CITY OF EASTVALE
CITY COUNCIL REGULAR MEETING AGENDA
REVISED 10/24/2017

Rosa Parks Elementary School
13830 Whispering Hills Drive, Eastvale, CA 92880
Wednesday, October 25, 2017
6:30 P.M.

City Council Members
Joseph Tessari, District 2, Mayor
Clint Lorimore, District 3, Mayor Pro Tem
Todd Rigby, District 1
Adam Rush, District 4
Brandon Plott, District 5

Michele Nissen, City Manager
Suzanne Bryant, Interim City Attorney
Steven Aguilar, Assistant City Clerk

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or direction shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the City Council after the posting of this agenda are available for review at Eastvale City Hall, 12363 Limonite Avenue, Eastvale, CA 91752 or you may contact Steven D. Aguilar, Assistant City Clerk, at (951) 361-0900 Monday through Thursday from 7:30 a.m. to 5:30 p.m. and available online at www.eastvaleca.gov.

If you wish to speak before the City Council, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Assistant City Clerk prior to being heard before the Council. Speakers Forms are available at the front table of the entryway to the Multipurpose Room.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk’s Office at (951) 361-0900.

Regular meetings are recorded and made available on the City’s website at www.eastvaleca.gov. Meeting recordings are uploaded to the City’s website within 24 hours (unless otherwise noted) after the completion of the meeting.

1. CALL TO ORDER
2. ROLL CALL
   INVOCATION led by Pastor Dennis Morales of Calvary Chapel Eastvale
   PLEDGE OF ALLEGIANCE by Council Member Plott
3. PRESENTATIONS/ANNOUNCEMENTS

At this time, the City Council may recognize citizens and organizations that have made significant contributions to the community and it may accept awards on behalf of the City.

3.1 Public Safety Commission Update

3.2 Regional Street Light Financing by Western Riverside Council of Governments

4. STUDENT LIAISON REPORT

4.1 Update by Oscar Zuniga, Student Liaison

5. PUBLIC COMMENT

This is the time when any member of the public may bring a matter to the attention of the Mayor and the City Council that is within the jurisdiction of the City Council. The Ralph M. Brown act limits the Mayor’s, City Council’s and staff’s ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting or referred to staff. The City Council may discuss or ask questions for clarification, if desired, at this time. We ask that you fill out a blue “Public Comment Form,” available at the side table. The completed form is to be submitted to the City Clerk prior to the start of the meeting. Public comment is limited to three (3) minutes each with a maximum of six (6) minutes (time may be donated by one speaker).

6. CONSENT CALENDAR

Consent Calendar items are normally enacted in one motion. The Mayor or City Council may remove a Consent Calendar item for separate action. If a member of the public would like to speak on a Consent Calendar item, please complete a blue “Public Comment Form” and submit to the City Clerk prior to the item.

6.1 Waive Reading of Ordinances and Resolutions

Submitted by: Steven Aguilar, Assistant City Clerk

RECOMMENDATION:
That the City Council waive the reading of the text of all standard ordinances and resolutions included in the agenda except as specifically required by the Government Code.

6.2 City Council Meeting Minutes

Submitted by: Steven Aguilar, Assistant City Clerk

RECOMMENDATION:
Approve the minutes of the regular meeting held on September 27, 2017 October 11, 2017 (A) and special meeting held on October 16, 2017 (B).

6.3 Warrant Register

Submitted by: James Riley, Interim Finance Director

RECOMMENDATION:
Approve the Payment of Warrants as Submitted by the Finance Department.
6.4 Eastvale Connection
Submitted by: Alia Rodriguez, Senior Management Analyst

RECOMMENDATION:
Receive and File the Eastvale Connection.

6.5 Public Information Officer Monthly Summary
Submitted by: Alia Rodriguez, Senior Management Analyst

RECOMMENDATION:
Receive and File the Public Information Officer Monthly Summary.

6.6 Planning Department Update
Submitted by: Eric Norris, Planning Director

RECOMMENDATION:
Receive and File the Planning Department Update.

6.7 Public Works Department Update
Submitted by: Joe Indrawan, City Engineer

RECOMMENDATION:
Receive and File the Public Works Department Update.

6.8 Local Goals and Policies Regarding Community Facilities Districts
Submitted by: James Riley, Interim Finance Director

RECOMMENDATION:
Adopt Resolution No. 2017-XX, A Resolution of the City Council of the City of Eastvale, California, Adopting Goals and Policies and Appraisal Standards for Community Facilities Districts.

6.9 Crime Statistics – August 2017
Submitted by: Alia Rodriguez, Senior Management Analyst

RECOMMENDATION:

6.10 Adoption of Amended Personnel Policies and Procedures and City Administrative Policies and Procedures
Submitted by: Angelica Zepeda, Management Analyst

RECOMMENDATION:
Approve and Adopt Resolution No. 17-XX to Amend the City’s Personnel Policies and Procedures and the City Administrative Policies and Procedures.
6.11 Proposed Resolution Ending the City Attorney Services Agreement with the Cavanaugh Law Group, ALPC
Submitted by: Steven Aguilar, Assistant City Clerk

RECOMMENDATION:
Adopt Resolution No. 2017-XX, Ending the City Attorney Services Agreement with the Cavanaugh Law Group, ALPC.

6.12 Supplemental Retainer Agreement for Varner & Brandt LLP
Submitted by: Steven Aguilar, Assistant City Clerk

RECOMMENDATION:
Approve the Supplemental Retainer Agreement for Varner & Brandt LLP to provide Temporary Assistance with City Attorney Services.

7. PUBLIC HEARINGS
The public is encouraged to express your views on any matter set for public hearing. It is our procedure to first receive the staff report, then to ask for public testimony, first from those in favor of the project followed by testimony from those in opposition to it, and if there is opposition, to allow those in favor, rebuttal testimony only as to the points brought up in opposition. To testify on the matter, you need to simply come forward to the speaker’s podium at the appropriate time, give your name and address and make your statement. After a hearing is closed, you may not further speak on the matter unless requested to do so or are asked questions by the Mayor or a Member of the City Council. Public comment is limited to three (3) minutes each with a maximum of six (6) minutes (time may be donated by one speaker.)

No Items.

8. CITY COUNCIL BUSINESS

8.1 Weekly Electronic Newsletter
Submitted by: Alia Rodriguez, Senior Management Analyst

RECOMMENDATION:
Discuss and Provide Direction on the Weekly Electronic Newsletter.

8.2 Formation of Community Facilities District No. 2017-1 (Goodman Commerce Center)
Submitted by: James R. Riley, Interim Finance Director

RECOMMENDATION:
Adopt Resolution No. 2017-XX, A Resolution of Intention of the City Council of the City of Eastvale, California, to Establish a Community Facilities District.

8.3 Formation of Community Facilities District No. 2017-2 (Sendero)
Submitted by: James R. Riley, Interim Finance Director

RECOMMENDATION:
Adopt Resolution No. 2017-XX, A Resolution of Intention of the City Council of the City of Eastvale, California, to Establish a Community Facilities District.
8.4 **General Plan Update and Vacant Lands in Eastvale**  
Submitted by: Eric Norris, Planning Director

**RECOMMENDATION:**
1. Receive and File the General Plan Update and Vacant Lands in Eastvale.
2. If Desired, Provide Direction to Staff to Update the General Plan and/or Zoning Maps.

8.5 **Formation of a City Council Ad-Hoc Committee to Review Request for Proposals for City Attorney Services**  
Submitted by: Steven Aguilar, Assistant City Clerk

**RECOMMENDATION:**
Appoint Two (2) Council Members to Serve on an Ad-Hoc Committee to Review Request for Proposals for City Attorney Services

9. **CITY MANAGER/CITY STAFF REPORT**

10. **CITY COUNCIL COMMUNICATIONS/COMMITTEE REPORTS**

10.1 League of California Cities  
- Executive Committee (Lorimore)  
- Public Safety Committee (Tessari)  
- Transportation, Communication and Public Works (Lorimore)  
- Governance, Transparency and Labor Relations (Tessari)

10.2 Southern California Association of Governments (Lorimore)

10.3 Western Riverside Council of Governments (Rush)

10.4 Riverside Transit Agency (Plott)

10.5 Northwest Mosquito and Vector Control District (Tessari)

10.6 Riverside County Transportation Commission (Rush)

10.7 Western Riverside County Regional Conversation Agency (Lorimore)

10.8 JCSD Parks Commission (Plott/Rigby)

11. **CLOSED SESSION**

11.1 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Government Code Section 54957(b)(1)  
Position: City Manager

12. **CLOSED SESSION REPORT**
ADJOURNMENT – The next regular meeting of the Eastvale City Council is scheduled for Wednesday, November 8, 2017, at 6:30 p.m. at Rosa Parks Elementary School, 13830 Whispering Hills Drive, Eastvale, CA 92880.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: City Hall, 12363 Limonite Avenue, Suite 910; Rosa Parks Elementary School, 13830 Whispering Hills Drive; Eastvale Library, 7447 Scholar Way; and website of the City of Eastvale (www.eastvaleca.gov,) not less than 72 hours prior to the meeting. Dated this 20th day of October 2017.

_____________________________________
Steven D. Aguilar
Assistant City Clerk
City of Eastvale
AGENDA STAFF REPORT

City Council Meeting
October 25, 2017

Agenda Item No. 6.1
Consent Calendar

Waive Reading of Standard Ordinances and Resolutions

Contact(s) for Further Information
Steven Aguilar, Assistant City Clerk  
saguilar@eastvaleca.gov  
951.703.4421
City Clerk’s Office

Summary
The City of Eastvale is a general law city formed under the laws of the State of California. With respect to adoption of ordinances and resolutions, the City adheres to the requirements set forth in the Government Code. Unless otherwise required, the full reading of the text of standard ordinances and resolutions is waived.

RECOMMENDED ACTION(S)
Waive the reading of text of all standards ordinances and resolutions included in the agenda except as specifically required by the government code.

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
Not Applicable.

Background
Not Applicable.

Attachment(s)
None.
1. CALL TO ORDER
A regular meeting of the Eastvale City Council was called to order on October 11, 2017, at 6:34 p.m. by Mayor Tessari.

2. ROLL CALL/INVOCATION/PLEDGE OF ALLEGIANCE

Present:
Mayor Tessari, District 2
Mayor Pro Tem Lorimore, District 3
Council Member Rigby, District 1
Council Member Plott, District 5

Absent:
Council Member Rush, District 4

Also present were:
City Manager Michele Nissen  Assistant City Clerk Steven Aguilar
City Engineer Joe Indrawan  Planning Director Eric Norris
Captain Daniel Hedge  Sr. Management Analyst/PIO Alia Rodriguez

INVOCATION
Pastor Ken Castro of Calvary Chapel Eastvale offered the invocation.

PLEDGE OF ALLEGIANCE
Council Member Rigby led the assembly in the Pledge of Allegiance to our Flag.

Mayor Tessari stated that due to the length of the agenda, Public Comments would be moved before the Closed Session items.

Mayor Tessari stated the Council would be adding the following subsequent need item to the agenda:

Return to Agenda
11. CLOSED SESSION

11.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) - Number of Cases: One (1)

On motion of Mayor Tessari and second by Council Member Rush, the Council voted unanimously by those present to add a subsequent need item to Closed Session identified as Item 11.2.

3. PRESENTATIONS/ANNOUNCEMENTS

Assemblywoman Sabrina Cervantes was not present at this time, therefore, Mayor Tessari moved to Item 3.2.

3.2 Red Ribbon Proclamation – “Your Future is Key, So Stay Drug Free”

Mayor Tessari invited the City Council to join him at the speaker’s podium where he presented the Red Ribbon Proclamation to Michelle Castillo and the Red Ribbon Committee Youth.

3.3 Proclamation Declaring October 8-14, 2017, as “Fire Prevention Week”

Mayor Tessari invited Edgar Gonzales to the speaker’s podium who accepted the Fire Prevention Week Proclamation on behalf of CALFIRE.

3.4 Recognition of former Eastvale School Resource Deputy Chad Thompson and Introduction of new Eastvale School Resource Deputy Jeff Scott

Mayor Tessari invited Sergeant Chad Thompson to the speaker’s podium where the City Council presented him with a Certificate of Recognition for this time as a School Resource Deputy at Eleanor Roosevelt High School. Captain Hedge introduced new School Resource Deputy Jeff Scott to the City Council.

3.5 Recognition of Code Enforcement Volunteers Jerod Perez and Gilbert Rodriguez

Mayor Tessari invited Code Enforcement Volunteers Jerod Perez and Gilbert Rodriguez to the speaker’s podium where the City Council presented each of them with a Certificate of Recognition for their time volunteered with the Eastvale Code Enforcement Department.

Mayor Tessari introduced Assemblywoman Sabrina Cervantes who arrived at this point.

3.1 Legislative Update by Assemblywoman Sabrina Cervantes

Assemblywoman Sabrina Cervantes provided the City Council with a legislative update and on community events taking place throughout the 60th Assembly District.
4. STUDENT LIAISON REPORT

Oscar Zuniga, Student Liaison, provided an update on Eastvale schools.

6. CONSENT CALENDAR

6.1 Waive Reading of Ordinances and Resolutions

On motion of Mayor Tessari and second by Mayor Pro Tem Lorimore, the Council voted unanimously by those present to waive the reading of the text of all standard ordinances and resolutions included in the agenda except as specifically required by the Government Code.

