT</b>	<b>ACTIVITY</b>	<b>COMMENTS</b>
2/15	C9	Residential Burglary	Between 11:45 AM and 9:37 PM, unknown suspect(s) entered a residence in the 18000 block of Tilson Avenue by breaking a window. The house was searched, but it is unknown if anything was taken.
2/16	C7	Residential Burglary	Between 11:00 AM on 2/8 and 9:36 PM on 2/16, unknown suspect(s) entered a residence in the 11000 block of Linda Vista Drive by breaking a rear, glass door and took clothing, jewelry and purses for an unknown total loss.
2/16	C5	Commercial Burglary	At 12:11 PM, unknown suspects entered Target at Main Street Cupertino on Stevens Creek Boulevard and took about \$1,079 of store merchandise without paying.
2/16	C3	Petty Theft, Theft by Credit Card	Between 12:30 PM and 1:30 PM, unknown suspect(s) distracted the victim and took a wallet from the victim's purse while the victim shopped at Stein Mart in the Homestead Square shopping center on Homestead Road for a loss of about \$120. The suspect(s) then used credit cards from the wallet to make fraudulent purchases for an unknown total loss.
2/16	C5	Commercial Burglary, Organized Retail Theft	At 1:06 PM, unknown suspects entered the Apple Store on N. Tantau Avenue, acted in concert and took about \$9,900 of store merchandise without paying.
2/16	C1	Assault with a Deadly Weapon, Possession of Ammunition, Controlled Substances and Drug Paraphernalia ARREST	At 3:54 PM, deputies responded to a disturbance call at a residence in the 10000 block of Mary Avenue. An investigation revealed the suspect threw knives at the victim and was in possession of ammunition, Methamphetamine and drug paraphernalia, in violation of the suspects' probation terms. The suspect was arrested and booked into Main Jail.
2/16	C3	Possession of a Stolen Vehicle ARREST	At 11:33 PM, deputies made contact with the occupants of a suspicious vehicle parked behind Goodyear Auto Service on N. De Anza Boulevard. An investigation revealed the suspect driver was in possession of a vehicle previously stolen from Sacramento. The suspect was arrested and booked into Main Jail.



Santa Clara County Office of the Sheriff  
Weekly Activity Summary  
2/17/2020 – 2/23/2020  
CUPERTINO



**PATROL ACTIVITY SUMMARY**

DATE	BEAT	ACTIVITY	COMMENTS
2/17	C9	Theft by Credit Card	On 1/10, unknown suspect(s) used the victim's credit card information to make a fraudulent purchase for a total loss of about \$130. The victim lives in Cupertino.
2/17	C9	Identity Theft	On 1/31, the victim received information indicating unknown suspect(s) used the victim's personal information to obtain credit accounts and made fraudulent charges totaling approximately \$2,415. The victim lives in Cupertino.
2/17	C8	Robbery	At 8:27 AM, an unknown suspect entered the Extra Mile store at the Chevron gas station on S. De Anza Boulevard, took a bag of tobacco without paying, and then drove a vehicle towards the victim employees as they followed and attempted to confront the suspect outside the store.
2/17	C9	Vehicle Burglary	Between 6:55 PM and 7:57 PM, unknown suspect(s) broke through a window of a vehicle parked at the Loree Center on Stevens Creek Boulevard and took cash, electronics and sports gear for a total loss of about \$1,115.
2/17	C3	Shoplifting, Reckless Evading, Possession of a Controlled Substance ARREST	At 8:26 PM, deputies responded to a theft call at Ulta Beauty in the Homestead Square shopping center on Homestead Road. Deputies attempted to stop the suspect vehicle after it fled the scene, but the suspect driver recklessly evaded until crashing. The suspect driver then fled the accident scene on foot, but was located hiding in the bushes nearby. An investigation revealed the suspect driver and suspect passenger had just stolen \$152 of store merchandise, and the suspect driver had three outstanding warrants in addition to being in possession of a controlled substance. The suspect driver was arrested and booked into Main Jail, while the suspect passenger was cited and released.
2/18	C9	Vandalism	Between 8:00 PM on 2/17 and 6:30 AM on 2/18, unknown suspect(s) broke a window of a vehicle parked in the 10000 block of East Estates Drive. The total amount of damage was about \$469.
2/18	C9	Identity Theft	On 2/18, the victim received information indicating unknown suspect(s) used the victim's personal information to obtain a payday advance loan for a total loss of about \$2,600. The victim lives in Cupertino.
2/18	C3	Vehicle Burglary	Between 7:40 AM and 7:45 AM, unknown suspect(s) broke through a window of a vehicle parked at the Happy Days Child Development day care center on Saich Way and took a purse for a total loss of about \$700.
2/18	C5	Non-Injury Collision	Occurred at 10:24 AM at Apple Park Way and N. Wolfe Road.
2/18	C3	Vehicle Burglary	Between 1:45 PM and 2:45 PM, unknown suspect(s) broke through a window of a vehicle parked at the Outback Steakhouse on Valley Green Drive and took two backpacks, one of which contained a laptop, for a total loss of about \$2,300.