6.2 City Council Meeting Minutes

On motion of Mayor Tessari and second by Mayor Pro Tem Lorimore, the Council voted unanimously by those present to approve the minutes from the regular meeting held on September 13, 2017

6.3 Eastvale Connection

On motion of Mayor Tessari and second by Mayor Pro Tem Lorimore, the Council voted unanimously by those present to receive and file the Eastvale Connection.

6.4 Ordinance No. 2017-05 – Amending and Superseding Ordinance No. 2014-07 to Update Participation in the Western Riverside County Transportation Uniform Mitigation Fee Program – Second Reading

On motion of Council Member Rigby and second by Mayor Tessari, the Council voted to Adopt Ordinance No. 2017-05 for Second Reading, Amending and Superseding Ordinance No. 2014-07 to Update Participation in the Western Riverside County Transportation Uniform Mitigation Fee Program. Mayor Pro Tem Lorimore was noted as an abstention due to a potential conflict of interest.

6.5 Limonite Avenue/Interstate 15 Cooperative Agreement Amendment No. 1

On motion of Mayor Tessari and second by Mayor Pro Tem Lorimore, the Council voted unanimously by those present to:
1. Approve Cooperative Agreement Amendment No. 1, By and Between Riverside County, Riverside County Transportation Commission, City of Jurupa Valley, and City of Eastvale for Limonite Avenue/Interstate 15 Interchange Improvements;
2. Authorize the City Manager to Execute All Necessary Documents

6.6 Regional Street Improvements Reimbursement Agreement By and Between the City of Eastvale and the City of Ontario - Tarpon Property AKA Goodman Commerce
On motion of Mayor Tessari and second by Mayor Pro Tem Lorimore, the Council voted unanimously by those present to:
1. Approve Regional Street Improvements Reimbursement Agreement By and Between the City of Eastvale and the City of Ontario; and
2. Authorize the City Manager to Execute All Necessary Documents

7. PUBLIC HEARINGS

7.1 Waste Management 2017-2018 Rate Increase Request

Senior Management Analyst Rodriguez presented the staff report and answered related questions.

Mayor Tessari opened the Public Hearing at 7:11 p.m.

Ray Hernandez, Eastvale resident, thanked Mrs. Rodriguez for her staff report and provided comments regarding the notice to residents about the proposed increase.

Mayor Tessari closed the Public Hearing at 7:13 p.m.

On motion of Mayor Pro Tem Lorimore and second by Council Member Rigby, the Council voted unanimously by those present to Approve Resolution No. 17-67, For the Increase of Fees and Charges for Pick-Up and Hauling of Refuse, Recycling, and Green Waste Removal Services within the City of Eastvale.

8. CITY COUNCIL BUSINESS

8.1 Amendment No. 1 to Annual On-Call Miscellaneous Maintenance Services Contract – MCE Corporation

City Engineer Indrawan presented the staff report and answered related questions.

On motion of Mayor Pro Tem Lorimore and second by Council Member Plott, the Council voted unanimously by those present to:
1. Approve Amendment No.1 to Annual On-Call Miscellaneous Maintenance Services Contract with MCE Corporation; and
2. Authorize the City Manager to Execute the Necessary Documents

8.2 Completion of Construction Contract for Fire Station No. 31 – Horizons Construction Company International, Inc.

Bob Williamson, Construction Manager, presented the staff report and answered related questions.

On motion of Mayor Pro Tem Lorimore and second by Mayor Tessari, the Council voted unanimously by those present to:
1. Accept Construction Contract Completion by Horizons Construction Company International, Inc.;
2. Authorize the City Clerk to File a Notice of Completion for Fire Station #31 with Riverside County; and
3. Authorize the City Manager to Execute all Necessary Documents
8.3 General Plan Update and Vacant Lands in Eastvale

Mayor Tessari stated that due to the absence of Council Member Rush, this item would be deferred to the next City Council meeting.

8.4 Regional Streetlight Acquisition Program

City Manager Nissen presented the staff report and answered related questions.

There was discussion about the proposed Memorandum of Understanding (MOU) and having a joint meeting with the Jurupa Community Services District (JCSD) Board of Directors.

The City Council was in a consensus that the number of poles requested by JCSD would not be supported by the City Council and would need to be researched further. Staff was directed to coordinate a joint meeting with JCSD as soon as possible in order to finalize the MOU.

On motion of Council Member Plott and second by Mayor Tessari, the Council voted unanimously by those present to direct staff to coordinate a joint meeting with the JCSD Board of Directors.

9. CITY MANAGER/CITY STAFF REPORT

City Manager Nissen thanked staff and the Council for their participation at the JCSD Fall Festival. She concluded her comments by providing an update on the second quarter sales tax numbers.

Planning Director Norris announced that Costco has officially signed their lease and a full plan submittal would be received the following day. He introduced Siri Champion who would be the new Assistant Planning Director for the City.

Senior Management Analyst/PIO Rodriguez provided an update on community events in the City.

10. CITY COUNCIL COMMUNICATIONS/COMMITTEE REPORTS

10.1 League of California Cities

- Executive Committee (Lorimore)
- Public Safety Committee (Tessari)
- Transportation, Communication, and Public Works (Lorimore).
- Governance, Transparency, and Labor Relations (Tessari)

There was no update provided.

10.2 Southern California Association of Governments

There was no update provided.
10.3 Western Riverside County of Governments
There was no update provided.

10.4 Riverside Transit Agency
There was no update provided.

10.5 Northwest Mosquito and Vector Control District
There was no update provided.

10.6 Riverside County Transportation Commission
There was no update provided.

10.7 Western Riverside County Regional Conservation Agency
There was no update provided.

10.8 JCSD Parks Commission
There was no update provided.

10.9 Special Events
There was no update provided.

5. PUBLIC COMMENT

Mayor Tessari opened the Public Comments portion of the meeting.

Girl Scouts of San Gorgonio Troop 662 provided information on the Silver award. They stated a school supply donation box would be available at City Hall.

John Swain, Jack’s Quality Cleaning Services, addressed concerns regarding a recent incident at an Eastvale park and the contract with the company he is employed for. City Manager Nissen stated that JCSD owns and operates all parks within the City and referred Mr. Swain to the JCSD Board.

Matt Woody, Candidate for Congress, introduced himself to the Council.

Dickie Simmons, Eastvale resident, addressed a concern regarding an unresponsive Council Member and suggested that the City go out for bid on the Waste Management contract.

David Dazlich, Deputy Director of Government Affairs with the Building Industry Association, Riverside County Chapter, introduced himself to the Council.

Don Pettinger, Eastvale resident, provided an update on the Neighborhood Watch program in the City.

Kenneth Cheung, Eastvale resident, addressed concerns regarding the commercial truck activity on Bellegrave Avenue.
Mayor Tessari closed the Public Comments portion of the meeting.

11. CLOSED SESSION

Mayor Tessari stated the City Council would be convening to Closed Session to consider the matter identified as 11.1 and 11.2.

Mayor Tessari recessed the meeting to Closed Session at 8:24 p.m.

11.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957(b)(1)
Position: City Attorney

11.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9
Number of Cases: One (1)

Mayor Tessari reconvened the meeting at 9:52 p.m.

12. CLOSED SESSION REPORT

Mayor Tessari stated the City Council took no reportable action for Item 11.1.

Mayor Tessari stated the City Council will be seeking outside legal counsel regarding potential litigation for Item 11.2.

11. ADJOURNMENT – Mayor Tessari adjourned the meeting at 9:54 p.m. The next regular meeting of the Eastvale City Council is scheduled for Wednesday, October 25, 2017, at 6:30 p.m.

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Steven D. Aguilar
Assistant City Clerk
MINUTES
CITY OF EASTVALE

City Council Special Meeting
Wednesday, October 16, 2017
8:00 A.M.

Eastvale City Hall
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752

1. CALL TO ORDER
   A special meeting of the Eastvale City Council was called to order on October 16, 2017, at 8:06 a.m. by Mayor Tessari.

2. ROLL CALL/INVOCATION/PLEDGE OF ALLEGIANCE

   Present:
   Mayor Tessari, District 2
   Mayor Pro Tem Lorimore, District 3
   Council Member Rigby, District 1
   Council Member Plott, District 5

   Absent:
   Council Member Rush, District 4

   Also present were:
   City Manager Michele Nissen
   Assistant City Clerk Steven Aguilar
   Management Analyst Angelica Zepeda

   PLEDGE OF ALLEGIANCE
   Mayor Tessari led the assembly in the Pledge of Allegiance to our Flag.

3. PUBLIC COMMENT
   Mayor Tessari opened the Public Comments portion of the meeting. Hearing no response, Mayor Tessari closed the Public Comments portion of the meeting.

4. CITY COUNCIL BUSINESS
   4.1 Retention of Special Counsel for Investigation of Workplace Complaint

   On motion of Mayor Pro Tem Lorimore and second by Mayor Tessari, the Council voted unanimously by those present to Retain Varner & Brandt for Special Counsel Services.
5. CLOSED SESSION

Mayor Tessari stated the City Council would be convening to Closed Session to consider the matter identified as 5.1.

Mayor Tessari recessed the meeting to Closed Session at 8:16 a.m.

5.1 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(Pursuant to Government Code Section 54957)

Mayor Tessari reconvened the meeting at 8:43 a.m.

12. CLOSED SESSION REPORT

Mayor Tessari stated the Council voted 4-0 to discontinue services with Cavanaugh Law Group and directed the City Manager to solicit for Requests for Proposals for City Attorney services.

11. ADJOURNMENT – Mayor Tessari adjourned the meeting at 8:45 a.m. The next regular meeting of the Eastvale City Council is scheduled for Wednesday, October 25, 2017, at 6:30 p.m.

____________________________________________________________________
Steven D. Aguilar
Assistant City Clerk
City of Eastvale
AGENDA STAFF REPORT

City Council Meeting
October 25, 2017

Warrant Register

Contact(s) for Further Information
James Riley, Interim Finance Director
Finance Department

jriley@eastvaleca.gov
951.703.4431

Summary
The Warrant Register is a list of demands for payment by the City of Eastvale for services performed for the last thirty days.

RECOMMENDED ACTION(S)
Approve the Payment of Warrants as Submitted by the Finance Department.

Prior City Council/Commission Action
On October 17, 2017, the Finance Committee reviewed the attached list of invoices for services performed and have recommended the Warrant Register for payment.

Joseph Tessari, Mayor
Brandon Plott, Council Member

Strategic Plan Impact
Goal 1: Establish a Solid Fiscal Foundation.

Fiscal Impact
Funds are available for the payment of the warrants check numbers 14716 through 14776 and wire numbers 991 to 1011 for a total of $1,225,383.83 and payroll in the amount of $66,346.54 (paid on 9/08/2017 & 9/22/2017).

Background
All of the invoices have been reviewed by the Finance Department for completeless, proper approvals, and if applicable, in accordance with the underlying contracts. All items were properly supported.

Attachment(s)
Warrant Register

Return to Agenda
### Checks by Date - Detail by Check Number

**User:** Mmarquez  
**Printed:** 10/12/2017 11:24 AM

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|          | 02-9FZL01B| REF/UNUSED PORTION DEPOSIT/POLISHE|            |           |            | -69.22      |
|          | 03-XE8W19G| OFFICE SUPL/CITY CLERK           |            |           |            | 76.42       |
|          | 04-Q8N1142B| LODGING/O.MACIAS/2017 FINANCE &amp; AD'|            |           |            | 551.14      |
|          | 05-2NQAV4A| OFFICE SUPL/CITY CLERK           |            |           |            | 11.12       |
|          | 06-20X64B| OFFICE SUPL/GENERAL              |            |           |            | 17.22       |
|          | 06-20X64B| OFFICE SUPL/GENERAL              |            |           |            | 13.38       |
|          | 06-20X64B| OFFICE SUPL/GENERAL              |            |           |            | 4.15        |
|          | 06-20X64B| OFFICE SUPL/GENERAL              |            |           |            | 5.82        |
|          | 06-20X64B| OFFICE SUPL/GENERAL              |            |           |            | 2.23        |
|          | 06-20X64B| OFFICE SUPL/GENERAL              |            |           |            | 113.95      |
|          | 06-20X64B| OFFICE SUPL/GENERAL              |            |           |            | 21.40       |
|          | 06-20X64B| OFFICE SUPL/GENERAL              |            |           |            | 13.95       |
|          | 06-20X64B| OFFICE SUPL/PLANNING             |            |           |            | 12.19       |
|          | 06-20X64B| OFFICE SUPL/BUILDING             |            |           |            | 2.78        |
|          | 06-20X64B| OFFICE SUPL/BUILDING             |            |           |            | 5.17        |
|          | 06-20X64B| OFFICE SUPL/FINANCE              |            |           |            | 2.24        |
|          | 06-20X64B| OFFICE SUPL/CODE ENF             |            |           |            | 2.13        |
|          | 07-D17GOGE| SERVICE PINS/M. NISSEN/A. ZEPEDA  |            |           |            | 28.40       |
|          | 08-D17GI8Y| EXCELLENCE CERTS/EMP RECOGNITION |            |           |            | 42.45       |
|          | 09-1VL3W45| OFFICE SUPL/GENERAL              |            |           |            | 8.61        |
|          | 09-1VL3W45| OFFICE SUPL/GENERAL              |            |           |            | 4.98        |
|          | 09-1VL3W45| OFFICE SUPL/GENERAL              |            |           |            | 0.74        |
|          | 09-1VL3W45| OFFICE SUPL/GENERAL              |            |           |            | 0.61        |
|          | 09-1VL3W45| OFFICE SUPL/GENERAL              |            |           |            | 6.94        |
|          | 09-1VL3W45| OFFICE SUPL/CITY CLERK           |            |           |            | 37.11       |
|          | 09-1VL3W45| OFFICE SUPL/CITY CLERK           |            |           |            | 42.99       |
|          | 09-1VL3W45| OFFICE SUPL/PLANNING             |            |           |            | 29.73       |
|          | 09-1VL3W45| OFFICE SUPL/BUILDING             |            |           |            | 14.63       |
|          | 09-1VL3W45| OFFICE SUPL/BUILDING             |            |           |            | 19.17       |
|          | 09-1VL3W45| OFFICE SUPL/BUILDING             |            |           |            | 21.00       |
|          | 09-1VL3W45| OFFICE SUPL/PUBLIC WORKS         |            |           |            | 4.04        |
|          | 10-HL4351K| MBSSH RPWL/S. AGUILAR/IIMC/OCT 1, 17 |            |           |            | 200.00      |
|          | 11-76B3VJR| GO DADDY DOMAIN RPWL/VARIOUS CIT  |            |           |            | 443.28      |
|          | 12-6AFPW0G| (50)PERSONALIZED MULTI LANGUAGE CI|            |           |            | 118.49      |
|          | 13-PGRM7DA| POLO SHIRT/CAPTAIN HEDGE         |            |           |            | 53.33       |
|          | 14-1KL61TP| LOCC ANNUAL CONF/C.LORIMORE/SEPT  |            |           |            | 525.00      |
|          | 15-1KL61TZ| LOCC ANNUAL CONF/J. TESSARI/SEPT 13-|           |           |            | 525.00      |
|          | 16-1KL6T30| LOCC ANNUAL CONF/A. RUSH/SEPT 13-15|            |           |            | 525.00      |
|          | 17-66F28WN| A. NGUYEN/EMPLOYEE BADGE/BADGE R |            |           |            | 13.67       |
|          | 17-66F28WN| H. FENG/EMPLOYEE BADGE/BADGE REEL|            |           |            | 13.67       |
|          | 17-66F28WN| V. PEREZ/EMPLOYEE BADGE/BADGE REE|            |           |            | 13.67       |
|          | 18-PG7V7LD| (4) POLO SHIRTS/H. FENG          |            |           |            | 157.32      |</p>
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<tr>
<td>817000326-14</td>
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<td>ORK001</td>
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<tr>
<td>817000326-15</td>
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<td>ORKIN SERVICES OF CALIFORNIA INC</td>
<td>161241120</td>
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<td>10/11/2017</td>
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<tr>
<td>817000326-16</td>
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<td>ORKIN SERVICES OF CALIFORNIA INC</td>
<td>161241120</td>
<td>PEST CONTROL SVCS/FS #31/SEPT 1,</td>
<td>10/11/2017</td>
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**Total for Check Number 14765:**