**PATROL ACTIVITY SUMMARY**

<b>DATE</b>	<b>BEAT</b>	<b>ACTIVITY</b>	<b>COMMENTS</b>
2/18	C5	Commercial Burglary	At 3:45 PM, unknown suspects entered the AT&T store at Main Street Cupertino on Stevens Creek Boulevard and took about \$5,450 of store merchandise without paying.
2/18	C3	Vandalism	At 8:10 PM, an unknown suspect spray painted the lenses of three surveillance cameras outside Lei Garden restaurant on Bandle Drive. The total amount of damage was estimated as exceeding \$400.
2/19	C4	Grand Theft	Between 8:15 PM on 2/18 and 8:00 AM on 2/19, unknown suspect(s) took an unsecured bicycle from the Aviare apartment complex on Via Pavisio Drive for a total loss of about \$1,495.
2/19	C3	Possession of Controlled Substances ARREST	At 12:06 AM, deputies made contact with the occupant of a suspicious vehicle parked at Target in the Bottegas Cupertino shopping center on Stevens Creek Boulevard. An investigation revealed the suspect occupant was in possession of controlled substances. The suspect was cited and released.
2/19	C3	Shoplifting ARREST	At 5:30 PM, the suspect took about \$260 of store merchandise without paying from Target in the Bottegas Cupertino shopping center on Stevens Creek Boulevard. The suspect was cited and released.
2/19	C5	Commercial Burglary	At 6:19 PM, two unknown suspects entered the Apple Park Visitor Center store on N. Tantau Avenue and took store merchandise without paying for a total loss of about \$2,897.
2/19	C4	Residential Burglary	At 7:37 PM, an unknown suspect entered a residence in the 10000 block of Northseal Square by kicking in the front door. It is unknown if anything was taken from the residence.
2/20	C7	Residential Burglary	Between 4:15 PM and 9:24 PM, unknown suspect(s) entered a residence in the 21000 block of Columbus Avenue by breaking a sliding glass door. Nothing was taken from the residence.
2/20	C7	Residential Burglary	Between 9:30 PM and 9:56 PM, unknown suspect(s) entered a residence in the 21000 block of Monrovia Street by breaking a glass door. It is unknown if anything was taken from the residence.
2/21	C4	Petty Theft	Between 7:30 PM on 2/20 and 4:30 PM on 2/21, unknown suspect(s) cut a lock and took two bicycles secured under a staircase at the Aviare apartment complex on Via Pavisio Drive for a total loss of about \$844.
2/21	C7	Residential Burglary	Between 8:30 PM on 2/20 and 12:20 AM on 2/21, unknown suspect(s) entered a residence in the 22000 block of Santa Paula Avenue by breaking a sliding glass door. The house was searched, but it is unknown if anything was taken.
2/21	C8	DUI ARREST	At 12:27 AM, deputies stopped a motorist in the area of S. De Anza Boulevard and Highway 85 for traffic violations. An investigation resulted in the arrest of the suspect driver for driving under the influence of alcohol. The suspect was booked into Main Jail.
2/21	C4	Attempted Residential Burglary	Between 8:30 AM and 8:47 AM, unknown suspect(s) attempted to enter a residence in the 10000 block of Northview Square by kicking the front door, but were unsuccessful.
2/21	C3	Non-Injury Collision	Occurred at 12:39 PM at N. De Anza Boulevard and E. Homestead Road.

**PATROL ACTIVITY SUMMARY**

<b>DATE</b>	<b>BEAT</b>	<b>ACTIVITY</b>	<b>COMMENTS</b>
2/21	C2	Possession of a Controlled Substance and Drug Paraphernalia ARREST	At 2:17 PM, deputies responded to a suspicious vehicle call in the area of Grand and Santa Clara Avenues. An investigation revealed the suspect occupant was in possession of Methamphetamine and drug paraphernalia. The suspect was cited and released.
2/21	C9	Non-Injury Collision	Occurred at 3:00 PM at Stevens Creek Boulevard and N. Portal Avenue.
2/21	C3	Possession of Controlled Substance, Drug Paraphernalia and Open Container ARREST	At 11:55 PM, deputies stopped a motorist at Stevens Creek Boulevard and Highway 85 for a traffic violation. An investigation revealed the suspect driver was in possession of Methamphetamine, drug paraphernalia and an open container of Marijuana, in addition to having an outstanding warrant. The suspect was cited and released.
2/22	C9	Under the Influence of a Controlled Substance ARREST	At 10:10 AM, deputies responded to a disturbance call in the area of S. De Anza Boulevard and Pacifica Drive. An investigation revealed the suspect was under the influence of a controlled substance. The suspect was arrested and booked into Main Jail.
2/22	C3	Non-Injury Hit and Run Collision	Occurred at 12:59 PM at Greenleaf and Glencoe Drives.
2/23	C9	Petty Theft	Between 6:00 PM on 2/22 and 12:20 AM on 2/23, unknown suspect(s) took an unsecured bicycle from the patio area of a residence at the Verona condominium complex on Stevens Creek Boulevard for a total loss of about \$620.
2/23	C3	Injury Collision	Occurred at 11:03 AM at Stevens Creek Boulevard and Bianchi Way.