| 14766 | ORK001 | ORKIN SERVICES OF CALIFORNIA INC | 80630 | PEST CONTROL SVCS/CITY HALL/SEPT 1, | 10/11/2017 | 2,811.32 | 2,811.32 |

**Total for Check Number 14766:**

| 14767 | PFM001 | PFM ASSET MANAGEMENT LLC | 10/11/2017 | INVESTMENT ADVISORY SERVICES/AUG | 2,811.32 | 2,811.32 |

**Total for Check Number 14767:**

| 14768 | PIT001 | PITNEY BOWES | OCT2017 | REPLENISH POSTAGE RESERVE ACCOUNT | 10/11/2017 | 300.00 | 300.00 |

**Total for Check Number 14768:**

| 14769 | RCS001 | RIVERSIDE COUNTY SHERIFF DEPARTMENT | SH-31522-01 | LAW ENF/CSO/AUG 2017 | 10/11/2017 | 17,728.00 | 17,728.00 |
| SH-31522-03 | LAW ENF/MILEAGE: PLAIN UNIT/AUG 2017 | 10/11/2017 | 43.40 |
| SH-31522-04 | LAW ENF/MOTOR DEIFFERENTIAL/AUG 2017 | 10/11/2017 | 248.33 |
| SH-31522-05 | LAW ENF/PATROL/AUG 2017 | 10/11/2017 | 424,640.55 |
| SH-31522-06 | LAW ENF/PATROL OT/AUG 2017 | 10/11/2017 | 2,940.11 |
| SH-31522-07 | LAW ENF/INVESTIGATOR OT/AUG 2017 | 10/11/2017 | 822.60 |
| SH-31522-08 | LAW ENF/ZONE OFFICER/AUG 2017 | 10/11/2017 | 44,692.70 |
| SH-31522-09 | LAW ENF/TRAFFIC/AUG 2017 | 10/11/2017 | 46,134.40 |
| SH-31522-10 | LAW ENF/TRAFFIC OT/AUG 2017 | 10/11/2017 | 143.42 |
| SH-31522-11 | LAW ENF/MOTOR TEAM/AUG 2017 | 10/11/2017 | 23,067.20 |
| SH-31522-12 | LAW ENF/MOTOR TEAM OT/AUG 2017 | 10/11/2017 | 35.86 |

**Total for Check Number 14769:**

| 14770 | RCT001 | RIVERSIDE COUNTY TLMA ADMINISTRATION | TL-13558 | JUN 2017/SLF COSTS (ST LIGHT FIXTURES) | 10/11/2017 | 23.78 | 23.78 |
| TL-13619 | AUG 2017/SLF COSTS (ST LIGHT FIXTURES) | 10/11/2017 | 11.89 |

**Total for Check Number 14770:**

| 14771 | SHR001 | SHRED IT | 8123135357 | SHREDDING SVCS/SEPT 15, 2017 | 10/11/2017 | 89.10 | 89.10 |

**Total for Check Number 14771:**

| 14772 | SOU003 | CALIFORNIA NEWSPAPER PARTNERS | 11009955 | UPDATING TUMF 2017 FEES/RESOLUTION | 10/11/2017 | 343.20 | 343.20 |
| 11009957 | ADOPTING GROW HOUSE FEES/RESOLUTION | 10/11/2017 | 145.20 |
| 11010317 | ADOPTION OF ORD 2017-04/1ST AMEND/T. | 10/11/2017 | 204.60 |
| 11017254 | PUB HEAR @ ROSA PARKS ELEM OCT, 11/ | 10/11/2017 | 1,115.40 |

**Total for Check Number 14772:**

| 14773 | STA001 | STAPLES ADVANTAGE | 8046472588 | CUSTOM COPY & PRINT OF LEAL BROCHURE | 10/11/2017 | 235.97 | 235.97 |

**Total for Check Number 14773:**

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AP Checks by Date - Detail by Check Number (10/12/2017 11:24 AM)
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<th>Check Date Reference</th>
<th>Void Checks</th>
<th>Check Amount</th>
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<td>PLN17-20015/POLOPOLUS TRAFFIC ANALY</td>
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<td>3,865.00</td>
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EASTVALE CONNECTION

Meeting Schedule

Eastvale City Council
- Wed. November 8, 2017 @ 6:30 PM
- Wed. December 13, 2017 @ 6:30 PM

Eastvale Planning Commission
- Wed. November 15, 2017 @ 6:00 PM

Eastvale Public Safety Commission
- Tue. November 28, 2017 @ 6:00 PM

Eastvale Parks Commission*
- Thur. November 16, 2017 @ 6:00 PM

Meetings are held at: Rosa Parks Elementary School
*Parks Commission meetings are held at: Eastvale Community Center

City Hall

12363 Limonite Ave. Ste. 910
Eastvale, CA 91752
T: (951) 361-0900
F: (951) 685-1225
E: info@EastvaleCA.gov

For more information visit: www.EastvaleCA.gov

Get Connected!

Upcoming Events

Oct. 26, 2017: Coffee with a Cop at Farmer Boys - 12545 Limonite Ave. Eastvale, CA 91752 from 8:00 AM - 10:00 AM
Nov. 4, 2017: Backyard Composting Class at Harada Neighborhood Center from 10:00 AM - 12:00 PM
Nov. 9, 2017: City Hall will be closed in observance of Veteran's Day
Nov. 10, 2017: ERHS Mustangs Baseball Boosters 4th Annual Golf Classic at Dos Lagos Golf Course starting at 10:00 AM
Nov. 11, 2017: Veteran's Day Ceremony
Nov. 14, 2017: Eastvale Quarterly Town Hall Meeting at Rosa Parks Elementary School from 6:30 PM - 8:00 PM.
Nov. 22, 2017: City Hall will be closed in observance of Thanksgiving
Nov. 23, 2017: City Hall will be closed in observance of the Day After Thanksgiving
Public Information Officer Monthly Summary

Contact(s) for Further Information
Alia Rodriguez, Sr. Management Analyst    arodriguez@eastvaleca.gov
City Manager’s Office

Summary
The City of Eastvale’s Public Information Officer works to provide important and valuable information to the community to ensure constituents are kept up to date with City occurrences. This information is disseminated through various platforms including the City’s website, social media outlets, and coordinated press releases. A monthly summary is provided to capture the avenues of outreach that are taken to inform the residents of Eastvale.

RECOMMENDED ACTION(S)
Receive and File the Public Information Officer Monthly Summary.

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
Not Applicable.

Background
The City of Eastvale provides information to constituents through the City’s website, social media and press releases. The City’s website, www.EastvaleCA.gov, contains information pertaining to City Council and Commission agendas, minutes, community events, crime prevention, safety tips, frequently asked questions and more. By visiting the City’s website, residents can also subscribe to Eastvale’s e-notification system. E-notification is a free service provided by City Hall, where subscribers can opt-in to receive various types of notifications they would like to receive by email. Links are also available to the City’s Facebook, Twitter, Instagram and LinkedIn accounts. Additionally, the City collaborates with our partner agencies to coordinate press releases that are disseminated using the above networks.
The table below identifies the City’s outreach and follower trend:

<table>
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<tr>
<th>PLATFORM</th>
<th>FOLLOWERS AS OF October 17, 2017</th>
<th>INCREASE FROM September 19, 2017</th>
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<tbody>
<tr>
<td>Facebook</td>
<td>11,446</td>
<td>137</td>
</tr>
<tr>
<td>Instagram</td>
<td>3,265</td>
<td>57</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>288</td>
<td>14</td>
</tr>
<tr>
<td>Twitter</td>
<td>2,087</td>
<td>61</td>
</tr>
<tr>
<td>E-Notifications</td>
<td>3,652</td>
<td>7</td>
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</table>

The table below shows the aggregate number of posts per platform from Sept 19 to Oct.17:

<table>
<thead>
<tr>
<th>PLATFORM</th>
<th>NUMBER OF POSTS</th>
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<tbody>
<tr>
<td>Facebook</td>
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<tr>
<td>Twitter</td>
<td>53</td>
</tr>
<tr>
<td>Instagram</td>
<td>35</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>3</td>
</tr>
<tr>
<td>E-Notifications and Announcements</td>
<td>37</td>
</tr>
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</table>

Although the City of Eastvale is proactive with providing up to date information, citizens are encouraged to enroll for the City’s e-notification service and follow the City’s official social media accounts.

Attachment(s)
None.
City of Eastvale
AGENDA STAFF REPORT

City Council Meeting
October 25, 2017

Agenda Item No. 6.6
Consent Calendar

Planning Department Update

Contact(s) for Further Information
Eric Norris, Planning Director
enorris@eastvaleca.gov
Planning Department
530.574.4875

Summary
Planning projects are provided in the attached Planning Project Status list. The list provides a brief summary and status of each project. New information is highlighted in yellow. A map identifying the location of each project is also included.

RECOMMENDED ACTION(S)
Receive and File the Planning Department Update.

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
Not Applicable.

Background
Not Applicable.

Attachment(s)
1. Planning Project Status List
2. Project Location Map
### Project: The Lodge by KB Homes, Residential Development

- **Project No.:** 10-0124
- **Project Location:** Northwest Corner of Limonite Avenue and Scholar Way
- **Project Description:** Master Home Plans 205 detached single-family homes on approximately 40 acres.
- **Planner:** Malinda Lim/Kanika Kith

**Notes:**
- PC approval on March 18, 2015 to add tempered glass panels along Scholar Way.
- Approved Phase II Master Home Plan on December 3, 2015.
- HOA Landscape Maintained Areas for Phase 2 approved on March 17, 2016.
- Revised HOA Landscape Maintained Areas for Phase 2 approved on April 28, 2016.

**Current Status:**
- Approved.
- Under construction
- Symmetry model homes now open

---

1. New projects are added to the bottom of the list as they are submitted.
## Map ID: 2

<table>
<thead>
<tr>
<th>Project</th>
<th>Goodman Commerce Center (formally Lewis Eastvale Commerce Center)</th>
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<tbody>
<tr>
<td>Project No.</td>
<td>11-0271 **see related projects below.</td>
</tr>
<tr>
<td>Project Location</td>
<td>190 acres +/- fronting on Hamner Ave. north of Bellegrave Ave. and south of Cantu-Galleano Ranch Road</td>
</tr>
<tr>
<td>Project Description</td>
<td>General Plan Amendment, Change of Zone, and Specific Plan to provide for a mix of warehousing, light industrial, office, and retail uses. Major Development Review for the development of two industrial buildings of approximately 1,007,705 square feet and 1,033,192 square feet. CEQA: Environmental Impact Report (certified)</td>
</tr>
<tr>
<td>Planner</td>
<td>Eric Norris/Kanika Kith</td>
</tr>
</tbody>
</table>

### Notes:
- Approved by City Council on November 12, 2014
- Groundbreaking held May 20, 2015.
- Building permits issued for two industrial buildings.
- See the following projects for more recent activity at the Goodman Commerce Center:
  - Project No. PLN 17-20001: Specific Plan Amendment for Freeway Sign and Permitted Uses
  - Project No. PLN 17-20004: Education Center at Building 7 of Goodman Business Park
  - Project No. PLN 17-20012: Goodman Industrial Building 3 north of Business Park
  - Project No. PLN 17-20016: Bus Shelters on Hamner and Goodman Way
  - Project No. PLN 17-20033: Multi-Tenant Retail Building CR-3 Major Development Review and Conditional Use Permit

### Current Status:
- Approved.
- Under construction

1. New projects are added to the bottom of the list as they are submitted.
Map ID: 3

Project: Walmart – Eastvale Crossings

Project No.: 12-0051

Project Location: Southeast corner of Limonite and Archibald Avenues (APN 144-030-039)

Project Description: General Plan Amendment, Change of Zone, Major Development Review, five Conditional Use Permits, Tentative Tract Map No. 35061, and Variance for the development of a 177,000 +/- sq. ft. retail store and several outparcels on 24.78 acres.