# cultures of the **WORLD**



Experience refreshments, music, art, crafts, and learn about cultures from around the world!

## **AGES 4-12**

**Children must be accompanied by a parent.**

*No Registration required.*



### **Brazil**

Thursday, February 13, 2020  
3:30 p.m. - 5 p.m.  
Quinlan Community Center



### **Japan**

Thursday, March 12, 2020  
3:30 p.m. - 5 p.m.  
Quinlan Community Center



### **Italy**

Thursday, April 9, 2020  
3:30 p.m. - 5 p.m.  
Quinlan Community Center

If you are interested in partnering, donating, sponsoring, or volunteering contact Marilu M. at [MariluM@cupertino.org](mailto:MariluM@cupertino.org)



**CUPERTINO**



# COFFEE TALKS SERIES



CUPERTINO

Grab your reusable mug and get ready to talk about the issues that matter most to you. City Manager Deb Feng and Councilmember Liang Chao are hosting a Coffee Talks Series around Cupertino throughout the fall and winter seasons. Residents and business owners/operators are invited to these casual meetings where they can discuss any topic they want with two of the City's decision makers.

Coffee Talks will be held on the second Friday of each month as follows:

**Friday, October 11**

8:30 to 9:30 a.m.

Bitter + Sweet

20560 Town Center Lane

**Friday, November 8**

8:30 to 9:30 a.m.

La Terra Bakery & Cafe

19960 E Homestead Road

**Friday, December 13**

8:30 to 9:30 a.m.

Panera Bread

20807 Stevens Creek Blvd

**Friday, January 10**

8:30 to 9:30 a.m.

Nosh Bagel Cafe

19700 Vallco Parkway

**Friday, February 14**

8:30 to 9:30 a.m.

Hobee's

21267 Stevens Creek Blvd

**Friday, March 13**

8:30 to 9:30 a.m.

Philz @ Main Street Cupertino

19439 Stevens Creek Blvd



CUPERTINO

# FITFEST

Saturday, March 14  
Quinlan Community Center

## CLASS SCHEDULE

### Cupertino Room

8:15 a.m. - 9:00 a.m.

Bombay Jam  
w/ Archana P.

9:10 a.m. - 10:10 a.m.

HIIT/Functional  
Fitness  
w/ Aboli

10:20 a.m. - 11:20 a.m.

Yoga  
w/ Polly

11:30 a.m. - 12:30 p.m.

Zumba  
w/ Monica

### Social Room

9:30 a.m. - 10:00 a.m.

Yang Taiji  
w/ Mau

10:15 a.m. - 10:45 a.m.

Chen Taiji  
w/ Mau

11:00 a.m. - 11:30 a.m.

Dance Cardio  
w/ Jocelyn

11:45 a.m. - 12:15 p.m.

Line Dance  
w/ Jenny & Polly

### Dance Room

9:10 a.m. - 9:40 a.m.

Viv Asia  
w/ May

10:00 a.m. - 10:30 a.m.

Chair Volleyball  
w/ Marla

10:45 a.m. - 11:15 a.m.

Hatha Yoga  
w/ Vasanthi

### Activity Room

8:45 a.m. - 9:15 a.m.

Total Body  
w/ Polly

9:30 a.m. - 10:00 a.m.

Zumba  
w/ Polly

10:15 a.m. - 10:45 a.m.

Dance for Fun!  
w/ Jocelyn

11:00 a.m. - 11:30 a.m.

Core & Balance  
w/ Becky



### DEMO CLASSES

Come for one class or try  
out as many as you like.



### FREE GIFT

Gifts for the first  
100 people.



### RAFFLE PRIZES

>> [bit.ly/fifest2020](https://bit.ly/fifest2020) <<

THE CITY OF CUPERTINO PRESENTS THE 2020...



CUPERTINO

# NASA SPEAKER SERIES

The City of Cupertino has teamed up with current and former NASA employees for a year-long educational, motivational, and entertaining speaker series. The third event will be held in March.

---

MARCH 18  
4:00 TO 6:00 P.M.  
COMMUNITY HALL  
10350 TORRE AVE.



**Guest Speaker**  
Nettie Roozeboom

## Artemis: Design, Discovery, and Exploration

Nettie Roozeboom, who began her career at NASA in 2008, is an aerospace engineer who specializes in aerodynamic flow field and surface measurements. Ms. Roozeboom is NASA's foremost expert in pressure-sensitive paint measurement technology.

She will present her work to advance the pressure-sensitive paint technology for implementation in large-scale production wind tunnel facilities. She will highlight how her work to connect experimental and computational facilities will decrease the design cycle time for developing new advanced aerospace vehicles. She will share how experiences throughout her life have shaped her to examine and solve exciting engineering challenges.