CEQA: Environmental Impact Report (certified)

Planner: Eric Norris/Kanika Kith

Notes:
- City Council approval on April 26, 2017.
- Project was reviewed by the Riverside County Airport Land Use Commission and received a conditional finding of conformance with the Chino Airport Land Use Compatibility Plan.
- Public review of DEIR available from September 27 to November 17, 2016.
- On March 15, 2017, the Planning Commission reviewed and recommended approval of the project to City Council.
- City Council public hearing on April 12, 2017, with a staff recommendation to continue the hearing to April 26, 2017.
- Approval letter, final conditions, signed resolutions, and stamped plans sent to applicant on May 1, 2017.
- A lawsuit has been filed by the group, “Eastvale United,” challenging the City’s approval of the project.

Current Status:
- Approved.
- 2nd reading for Change of Zone Ordinance on May 10, 2017

1. New projects are added to the bottom of the list as they are submitted.
EASTVALE PLANNING: MAJOR PROJECTS SUMMARY

Map ID: 4

<table>
<thead>
<tr>
<th>Project: The Campus (former Providence Business Park)</th>
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</thead>
<tbody>
<tr>
<td>Project No.: 12-0750 * see related projects below</td>
</tr>
<tr>
<td>Project Location: West of Archibald Avenue and approximately 750 ft. south of Limonite Avenue (APNs 144-010-002, -033, -037, &amp; -038)</td>
</tr>
<tr>
<td>Project Description: Change of Zone, Major Development Review, and Tentative Parcel Map for the development of a business park consisting of 11 new industrial buildings ranging from 12,850 square feet to 129,000 square feet (totaling approximately 694,770 square feet), one 2-story office building of 33,600 square feet, and two retail buildings totaling 10,600 square feet on 53.37 gross acres of vacant land (former Bircher’s site). CEQA: EIR Addendum</td>
</tr>
<tr>
<td>Planner: Kanika Kith/Siri Champion</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
</tbody>
</table>

- Approved by City Council on April 9, 2014
- Project has been sold to new owners, who have met with staff to discuss implementing the approved development plans.
- Final Map approved by City Council on June 8, 2016.
- Pre-construction meeting was held with the applicant, contractor, monitors, and Public Works and Planning staffs on August 31, 2016.
- Approved construction plans for buildings 2 and 3 on December 21, 2016. Buildings 1 and 10-12 were approved on January 10, 2017.
- See the following projects for more recent activity at The Campus:
  - Project No. 16-00032 The Campus Amendment to increase building sizes
  - Project No. 16-00035 The Campus Sign program
  - Project No. 17-20014 The Campus Parcel Merger
  - Project No. 17-20027 The Campus Along Archibald Pre-Application

Current Status:

- Approved.
- Road improvements under construction on Archibald Avenue
- Building under construction
- Received Pre-Application to change the development on the parcel along Archibald Avenue (See Project No. 17-20027)

1. New projects are added to the bottom of the list as they are submitted.
## Map ID: 5

<table>
<thead>
<tr>
<th>Project</th>
<th>99 Cents Only Store</th>
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</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>13-1601</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Northwest corner of Hamner Avenue and “new” Schleisman Road</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Major Development Review for a new 19,104-square foot retail building on 2.67 acres. CEQA: Mitigated Negative Declaration</td>
</tr>
<tr>
<td>Planner:</td>
<td>Siri Champion/Kanika Kith</td>
</tr>
<tr>
<td>Notes:</td>
<td>Planning Commission approved on June 17, 2015.</td>
</tr>
<tr>
<td></td>
<td>Approved revised lighting plans on November 17, 2015.</td>
</tr>
<tr>
<td></td>
<td>Project was purchased by a new owner, who intends to build the approved store.</td>
</tr>
<tr>
<td></td>
<td>Planning has had initial discussions with the owner regarding plans for the northern portion of the property, but no application has been filed.</td>
</tr>
<tr>
<td></td>
<td>City staff met with the new owners of the site. They intend to develop the northern half of the property with approximately 10,000 square feet of retail and food uses.</td>
</tr>
<tr>
<td></td>
<td>Building permit issued December 20, 2016.</td>
</tr>
<tr>
<td></td>
<td>Grading permit issued on May 4, 2017.</td>
</tr>
</tbody>
</table>

**Current Status:**
- Approved.
- Construction of the building is under way.
- Stop Work Order issued by Building & Safety on August 24, 2017 due to no water connection or fire hydrant installations while building with combustible materials.
## Project: Nexus Townhomes by William Lyon Homes, Residential Development

<table>
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<tr>
<th>Project No.</th>
<th>14-0046</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location</td>
<td>10-acre site south of 24-hour Fitness Center in the Eastvale Gateway South retail center</td>
</tr>
<tr>
<td>Project Description</td>
<td>Tentative Tract Map No. 36446 and Major Development Review for a residential development (Nexus) consisting of 220 townhomes and a recreation area on approximately 10 acres.</td>
</tr>
<tr>
<td>Planner</td>
<td>Kanika Kith/Malinda Lim</td>
</tr>
</tbody>
</table>
| Notes | Approved by PC October 15, 2014.  
Model homes opened September 19, 2015. |

### Current Status:
- Approved.  
- Model homes opened September 19, 2015.  
- Final phase under construction.
### Map ID: 7

<table>
<thead>
<tr>
<th>Project:</th>
<th>LBA Realty Industrial Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>14-10477</td>
</tr>
<tr>
<td>Project Location:</td>
<td>North of Cantu-Galleano Ranch Road, 1,000 feet east of Hamner Avenue, and west of the I-15 freeway. (APN 160-020-033 and 156-050-025)</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Major Development Review for a 446,173-sq. ft. industrial building on approximately 24 acres and overflow parking on APN 156-050-025. CEQA: Environmental Impact Report (certified)</td>
</tr>
<tr>
<td>Planner:</td>
<td>Kanika Kith</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
<tr>
<td>- Planning Commission approval and EIR certification received April 20, 2016.</td>
<td></td>
</tr>
<tr>
<td>- Issue had arisen re: COA #28 with respect to guard shack location. Staff worked with the applicant over the last couple of months to find an acceptable design that will accommodate adequate truck stacking. Received acceptable solution to allow five trucks to stack on-site, July 7, 2016.</td>
<td></td>
</tr>
<tr>
<td>- Approved revised construction plans on December 22, 2016.</td>
<td></td>
</tr>
<tr>
<td>- Updated burrowing owl survey and mitigation bank contract received on February 6, 2017.</td>
<td></td>
</tr>
<tr>
<td>- Grading permit issued on February 16, 2017. Pre-construction meeting was held February 28, 2017.</td>
<td></td>
</tr>
</tbody>
</table>

### Current Status:
- Approved.
- Under construction.
## Map ID: 8

<table>
<thead>
<tr>
<th>Project:</th>
<th>Sendero Planned Residential Development by Stratham Homes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>14-1398 * See Project No. 15-06023</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Northwest corner of Limonite and Harrison Avenues; APN 164-010-017</td>
</tr>
<tr>
<td>Project Description:</td>
<td>General Plan Amendment, Change of Zone, Planned Residential Development, and Tentative Tract Map No. 36775 for the subdivision of approximately 44 acres into 323 residential lots and 14 lots for open space and water basins. CEQA: Mitigated Negative Declaration (MND)</td>
</tr>
<tr>
<td>Planner:</td>
<td>Kanika Kith/Malinda Lim</td>
</tr>
</tbody>
</table>

### Notes:
- Planning Commission on May 20, 2015 voted to recommend approval of GPA, Change of Zone, and PRD, and denial of TTM due to too many units.
- City Council on June 10, 2015 voted 3-0 adopting the MND and approving the project subject to not using SCE easement or the City ROW to satisfy ALUC open space requirement.
- Revised site plan presented to City Council on 9/9/2015 and Council was supportive of the revised site layout.
- Applicant submitted first Master Home Plan on April 6, 2016.
- Comments for master home plan provided June 23, 2016. Second submittal of Master Home Plan and landscaping plans received on January 12, 2017. Requested missing plans from applicant to continue Master Home Plan review on February 17, 2017. Comments provided on April 25, 2017.
- Planning approved rough grading plans on March 20, 2017.
- Meetings on March 29 and April 5, 2017 to discuss comments and changes for Master Home Plan.
- Received 3rd submittal for Master Home Plan on June 16, 2017.
- See Project No. PLN 15-06023: Parcel map to subdivide the site into 4 parcels for financing purposes and revised TTM to allow development phasing. Modified timing for the development of public parks.

### Current Status:
- Approved.
- Planning approved grading plans.
- Fences and walls plans approved on August 19, 2017.
- Landscape comments to applicant on August 21, 2017.
- Comments for Onsite Basin and Amenities and SCE Landscape plans provided to the applicant on April 25, 2017.
- Received revised Master Home Plan on June 15, 2017.
- Project status update meeting with applicant on July 5, 2017.
- Meetings with Lennar on July 12, 2017 and August 16, 2017 to discuss changes to architectural elevations and layout.
- Discussion with Stratham on August 22, 2017 to discuss changes to Master Home Plans to address Lennar’s request.
## Map ID: 9

<table>
<thead>
<tr>
<th>Project</th>
<th>AT&amp;T at River Road, New Disguised Wireless Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>14-2832</td>
</tr>
<tr>
<td>Project Location</td>
<td>Southeast corner of Hall Avenue and River Road, west of Baron Drive</td>
</tr>
<tr>
<td>Project Description</td>
<td>Minor Development Review for construction of a 70-foot tall disguised wireless facility and a 138 square-foot equipment shelter located at 14700 River Road</td>
</tr>
<tr>
<td>CEQA</td>
<td>Categorical Exemption</td>
</tr>
<tr>
<td>Planner</td>
<td>Malinda Lim</td>
</tr>
<tr>
<td>Notes</td>
<td>Planning Director Approval on July 15, 2015.</td>
</tr>
<tr>
<td></td>
<td>Construction plans approved on May 17, 2017.</td>
</tr>
<tr>
<td></td>
<td>Contractor submitted landscape construction plans on April 11, 2017 and May 18, 2017. Plans were approved on May 23, 2017.</td>
</tr>
</tbody>
</table>

### Current Status:
- Approved.
- Construction is complete; awaiting final approval of installed landscaping.
# Map ID: 10

<table>
<thead>
<tr>
<th>Project</th>
<th>Verizon at Community Park, New Disguised Field Light Wireless Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>14-3325</td>
</tr>
<tr>
<td>Project Location</td>
<td>South of Citrus Street, and west of Hamner Avenue within the Eastvale Community Park – 12750 Citrus Street</td>
</tr>
<tr>
<td>Project Description</td>
<td>Minor Development Review for the construction of a new 70-foot tall wireless facility disguised as a field light and an approximate 469 square-foot equipment shelter in Phase 2 area of the Eastvale Community Park. CEQA: Categorical Exemption</td>
</tr>
<tr>
<td>Planner</td>
<td>Yvette Noir/Kanika Kith</td>
</tr>
<tr>
<td>Notes</td>
<td>Submitted on November 25, 2014; comment letter sent December 24, 2014</td>
</tr>
<tr>
<td></td>
<td>Last correspondence with applicant on March 2, 2015, change of location for tower and enclosure</td>
</tr>
<tr>
<td></td>
<td>Revised plans received July 30, 2015. Comments provided to applicant on August 27, 2015.</td>
</tr>
<tr>
<td></td>
<td>Additional landscape comments provided to applicant on September 8, 2015.</td>
</tr>
<tr>
<td></td>
<td>Staff met with applicant on September 17, 2015 to discuss comment letter.</td>
</tr>
<tr>
<td></td>
<td>Applicant submitted revised plans on November 9, 2015 and was informed to provided additional information requested in the comment letter.</td>
</tr>
<tr>
<td></td>
<td>Letter sent to the applicant on July 13, 2016 to add streets and street names on the coverage map.</td>
</tr>
<tr>
<td></td>
<td>Received email from applicant on July 31, 2016 stating that they are working on a lease agreement with JCSD and will provide a revised coverage map.</td>
</tr>
<tr>
<td></td>
<td>Meeting with applicant on August 25, 2016 to discuss additional items needed to take item to Planning Commission.</td>
</tr>
<tr>
<td></td>
<td>Meeting with applicant on February 8, 2017 to discuss project status. Because the project is in Phase 2 of the Community Park, the applicant is waiting for JCSD to move forward with Phase 2 or renegotiate the project location to Phase I of the park.</td>
</tr>
<tr>
<td></td>
<td>Received a request from the applicant on February 13, 2017 to place the application on hold while the applicant is working with JCSD to potentially relocate the facility to Phase 1 area of park.</td>
</tr>
</tbody>
</table>

Current Status: On hold while applicant seeks a revised location in the park.

---

1. New projects are added to the bottom of the list as they are submitted.
## Map ID: 11

<table>
<thead>
<tr>
<th>Project</th>
<th>Verizon at Providence Ranch Park, New Disguised Field Light Wireless Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>14-3326</td>
</tr>
<tr>
<td>Project Location:</td>
<td>South of Hollowbrook Wy., west of Woodpigeon Rd, north of Aspen Leaf Lane, and east of Cobble Creek Dr. within Providence Ranch Park – 7250 Cobble Creek Dr.</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Minor Development Review to replace an existing 80-foot high sport field light pole with an 80-foot high wireless telecommunication facility that will also function as a field light, and construction of an approximate 469 square-foot equipment shelter in the southern ball field at Providence Ranch Park.</td>
</tr>
<tr>
<td>Planner:</td>
<td>Yvette Noir/Kanika Kith</td>
</tr>
</tbody>
</table>
| Notes: | ■ Submitted on November 25, 2014; comment letter sent December 24, 2014  

### Current Status:
- Approved.
- Waiting for construction plans.
### Map ID: 12

<table>
<thead>
<tr>
<th>Project</th>
<th>Goodman Commerce Center Business Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>15-0551 <strong>see Project No. 11-0271</strong></td>
</tr>
<tr>
<td>Project Location:</td>
<td>Northeast corner of Bellegrave and Hamner Avenues.</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Major Development Review for the development of a Business Park consisting of 7 buildings totaling approximately 191,356 square feet. The business park will accommodate professional offices, light industrial, and light assembly uses.</td>
</tr>
<tr>
<td>Planner:</td>
<td>Eric Norris/Kanika Kith</td>
</tr>
</tbody>
</table>
| Notes:                   | Planning Commission approval on August 5, 2015.  
|                          | Approval letter sent on August 11, 2015  
|                          | Construction drawings for all eight buildings approved by Planning on January 30, 2016.  
|                          | Received CDA well site construction and landscape plans.  
|                          | Planning approved revised elevation for Buildings 3 and 4 on April 24th.  
|                          | Construction of Goodman Business Park is complete.  
|                          | Confirmed tenants in the business park (per Goodman) are:  
|                          |  - Platinum Collision (Auto-collision Repair)  
|                          |  - VW / Audi / Porsche  
|                          |  - Provident Realty (Residential Real Estate)  
|                          |  - James Lin Motorsports (Off-road Accessories)  
|                          |  - Eastvale Academy (Children’s Learning Center)  
|                          |  - American Electric Supply (Electrician)  
|                          |  - World Financial Group (Financial and Insurance Services)  
|                          |  - Hong-Chau T Lee (Optometry)  
|                          |  - C-Quence (Jujitsu)  
|                          |  - Eastvale Athletics (CrossFit)  
|                          |  - Dr. Wang Dental Office  

**Current Status:**
- Approved.
- Leasing is ongoing.
## Map ID: 13

### Project: The Ranch Specific Plan Amendment, Major Development Review, and Tentative Parcel Map

### Project No.: 15-0783 **See Project No. PLN 16-00011 for The Ranch Industrial Portion**

### Project Location:
Northeast and southeast corners of Hellman and future Limonite (Kimball) Avenues, west of Cucamonga Creek Channel.
Moons Site (APNs: 144-010-008-0, 144-101-013-4) and Rodriguez Site (APN: 144-010-009-1)

### Project Description:
Specific Plan Amendment to modify existing boundaries for The Ranch SP No. 358 for Planning Areas 1 through 6, land use designation for Planning Area 5, and revisions to allowable uses. No revisions to Planning Areas 7 through 9. Major Development Review for six (6) industrial buildings totaling 985,000 square feet on six (6) parcels, Tentative Parcel Map No. 36787 to subdivide approximately 97 gross acres into 14 legal parcels
CEQA: EIR Addendum

### Planner:
Siri Champion/Kanika Kith

### Notes:
- Approved by City Council on December 9, 2015.
- February 19, 2016, a new owner purchased the six (6) light industrial business park lots (see Project No. 16-00011). The commercial sites will be developed by the original applicant.
- Meeting with applicant on October 18, 2016 to discuss status of commercial portion of The Ranch. Staff met with applicant for commercial portion of The Ranch on March 22, 2017 to discuss uses and layout of Planning Areas 2, 3 and 6.
- Applicant inquired about CUP requirements on May 25, 2017 for a car wash and mini-mart tenant.
- Meeting with applicant on October 18, 2017 to discuss status of commercial portion of The Ranch, Planning Area 1.

### Current Status:
- Approved.
- Grading and construction has started for industrial portion, see Project No. PLN 16-00011.
- Applicant is still pursuing commercial and business park users. Some inquiries include self-storage and smaller multi-tenant business park suites.
### Map ID: 14

<table>
<thead>
<tr>
<th>Project</th>
<th>Leal Master Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>Special Project</td>
</tr>
<tr>
<td>Project Location</td>
<td>160 acres at the northwest corner of Hamner and Limonite Avenues, east of Scholar Way, and south of 58th Street.</td>
</tr>
<tr>
<td>Project Description</td>
<td>This Master Plan describes the community’s vision for the project area, identifies appropriate land uses, and includes the development standards that are necessary to achieve the vision, defines the character of the project’s development, lists the steps involved with the development process, and provides the project’s implementation plan.</td>
</tr>
<tr>
<td>Planner</td>
<td>Eric Norris/Kanika Kith</td>
</tr>
</tbody>
</table>
- On September 16, 2106, the Planning Commission reviewed and recommended approval to City Council.  
- No date for Council consideration of the project has been established.  
- May 2017 – City has been asked by property owner’s representative to postpone action on the project while issues related to the estate of Brad Leal are resolved.  
- August 30, 2017 – City met with Leal family and prospective developer to discuss processing and timing. |

### Current Status:

- City is discussing potential development with owners and proposed developer.
1. New projects are added to the bottom of the list as they are submitted.
Map ID: 16

Project: VantagePoint Church

Project No.: 15-1174

Project Location: 8500 Archibald Ave. (APN: 130-080-005 and -008)

Project Description: Major Development Review for the development of an approximately 85,000 sq. ft. church which includes a sanctuary, classrooms, cafe, and a bookstore on 10.43 acres.

CEQA: Mitigated Negative Declaration

Planner: Siri Champion/Kanika Kith

Notes:

- Formal application for Major Development Review and Conditional Use Permit (CUP) submitted on May 1, 2015. (Staff later determined CUP was not needed.)
- Incompleteness letter sent June 1, 2015.
- Conference call on March 10, 2016 to discuss technical studies needed for CEQA. Public Works approved the Traffic Consultant to perform the work on April 19, 2016.
- Draft traffic study received on April 29, 2016. Comments provided on May 9. Applicant provided revised project description May 18 and was forwarded to the traffic consultant to include in the traffic study.
- Sent letter to applicant on August 16, 2016 requesting clarification of café and bookstore uses. Staff spoke to the applicant on August 17, 2016 and confirmed via email that the proposed café and bookstore would be accessory uses for the church and no sign advertising the café and bookstore will be installed.
- Letter sent to applicant September 29, 2016 re: project status since most technical studies are now in and under review, but no revised project plans have been received in response to comments provided in June 2015.
- Planning Staff and Biologist had a conference call on March 30, 2017 to discuss the comments on the biology study. Revised biology reports were submitted on April 5, 2017; staff biologist is reviewing reports to ensure edits have been incorporated. Meeting with applicant on April 27, 2017 to discuss status. Revised plans expected by mid-May. Staff followed-up and the applicant indicated on June 14, 2017 that the revised site plans would be ready for resubmittal in early July.
- Revised plans received on July 27, 2107; applicant informed at time of submittal that additional funds were needed.
- Revised plans routed for review on August 18, 2017 after receiving confirmation from applicant to proceed. Additional funds received on August 24, 2017.
- September 6, 2017 - City met with applicant to discuss comments.
- AB52 Consultation with Gabrieleno Band of Mission Indians - Kizh Nation on October 11, 2017
- Revised plans received on October 12, 2017.
### Map ID: 17

<table>
<thead>
<tr>
<th>Project:</th>
<th>JCSD Community Park – Phase II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>15-1273</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Southwest corner of Hamner Avenue and Citrus Street on 74 acres</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Building permit review for development of Phase II.</td>
</tr>
<tr>
<td>CEQA:</td>
<td>Former MND</td>
</tr>
<tr>
<td>Planner:</td>
<td>Eric Norris/Kanika Kith</td>
</tr>
</tbody>
</table>

#### Notes:
- Construction drawings set received for review on June 22, 2015.
- Landscape comments provided to applicant on July 17, 2015. Comments of missing items per COAs and MMRP provided to Building Department on July 28, 2015.
- Received construction landscape plans on March 9, 2016. Provided comments and redlines to applicant on March 25, 2016.
- Received grading plan and revised construction drawings on March 22, 2016 and comments provided on April 14, 2016.
- Planning and Public Works have been meeting with JCSD and the property owner across whose land a portion of the park’s entry road would be constructed to resolve issues related to an easement for the roadway.
- Provided comments for construction landscape plans on June 16, 2016.
- Applicant to provide documentation showing compliance with Mitigation Measures.

### Current Status:
- In building permit process.
- Waiting for documentation of compliance with Mitigation Measures and resolution of access road/Scholar Way issue.
## Map ID: 18

<table>
<thead>
<tr>
<th>Project:</th>
<th>Two Industrial Buildings on Hamner Avenue and Riverside Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>15-1508</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Southeast corner of Hamner Avenue and Riverside Drive (APN 156-040-087 and -088)</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Major Development Review for two new industrial buildings (40,000 sq. ft. and 115,000 sq. ft.) to be located on two parcels (totaling approximately 12 acres) behind Chevron Site and Snapware. CEQA: MND Addendum</td>
</tr>
<tr>
<td>Planner:</td>
<td>Kanika Kith/Malinda Lim</td>
</tr>
</tbody>
</table>

### Notes:
- Construction drawings for both buildings were approved.
- Revised landscape plan approved on July 26, 2016.
- Revised gate plan approved on August 17, 2017.

### Current Status:
- Approved.
- Construction is near completion.
## Map ID: 19

<table>
<thead>
<tr>
<th>Project:</th>
<th>The Ranch Industrial Portion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN16-00011 <strong>See Project No. 15-0783</strong></td>
</tr>
<tr>
<td>Project Location:</td>
<td>Northeast and southeast corners of Hellman and future Limonite (Kimball) Avenues, west of Cucamonga Creek Channel. (APN: 144-010-008, 144-101-013, and 144-010-009)</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Major Development Review for six new industrial buildings at The Ranch</td>
</tr>
<tr>
<td>Planner:</td>
<td>Siri Champion/Malinda Lim</td>
</tr>
</tbody>
</table>

### Notes:
- Submitted pre-application review and plans on March 31, 2016.
- Applicant submitted Phase 1 landscape plans for buildings 1-6 on July 5, 2016.
- Rough grading permit issued week of July 4, 2016.
- Pre-grading meeting on July 20, 2016.
- Received construction plans for buildings 1 to 6 on July 26, 2016; approved all building plans.
- Planning approved second grading plan submittal on March 14, 2017.

### Current Status:
- Approved.
- Under construction
Map ID: 20

<table>
<thead>
<tr>
<th>Project</th>
<th>Verizon at Chandler Fire Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN16-00017</td>
</tr>
<tr>
<td>Project Location</td>
<td>Northeast corner of Chandler Street and Selby Avenue</td>
</tr>
<tr>
<td>Project Description</td>
<td>Minor Development Review for the construction of a new wireless telecommunications facility disguised as an 85-foot high water tank and equipment shelter in an approximately 529 sq. ft. lease area behind the Chandler Fire Station</td>
</tr>
<tr>
<td>CEQA:</td>
<td>Categorical Exemption</td>
</tr>
<tr>
<td>Planner</td>
<td>Yvette Noir/Kanika Kith</td>
</tr>
</tbody>
</table>

**Notes:**
- Received application and submittal materials on July 7, 2016.
- Incompleteness letter sent to the applicant on July 20, 2016.
- Applicant will be submitting additional materials in February 2017.
- Sent comment letter to applicant on March 13, 2017.
- Applicant submitted revised development plans on May 22, 2017.
- Comments provided to applicant on June 20, 2017. Meeting with applicant on June 23, 2017 to discuss the project.
- No additional comments from Public Works and Landscaping were submitted. At this point, Staff is working with applicant to add the City logo to the tower.
- Staff is drafting staff report, conditions of approval, and resolution for Planning Commission meeting on October 18, 2017.
- Public hearing was continued to Planning Commission meeting on November 15, 2017 to discuss further details about location, operation, and height of the proposed wireless telecommunication tower.

**Current Status:**
- Planning Commission meeting on October 18, 2017.
- Project was continued to November 15, 2017 Planning Commission meeting.
## Major Projects Summary

**Map ID: 21**

<table>
<thead>
<tr>
<th>Project: Costco Major Development Review and Conditional Use Permit</th>
<th>Project Map:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project No.</strong></td>
<td>PLN16-00020</td>
</tr>
<tr>
<td><strong>Project Location:</strong></td>
<td>SEC Cantu Galleano Ranch Road and Hamner Avenue, west of Goodman Way</td>
</tr>
<tr>
<td><strong>Project Description:</strong></td>
<td>Major Development Review for the construction of approximately 158,000 square-foot Costco Warehouse building with a tire center and outdoor food court area at the commercial portion of the Goodman Commerce Center. Two Conditional Use Permits for the operation of the tire center and for the sale of alcohol. The tire center includes retail sales and installation area that will occupy approximately 5,200 square feet of building. A fueling station and car wash are included directly off Hamner Avenue.</td>
</tr>
<tr>
<td><strong>Planner:</strong></td>
<td>Kanika Kith</td>
</tr>
</tbody>
</table>
| **Notes:** | - Applicant submitted plans on August 22, 2016.  
- Approved by Planning Commission on Nov. 16, 2016.  
- Construction drawings and grading plans received on October 12, 2017. |
| **Current Status:** | Approved.  
- Construction drawings are under review. |
### Map ID: 22

**Project:** Goodman Off Site Parking, Pedestrian Bridge, and Building Height Increase in Industrial Areas

**Project No.:** PLN16-00026

**Location:** SEC Cantu Galleano Ranch Rd. and Hamner Ave.

**Description:** Major Development Plan, Conditional Use Permit, and Specific Plan Amendment for Goodman Commerce Center to allow Amazon off-site parking located west of Goodman Way in Planning Area 5 and pedestrian bridge. The SPA also included increasing building height in the industrial planning areas from 50 to 55 feet.

**CEQA:** Former EIR

**Planner:** Eric Norris

**Notes:**
- Application received on September 1, 2016.
- September 14, 2016—Applicant requested an amendment to the Specific Plan to increase the size of the freeway-oriented “pylon” sign and to allow larger temporary for sale/for lease signs. Processed as a separate application. (See Project No. PLN17-20001)
- Planning Commission approved Major Development Plan and Conditional Use Permit on October 19, 2016, contingent on Council approval of proposed Specific Plan amendment for off-site parking.
- City Council approved Specific Plan Amendment to allow off-site parking on November 9, 2016.
- City Council second reading of ordinance on December 14, 2016.
- Received 2nd submittal for off-site precise grading plans on February 23, 2017; approved.
- Easement for a pedestrian bridge that connects the Amazon Fulfillment Center with the off-site parking lot located across Goodman Way approved by City Council on March 8, 2017.
- Construction plans for pedestrian bridge submitted on April 10, 2017.
- Provided comments to applicant for 1st construction plan submittal on May 2, 2017.
- Approved construction plans for pedestrian bridge on June 7, 2017. Building permit was issued on June 12, 2017.

**Current Status:**
- Approved.
- Pedestrian bridge is under construction.
### Map ID: 23

<table>
<thead>
<tr>
<th>Project:</th>
<th>Goodman Retail Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN16-00028</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Southeast corner of Cantu Galleano Ranch Road and Hamner Ave.</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Major Development Review for the development of 2 multi-tenant retail buildings totaling approximately 26,260 square feet in the retail area adjacent to Costco at the Goodman Commerce site.</td>
</tr>
<tr>
<td>Planner:</td>
<td>Eric Norris/Kanika Kith</td>
</tr>
<tr>
<td>Notes:</td>
<td>Application received on September 1, 2016.</td>
</tr>
<tr>
<td></td>
<td>On March 7, 2017, the Planning Commission approved the Major Development Plan.</td>
</tr>
<tr>
<td></td>
<td>Expecting construction drawings late October 2017.</td>
</tr>
<tr>
<td></td>
<td>See Project No. PLN17-20033 for the development of the third retail building</td>
</tr>
</tbody>
</table>

**Project Map:**

**Current Status:**
- Approved.
- Applicant is waiting for start of construction of the Costco store to submit construction drawings for the retail center.
### Map ID: 24

<table>
<thead>
<tr>
<th>Project:</th>
<th>The Campus Amendment to Major Development Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN16-00032 (see Project No. 12-0750, Project No. PLN16-00035, Project No. 17-20027)</td>
</tr>
<tr>
<td>Project Location:</td>
<td>West of Archibald and approximately 750 ft. south of Limonite Ave (144-010-002, -033, -037, &amp; -038)</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Amendment to previously approved Major Development Review (Project No. 12-0750) to increase total building area from 738,970 sq. ft. to 776,274 sq. ft. and remove access point to the northern parcel.</td>
</tr>
<tr>
<td>CEQA:</td>
<td>EIR Addendum</td>
</tr>
<tr>
<td>Planner:</td>
<td>Yvette Noir/Kanika Kith</td>
</tr>
</tbody>
</table>
| Notes: | - Application received on September 22, 2016.  
- Planning Commission hearing on December 7, 2016; approved by commissioners 4-0.  
- Approved grading plan and construction drawings for all buildings in Phase 2 on February 9, 2017. |

**Current Status:**
- Approved.  
- Under construction.
### Project: The Campus Sign Program

**Project No.:** PLN16-00035 *(See Project No. 12-0750 and Project No. PLN16-00032)*

**Project Location:** West of Archibald and approximately 750 ft. south of Limonite Ave (144-010-002, -033, -037, & -038)

**Project Description:** Sign Program for The Campus industrial park.

**Planner:** Siri Champion

**Notes:**
- Applicant submitted application on October 3, 2016.
- Incomplete letter sent to applicant December 20, 2016; waiting for applicant to resubmit.
- Staff reminded applicant of outstanding items needed on March 15, 2017.

### Current Status:

- Awaiting resubmittal.
### Map ID: 26

<table>
<thead>
<tr>
<th>Project:</th>
<th>Medical Office Building and Dialysis Center at The Marketplace at The Enclave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN16-00038</td>
</tr>
<tr>
<td>Project Location:</td>
<td>14252/14260 Schleisman Rd; southwest corner of Archibald Ave. and Schleisman Rd. at The Marketplace at The Enclave shopping center (144-860-018 and 114-860-020)</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Major Development Review for the construction of a 30,000-sq. ft. two story medical office building and a 10,000 sq. ft. dialysis center on the empty area at the south end of the shopping center. CEQA: Former EIR</td>
</tr>
<tr>
<td>Planner:</td>
<td>Yvette Noir/Kanika Kith</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
<tr>
<td>Applicant submitted application on October 13, 2016.</td>
<td></td>
</tr>
<tr>
<td>Presented to Planning Commission on May 3, 2017; continued to May 17, 2017 and requested the applicant to provide easement verification documents for Soleil Drive.</td>
<td></td>
</tr>
<tr>
<td>Planning Commission voted 4-0 on May 17, 2017 to approve the project. Two additional Conditions were added to the project concerning speed bumps and a pedestrian crosswalk.</td>
<td></td>
</tr>
<tr>
<td>Approval letter and final conditions of approval sent to applicant on June 6, 2017.</td>
<td></td>
</tr>
<tr>
<td>Notice of Determination recorded on May 24, 2017.</td>
<td></td>
</tr>
<tr>
<td>Construction and landscape plans for the Davita Dialysis Center building are currently under review for a building permit.</td>
<td></td>
</tr>
<tr>
<td>Landscape Plans approved on August 1, 2017.</td>
<td></td>
</tr>
</tbody>
</table>

### Current Status:
- Development Plan Review Approved.
- Under construction.
### Map ID: 27

<table>
<thead>
<tr>
<th>Project</th>
<th>Goodman Commerce Center Specific Plan Amendment (SPA) for Freeway Sign and Indoor Amusement/Entertainment Facility Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20001 *See Project No. 11-0271</td>
</tr>
<tr>
<td>Project Location</td>
<td>190 acres +/- fronting on Hamner Ave. north of Bellegrave Avenue, south of Cantu-Galleano Ranch Road, and west of the I-15 freeway</td>
</tr>
<tr>
<td>Project Description</td>
<td>Specific Plan Amendment to Chapters 2 and 4 of the Goodman Commerce Center Specific Plan to require a Conditional Use Permit for “Indoor Amusement/Entertainment Facility” uses and to modify the standards for a freeway sign.</td>
</tr>
<tr>
<td>Planner</td>
<td>Kanika Kith</td>
</tr>
</tbody>
</table>
| Notes | - Application received on February 1, 2017.  
- Comments on the SPA provided to the applicant on March 1, 2017.  
- On April 19, 2017, the Planning Commission voted 5-0 recommending approval to City Council.  
- City Council approved on May 10, 2017.  
- Notice of Determination recorded on May 11, 2017. |

**Project Map:**

- Approved.  
- Approved construction plans for freeway sign in August 2017.
Project: Target Second Front Entrance

Project No.: PLN17-20002 *See Project No. PLN17-20019

Location: Target at Eastvale Gateway North Shopping Center

Description: Minor Development Review for a second front entrance, and façade and parking modification for Target store.

Planner: Malinda Lim/Kanika Kith

Notes:
- Application submitted on February 16, 2017.
- Contacted applicant for additional information on March 2, 2017.
- Approval letter and stamped plans on March 27, 2017.
- Applicant revised site plan on March 28, 2017.
- Sent approval letter and stamped plans on March 29, 2017.
- Requested applicant to apply for a Temporary Use Permit (TUP) for construction storage in the parking lot on June 6, 2017.
- Applicant submitted TUP application on June 29, 2017. See Project No. PLN17-20019.

Current Status:
- Development Plan Review Approved.
- Under construction
<table>
<thead>
<tr>
<th>Map ID: 29</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project:</strong> Education Center at Goodman Business Park Conditional Use Permit</td>
</tr>
<tr>
<td><strong>Project No.:</strong> PLN17-20004</td>
</tr>
<tr>
<td><strong>Project Location:</strong> Building 7 (middle multi-tenant building facing Hamner) at Goodman Business Park at northeast corner of Bellegrave and Hamner Avenues.</td>
</tr>
<tr>
<td><strong>Project Description:</strong> Conditional Use Permit for the establishment and operation of an education center offering lessons in language, art, math, music and dance in an 8,304-sq. ft. tenant space in one of the multi-tenant buildings facing Hamner Avenue.</td>
</tr>
<tr>
<td><strong>CEQA:</strong> Former EIR</td>
</tr>
<tr>
<td><strong>Planner:</strong> Malinda Lim/Kanika Kith</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
</tr>
<tr>
<td>- Applicant submitted application and check on February 27, 2017.</td>
</tr>
<tr>
<td>- Planning Commission approval on April 19, 2017.</td>
</tr>
<tr>
<td>- Approval letter sent on April 25, 2017.</td>
</tr>
<tr>
<td>- Applicant is currently going through the building permit process to modify the interior of the unit (tenant improvement).</td>
</tr>
<tr>
<td>- Applicant received building permit on August 15, 2017.</td>
</tr>
</tbody>
</table>

**Current Status:**

- Conditional Use Permit Approved.
- Building permit process.

1. New projects are added to the bottom of the list as they are submitted.
### Map ID: 30

<table>
<thead>
<tr>
<th><strong>Project:</strong></th>
<th>The Enclave Lot Line Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project No.:</strong></td>
<td>PLN17-20010</td>
</tr>
<tr>
<td><strong>Project Location:</strong></td>
<td>14252/14260 Schleisman Rd the southwest corner of Archibald Ave. and Schleisman Rd. at The Marketplace at The Enclave shopping center (144-860-018 and 114-860-020)</td>
</tr>
<tr>
<td><strong>Project Description:</strong></td>
<td>The project consists of a Lot Line Adjustment (LLA) for three parcels in the Marketplace at the Enclave.</td>
</tr>
<tr>
<td><strong>Planner:</strong></td>
<td>Yvette Noir</td>
</tr>
</tbody>
</table>

**Notes:**
- Received application on April 6, 2017; routed to reviewing departments for comments.
- Letter deeming the application as incomplete sent to the applicant on May 8, 2017.
- Comment letter was sent to the applicant on May 16, 2017.
- Received incomplete items on July 6, 2017; currently under review.
- Applicant is working with Public Works to finalize the document for approval.

**Current Status:**
- Under Review by Public Works
### EASTVALE PLANNING: MAJOR PROJECTS SUMMARY

October 19, 2017

Highlighted Text = Updated Information

<table>
<thead>
<tr>
<th>Map ID: 31</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project:</strong> Goodman Industrial Building 3</td>
</tr>
<tr>
<td><strong>Project No.:</strong> PLN17-20012</td>
</tr>
<tr>
<td><strong>Project Location:</strong> 16 acres in the southern portion of Planning Area 5 of the Goodman Commerce Center. East of Hamner Ave., north of Bellegrave Ave. and south of Cantu-Galeano Ranch Road</td>
</tr>
<tr>
<td><strong>Project Description:</strong> Major Development Review for the construction of approximately 373,522 square-foot industrial building in the southern portion of Planning Area 5 at the Goodman Commerce Center.</td>
</tr>
<tr>
<td><strong>Planner:</strong> Kanika Kith</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
</tr>
<tr>
<td>- Received application on April 20, 2017; routed to reviewing departments for comments.</td>
</tr>
<tr>
<td>- Grading Plan received on August 10, 2017 and approved on August 31, 2017.</td>
</tr>
<tr>
<td>- Construction plan received on August 30, 2017 and comments provided on September 21, 2017.</td>
</tr>
</tbody>
</table>

**Current Status:**
- Approved. 
- Awaiting for revised construction plan submittal.
**EASTVALE PLANNING: MAJOR PROJECTS SUMMARY**

**Map ID: 32**

<table>
<thead>
<tr>
<th>Project: South Milliken Distribution Center</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No. PLN17-20013</td>
<td></td>
</tr>
<tr>
<td>Project Location: East of Milliken Avenue, north of the SR-60, 0.2-mile west of the I-15/SR-60 interchange, and 0.4 miles south of Mission Boulevard APNs: 156-030-001 &amp; -002</td>
<td></td>
</tr>
<tr>
<td>Project Description: Major Development Review, General Plan Amendment, and Change of Zone for the development of a 273,636-square foot industrial warehouse building located on a 15.8-acre site. Building would include an 8,000-sq. ft., two-story office with 29 dock doors, 67 truck trailer parking stalls, and associated landscaping and parking. General Plan Amendment to the entire site from Commercial Retail to Light Industrial. Change of Zone for the northern 12.5-acre lot from &quot;C-P-S&quot; to &quot;M-M&quot;; no changes to the 3.3-acre lot with &quot;M-M&quot; zoning at southeastern portion of the site. CEQA: Not Determined</td>
<td></td>
</tr>
<tr>
<td>Planner: Kanika Kith</td>
<td></td>
</tr>
</tbody>
</table>
| Notes:  
- Received application on April 27, 2017; routed to reviewing departments for comments.  
- Letter deeming the application as incomplete sent on May 16, 2017.  
- Meeting with applicant on June 7, 2017 to discuss timing and site design.  
- Received biological assessment, burrowing owl, cultural, geotechnical, and Phase I reports on June 7, 2017. Technical studies were routed to Public Works and to CEQA staff.  
- On June 8, 2017, the applicant submitted an application to the Western Riverside County Regional Conservation Authority (RCA) to start the Joint Project Review process (because the site is in criteria cell 35 for Delhi Sands flower-loving fly).  
- Comment letter sent to applicant on June 12, 2017.  
- Meeting with applicant on July 13, 2017 to discuss biological resources concerns.  
- Received request for AB 52 consultation from Gabrieleno Band of Mission Indians - Kizh Nation on August 29, 2017.  
- Revised plans received on September 28, 2017. September 6, 2017 with applicant to discuss result to biological survey. Survey will be completed on September 20, 2017.  
- September 6, 2017 AB52 Consultation with Gabrieleno Band of Mission Indians  
- September 21, 2017 with RCA to discuss Delhi Sands flower-loving fly survey  
- **September 28, 2017 AB52 Consultation with Rincon Band of Luiseno Indians**  
- **October 18, 2017 AB52 Consultation with Soboba Band of Luiseño Indians** |  |

**Current Status:**
- Under Review of revised site plan
- Waiting for revised technical studies:  
  - Biological Resources  
  - Air Quality  
  - Greenhouse Gas Analysis  
  - Health Risk Assessment
### Map ID: 33

<table>
<thead>
<tr>
<th>Project:</th>
<th>Lewis Retail at Polopolus Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20015</td>
</tr>
<tr>
<td>Project Location:</td>
<td>7270 Hamner Avenue; North of Silver Lakes Sports Complex and east of Hamner Avenue. APNs: 152-060-002 and -003</td>
</tr>
<tr>
<td>Project Description:</td>
<td>General Plan Amendment and Change of Zone to General Commercial (C-1/C-P), Tentative Parcel Map to subdivide the 23-acre site into 8 lots</td>
</tr>
<tr>
<td>CEQA:</td>
<td>Environmental Impact Report</td>
</tr>
<tr>
<td>Planner:</td>
<td>Eric Norris/Kanika Kith</td>
</tr>
</tbody>
</table>

#### Notes:
- Application received on May 30, 2017 for a General Plan Amendment and Change of Zone to General Commercial (C-1/C-P).
- Meeting with applicant on June 13, 2017 to discuss additional items required for complete application. Additional items include: Parcel map and Development Agreement.
- Initial Study and Notice of Preparation released on October 11, 2017 and Scoping period ends on November 8, 2017.
- Public Scoping meeting will be held on October 18, 2017.

#### Current Status:
- Waiting for submittal of Tentative Parcel Map.
- Initial Study and Notice of Preparation released on October 11, 2017 and Scoping period ends on November 8, 2017.
- EIR Scoping Meeting on October 18, 2017
### Map ID: 34

<table>
<thead>
<tr>
<th>Project:</th>
<th>Bus Shelters at Goodman Commerce Center Minor Development Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20016</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Two locations on Hamner Avenue and one location on Goodman Way in the Goodman Commerce Center.</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Five bus shelters at three locations: two locations on Hamner Avenue and one location on Goodman Way with three shelters.</td>
</tr>
<tr>
<td>Planner:</td>
<td>Malinda Lim</td>
</tr>
</tbody>
</table>

**Project Map:**

**Current Status:**
- Approved.

**Notes:**
- Application received on June 7, 2017. Routed plans to reviewing departments for comments.
- Sent comments to applicant on June 26, 2017
- Approved on July 26, 2017
## Map ID: 35

<table>
<thead>
<tr>
<th>Project</th>
<th>Two Monopine Cell Towers North of Orchard Park Pre-Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20017</td>
</tr>
<tr>
<td>Project Location</td>
<td>Southwest corner of Remington and Sumner Avenues</td>
</tr>
<tr>
<td>Project Description</td>
<td>Pre-Application for the construction of two, 70-foot tall monopine cell towers and a 20-foot by 50-foot multi carrier equipment enclosure.</td>
</tr>
<tr>
<td>Planner</td>
<td>Malinda Lim/Kanika Kith</td>
</tr>
</tbody>
</table>

### Notes:
- Application received on June 13, 2017. Routed plans to reviewing departments for comments.
- Sent a comment letter to applicant on July 13, 2017.
- Meeting with applicant on August 2, 2017 to discuss comment letter.

### Current Status:
- Applicant needs to file a full CUP application.
### Map ID: 36

<table>
<thead>
<tr>
<th>Project:</th>
<th>Second Extension of Time for Tentative Tract Map 35751</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20018</td>
</tr>
<tr>
<td>Project Location:</td>
<td>SE corner of Schleisman Rd. and Cucamonga Creek</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Second request to extend Tentative Tract Map 35751.</td>
</tr>
<tr>
<td>Planner:</td>
<td>Kanika Kith</td>
</tr>
</tbody>
</table>

#### Notes:
- Application received on June 21, 2017 for second extension of time of TTM 35751.
- Approved by City Council on July 26, 2017.
- August 23, 2017 – Met with Lewis and Lennar to discuss project requirements, processing, and timing.
- See Project No. 17-20030 for pre-application received from Lennar for development of the tract.

#### Current Status:
- Approved. Map extended to October 2018.
- Waiting for funding/surety for Schleisman Road Improvements. Funding to the City needs to be provided by October 20, 2017.
### Map ID: 37

<table>
<thead>
<tr>
<th>Project</th>
<th>Target Construction Staging Temporary Use Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20019</td>
</tr>
<tr>
<td>Project Location</td>
<td>Target parking lot in the Eastvale Gateway North shopping center.</td>
</tr>
<tr>
<td>Project Description</td>
<td>Temporary Use Permit for construction staging area in the parking lot in front of Target. Construction staging area will be fenced and will occupy 154 parking spaces for four months.</td>
</tr>
<tr>
<td>Planner</td>
<td>Malinda Lim</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>
- Application received on June 29, 2017. Routed plans to reviewing departments for comments.  
- Approved project on July 20, 2017. TUP is valid until October 31, 2017. |

### Current Status:
- Approved.  
- TUP Issued
### Project Map: Miguel’s Jr. Major Development Plan Review

**Project No.:** PLN17-20022

**Project Location:** Eastvale Marketplace; 13382 Limonite Ave. Eastvale, CA 91752

**Project Description:** Major Development Review for a construction of Miguel’s Jr., approximately 2,900 sq. ft. fast food restaurant with a drive through, at Eastvale Marketplace

**CEQA:** Former IS/MND

**Planner:** Malinda Lim

**Notes:**
- Application submitted on July 24, 2017; routed plans to reviewing departments for comments.
- Sent completeness and comment letter to applicant on August 17, 2017.
- Met with applicant on August 24, 2017 to discuss letters and revisions to elevations and site plan.
- Received second submittal items on September 4, 2017. Provided comments to applicant on September 6, 2017.
- Staff report, conditions of approval, and resolution for Planning Commission meeting on October 18, 2017.
- Public Hearing was continued to Planning Commission meeting on November 15, 2017 to modify architectural design of the building, provide more details to the traffic stacking study, and include additional pedestrian access (outdoor seating area, pedestrian walkways, etc.).

**Current Status:**
- Planning Commission hearing on October 18, 2017.
- Continued item for November 15, 2017 Planning Commission meeting.

---

1. New projects are added to the bottom of the list as they are submitted.
## Map ID: 39

<table>
<thead>
<tr>
<th>Project:</th>
<th>Stu Miller’s 2017 Pumpkin Patch and Christmas Tree Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20024 and PLN17-20025</td>
</tr>
<tr>
<td>Project Location:</td>
<td>East of Eastvale Gateway South retail center and west of the I-15 freeway (APN: 152-640-001)</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Temporary Use Permit to allow the operation of a pumpkin patch with petting zoo starting from October 1 to 31, 2017 at the vacant lot along Limonite in Eastvale Gateway South retail center. Uses include pumpkin and accessories sales, children’s rides, and petting zoo. Temporary Use Permit to allow the operation of a Christmas tree sales starting from November 24, 2017 to December 24, 2017 at the vacant lot along Limonite in Eastvale Gateway South retail center. Uses include Christmas tree and tree accessory sales.</td>
</tr>
<tr>
<td>Planner:</td>
<td>Malinda Lim</td>
</tr>
</tbody>
</table>
| Notes:            | - Received application on July 26, 2017; routed submitted items to reviewing departments for comments.  
                     - Sent approval letter on September 11, 2017. |

### Project Map:

- **Current Status:** Approved
### Map ID: 40

<table>
<thead>
<tr>
<th>Project:</th>
<th>Revisions to the approved retail area at The Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20027</td>
</tr>
<tr>
<td>Project Location:</td>
<td>West of Archibald Avenue and approximately 750 ft. south of Limonite Avenue (144-010-063)</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Pre-Application Review to replace an approved 2-story office building (approximately 33,600 sq. ft.) and two retail buildings (totaling 10,600 sq. ft.) with a 4,450-sq. ft. restaurant with a drive through, a 4,200 sq. ft. car wash, and a gas station with a 5,000 sq. ft. convenience store on the 3.5-acre parcel fronting on Archibald</td>
</tr>
<tr>
<td>Planner:</td>
<td>Kanika Kith/Malinda Lim</td>
</tr>
</tbody>
</table>

**Notes:**
- Received application on August 30, 2017; routed submitted items to reviewing departments for comments.
- September 6, 2017 – Informed applicant that gas station and car wash are not permitted on the site due to its location in the Industrial Park (I-P) Zone.
- Comment letter sent to applicant on September 21, 2017.

**Current Status:**
- Waiting for formal submittal
Map ID: 41

Project: Salad Dressing Ingredient Silos at The Ranch

Project No.: PLN17-20028

Project Location: Northeast and southeast corners of Hellman and future Limonite (Kimball) Avenues outside Building 1 of The Ranch at 14999 Summit Drive

Project Description: Minor Development Review for the installation of 20-foot high outdoor storage tanks used for salad dressing ingredients for Building 1 of The Ranch.

Planner: Malinda Lim

Notes:
- Received application on September 18, 2017; routed submitted items to reviewing departments for comments.
- Approval letter sent to applicant on October 11, 2017.
### Map ID: 42

<table>
<thead>
<tr>
<th>Project</th>
<th>Al’s Corner General Plan Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project No.</strong></td>
<td>PLN17-20029</td>
</tr>
<tr>
<td><strong>Project Location:</strong></td>
<td>Southwest corner of Hamner Avenue and Riverboat Drive (152-350-010 and -011)</td>
</tr>
<tr>
<td><strong>Project Description:</strong></td>
<td>General Plan Amendment to change the land use designation to General Commercial (C-1/C-P) on an approximately 1.38-acre City owned parcel of vacant land.</td>
</tr>
<tr>
<td><strong>Planner:</strong></td>
<td>Eric Norris</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td>Request for proposal for Environmental Impact Report released on September 19, 2017. As of October 13, applicant is reviewing proposals received.</td>
</tr>
<tr>
<td></td>
<td>Initial Study and Notice of Preparation released on October 11, 2017 and scoping period ends on November 8, 2017.</td>
</tr>
<tr>
<td></td>
<td>Public Scoping meeting held on October 18, 2017.</td>
</tr>
</tbody>
</table>

**Current Status:**
- Under review
- Initial Study and Notice of Preparation released on October 11, 2017 and scoping period ends on November 8, 2017.
- EIR Scoping Meeting held on October 18, 2017.
## Map ID: 43

<table>
<thead>
<tr>
<th>Project</th>
<th>Lennar TR35751 (Bootsma Tract) Pre-Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20030</td>
</tr>
<tr>
<td>Project Location</td>
<td>Southeast corner of Schleisman Road and Cucamonga Creek (144-060-041)</td>
</tr>
<tr>
<td>Project Description</td>
<td>Pre-Application Review for the development of 243 units of single-family attached and detached homes on approximately 19 acres, Tentative Tract Map No. 35751, located behind Bootsma’s house.</td>
</tr>
<tr>
<td>Planner</td>
<td>Brianne Reyes</td>
</tr>
</tbody>
</table>

### Current Status:
- Meeting with applicant to discuss comment letter TBD.

### Notes:
- Received application on September 19, 2017; routed submitted items to reviewing departments for comments.
- Comment letter sent to applicant on October 18, 2017.
### Project Summary

**Map ID: 44**

<table>
<thead>
<tr>
<th>Project</th>
<th>Si Como No Alcohol Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20032</td>
</tr>
<tr>
<td>Project Location</td>
<td>14244 Schleisman Road #130, Eastvale, CA 92880 – The Marketplace at the Enclave</td>
</tr>
<tr>
<td>Project Description</td>
<td>Conditional Use Permit for the sale of beer and wine in a Mexican restaurant, Si Como No, at The Marketplace at the Enclave (former location of the Great Harvest Bread bakery and store)</td>
</tr>
<tr>
<td>Planner</td>
<td>Brianne Reyes</td>
</tr>
<tr>
<td>Notes</td>
<td>Received application on October 4, 2017; routed submitted items to reviewing departments for comments.</td>
</tr>
</tbody>
</table>

**Current Status:** Under review
# EASTVALE PLANNING: MAJOR PROJECTS SUMMARY

**Highlighted Text** = Updated Information

## Map ID: 45

<table>
<thead>
<tr>
<th>Project:</th>
<th>Goodman Retail Building CR-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>PLN17-20033</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Southeast corner of Hamner Avenue and Cantu-Galleano Ranch Road and west of Goodman Way; Goodman Commerce Center</td>
</tr>
<tr>
<td>Project Description:</td>
<td>Major Development Review for the development of CR-3, a 4,000 square-foot multi-tenant located in the retail portion of the Goodman Commerce Center and Conditional Use Permit for a drive-through</td>
</tr>
<tr>
<td>Planner:</td>
<td>Malinda Lim/Kanika Kith</td>
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### Notes:
- Received application on October 4, 2017; routed submitted items to reviewing departments for comments.
- Internal department meeting on October 19, 2017 to discuss stacking issues and WQMP.

### Current Status:
- Under review
Map ID: 46

<table>
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<tr>
<th>Project</th>
<th>Minor Development Review &amp; Amendment to Conditional Use Permit for Pizza Press (former Ponino’s Pizzarena)</th>
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<td>Project No.</td>
<td>PLN17-20034</td>
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<td>12768 Limonite Avenue Unit 101 Eastvale, CA 92880 – Cloverdale Marketplace Shopping Center</td>
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<td>Project Description</td>
<td>Minor Development Review and Amendment to Conditional Use Permit No. 13-0510 to serve alcohol in a proposed fenced, outdoor seating area near the entrance of the Pizza Press’ restaurant</td>
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<tr>
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<td>Malinda Lim</td>
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<td>Notes</td>
<td>Received application on October 17, 2017; routed submitted items to reviewing departments for comments.</td>
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Current Status:
- Under review
Public Works Department Update

Contact(s) for Further Information
Craig Bradshaw, Supervising Engineer  cbradshaw@eastvaleca.gov  951.703.4472
Public Works Department

Dahi Kim, Associate Engineer  dkim@eastvaleca.gov  951.703.4477
Public Works Department

Summary
The Public Works Department provides monthly updates on development projects occurring City-wide. The list of updates includes residential and commercial projects, encroachment permits, and capital improvement projects.

RECOMMENDED ACTION(S)
Receive and File the Public Works Department Update.

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
Not Applicable.

Background
See attached extended background.

Attachment(s)
Capital Improvement Projects Map
Development Projects

Residential Projects Under Construction:

Tract 34014 – DR Horton – Copper Sky (Eastvale Project No. 13-0395)
- Location: Southeast corner of Schleisman Road at Scholar Way
  - Public Improvement 99% complete
  - Additional traffic control measures being added on Riverboat Drive to increase safety
  - Minor removals and replacement then final paving to complete project

Tract 36423 – DR Horton (Eastvale Project No. 11-0558)
- Location: Northwest corner of Archibald Avenue at 65th Street
  - Public Improvement 99% completed
  - Project near build-out, punch list items remaining

Tract 32821 – KB Home – The Lodge (205 Units, Eastvale Project No. 10-0124)
- Location: Northwest corner of Limonite at Scholar Way
  - Public Improvement on Phase I is 99% complete
  - Model homes open
  - Construction of remaining homes and hardscape improvements ongoing
  - Minor removals and replacements then paving to complete project

Tract 31406 – Meritage Homes (Eastvale Project No. 10-0140)
- Location: Southwest corner of Archibald Avenue at River Road
  - Public Improvement 99% complete
  - Punch List has been issued; developer has scheduled repairs.

Tract 31476 – Beazer Homes (Eastvale Project No. 12-0679)
- Location: Northeast corner of Hellman Avenue at Walters Street
  - Public Improvement 99% complete
  - Punch List has been issued

Tract 29997 – Lennar Homes – Mill Creek Crossing (122-Units, Eastvale Project No. 12-0297)
- Southeast corner of Hellman Avenue at Chandler
  - Public Improvements 99% complete
  - Punch List has been issued

Tract 36696 – William Lyons Homes – Nexus (220 Units, Eastvale Project No. 14-0046)
- Location: Limonite Avenue behind 24 Hour Fitness
  - Production homes under construction
TTM 36775 – Stratham Homes (319 Units, Project No. 14-1398)
- Location: Northwest corner of Limonite Avenue at Harrison Avenue
  - Rough grading ongoing
  - Installation of Storm Drain

Residential Projects in Entitlement Stage:
None

Commercial Projects Under Construction or Plan Review:

Eastvale Marketplace at the Enclave
- Location: Southwest corner of Archibald Avenue at Schleisman Road
  - Dialysis Center approved
  - Grading completed

The Campus Business Park (Project No. 12-0750)
- Location: West side of Archibald Avenue south of Limonite Avenue
  - Rough grading ongoing, additional soil import required
  - Additional soil import required
  - Paving and traffic signal on Archibald remaining in public right of way
  - Hardscape improvements ongoing

Chevron Gas Station (former Arco Gas Station)
- Location: Southeast corner of Hamner Avenue at Riverside Drive
  - Project under construction
  - Base paving completed
  - On-site storm drain has been installed
  - Traffic signal on Hamner Avenue and Riverside Drive is fully operational

Goodman Commerce Center (Project No. 11-0271)
- Location: Northeast corner of Hamner Avenue at Bellegrave Avenue
  - East side of Hamner Avenue buildings nearing completion
  - Hamner southbound lanes sifted to outside and northbound lanes to inside to install street widening, service laterals and bus pad
  - Bellgrave paving completed

Goodman Business Park (Project No. 15-0551)
- Location: Northeast corner of Hamner Avenue at Bellegrave Avenue
  - Completed

Amazon’s Building
- Location: Southeast quadrant of Cantu-Galleano Ranch Road and Goodman Way
  - New Amazon pad completed
  - Tilt-up of exterior walls and placement of mezzanine steel ongoing
  - Offsite improvement on Goodman Way ongoing
Costco Wholesale
- Location: East side of Hamner Avenue south of Cantu-Galleano Ranch Road
  - Building plan check process, projected opening date 2018

Eastvale Marketplace
- Location: Limonite Avenue and Sumner Ave
  - Paving and striping improvements ongoing
  - Hardscape improvements ongoing
  - Punch List has been issued

The Ranch
- Location: Northeast corner of Kimball Avenue at Hellman Avenue
  - Rough grading is completed and under observation for dust control
  - Sewer lines, storm drain and utility lines nearing completion
  - Water line nearing completion in Summit
  - Curb and Gutter improvements ongoing

99cent Only Store
- Location: Northwest corner of Hamner Avenue at “A” Street
  - Project was approved by Planning Commission on June 17, 2015
  - Street improvement and on-site plans have been approved
  - Block walls for building are complete
  - Project on hold until the Fire Plan is approved

CIT Acquisitions Corporation
- Location: East side of Hamner Avenue south of Riverside Drive
  - Plan review is underway
  - Haul permit issued on October 12th 2016 and grading permit issued on October 17th 2016
  - Project site and public right of way work nearing completion

**Commercial Projects in Entitlement Stage:**

Wal-Mart
- Location: Southeast corner of Archibald Avenue at Limonite Avenue
  - Draft EIR being circulated
  - Planning Commission Public Hearing March 15, 2017
  - City Council Approval April 26, 2017

Grainger Site – (Major industrial building, Project No. 14-1077)
- Location: Northeast corner of Cantu-Galleano Ranch Road at Hamner Avenue
  - Proposed development plan review is underway

Vantage Point Church
- Location: Northeast corner of Archibald Avenue at Prado Basin Park Road
  - Project is in its preliminary planning
**Encroachment Permits**

Various Citywide Encroachment Permit and Block Party application Review, Issuance and Inspections

**Maintenance & Operations/Other**

- Address concerns with Citywide Traffic Issues
- Resident concerns/reports
- Weed abatement
- Citywide streets, sidewalks, striping & signage maintenance
- Coordination with projects in surrounding cities
  - **City of Ontario (New Model Colony)**
    - Archibald north of Limonite Avenue
    - West side of Hamner between Bellegrave and Riverside
    - Extension of Cantu-Galleano Ranch Road (Ontario Ranch Road) west of Hamner Avenue to Sumner Avenue/Haven has been opened. Connection to Archibald Avenue is now open.

**Capital Improvement Projects**

**Limonite/I-15 Interchange**

- This project recently received $48 million in funding. The project is being planned for project award in January 2018, with construction to start May/June 2018 and completion by November 2019. The interchange will have significantly reduced traffic capacity during construction. This project is being managed by the County of Riverside.

**Street Rehabilitation:**

- Hamner Avenue Resurfacing from I-60 to Cantu-Galleano (city side only)
  - Project awarded to All American Asphalt July 26, 2017
  - Notice to proceed issued
  - Estimated Project Completion November, 2017

- Hamner/Milliken Avenue Resurfacing from Greystone to Riverside
  - Greystone to I-60 resurfaced December 2016
  - Riverside to I-60: Project awarded to All American Asphalt July 26, 2017
  - Notice to proceed issued
  - Estimated Project Completion November, 2017

- Hamner Avenue Resurfacing from Limonite Avenue to s/o 68th Street
  - Project awarded to All American Asphalt July 26, 2017
  - Notice to proceed issued
  - Estimated Project Completion November, 2017
Background – Agenda Item No. 6.7

New Traffic Signal:
New Traffic Signal – Sumner Avenue at 65th Street.
  o Project awarded to Elecnor Belco Electric December 14, 2016
  o Notice to proceed issued
  o Project complete

Radar Speed Signs:
Radar Speed Signs
  o Twelve (12) locations, primarily around schools.
  o Project awarded to Seimens Industry December 14, 2016
  o Project complete

Zone 2 Storm Drain:
Various Locations
  o Project awarded to Apple Valley Construction June 24, 2017
  o Notice to proceed issued
  o Estimated Project Completion December 2017

Slurry Seal Project:
  o Project awarded to Pavement Coating September 13, 2017
  o Notice to proceed issued
  o Estimated Project Completion December 2017
CITY OF EASTVALE
Public Works Projects Update

(1) Chandler St Pavement Rehabilitation from Hall to Archibald COMPLETE

(2) River Rd Reconstruction from Hellman to Baron COMPLETE

(3) Hamner Ave Overlay from Riverside to Samantha

(4) Hamner Ave Overlay from Samantha to Cantu-Galleano

(5) Milliken Ave Overlay from Greystone to Riverside

(6) Hamner Ave Overlay from Limonite to s/o 68th St

(7) Hamner Avenue Traffic Signal Synchronization COMPLETE

(8) Sumner at 65th New Traffic Signal

(9) Fire Station #31

(10) Storm Drain Facilities - Zone 2

(11) Storm Drain Facilities - Zone 2

(12) Citywide Slurry Seal

CIP Project Type and Location
- Radar Speed Signs - Various Locations
- Land, Buildings & Improvements
- Roadway Safety/Traffic Improvements
- Storm Drain Improvements
- Roadway Safety/Traffic Improvements
- Street Improvements
Local Goals and Policies Regarding Community Facilities Districts

Contact(s) for Further Information
James Riley, Interim Finance Director  jriley@eastvaleca.gov
Finance Department  951.703.4431

Summary
In previous years, property owners of new developments requested annexation into the County of Riverside Landscaping and Lighting Maintenance District (LLMD) 89-1 for the purposes of levying an assessment to pay for specified maintenance and services on improvements related to their development. In order to best serve the property owners and to simplify the administration process, Community Facilities Districts (“CFDs”) will be used as the financing mechanism for specified maintenance and services on improvements related to new development. Before the City can form a CFD, it must first adopt local goals and policies and appraisal standards that specify how CFDs will be utilized in the City.

RECOMMENDED ACTION(S)
Adopt Resolution No. 2017-XX, A Resolution of the City Council of the City of Eastvale, California, Adopting Goals and Policies and Appraisal Standards for Community Facilities Districts

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Goal 1: Establish a Solid Fiscal Foundation.

Fiscal Impact
Not Applicable.

Background
The Goodman Commerce Center (commercial) and Stratham Homes Sendero (residential) development projects include provisions for providing funding for maintenance and operation of specific improvements. The developers have provided funds for the establishment of Community Facilities Districts as the mechanism to provide this ongoing funding. California State Law regarding formation of CFDs requires that the City have Goals and Policies in place prior to formation. (Gov. Code §53312.7). This code section specifies certain mandatory elements of the policy.
Staff has prepared the attached Resolution adopting the recommended goals and policies. The goals and policies are relatively short and generally rely on the minimum standards required in State Law. They do emphasize the priority of funding ongoing services, operations and maintenance over capital financing.

Neither the Goodman Commerce Center or Stratham Homes projects anticipate the need for capital financing. If, in the future, capital financing is suggested for another project, the City should evaluate the policies prior to the formation of a CFD which finances capital facilities construction or acquisition.

Attachment(s)

2. Exhibit A, City of Eastvale Goals and Policies for Community Facilities Districts
RESOLUTION NO. 17-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EASTVALE
ADOPTING GOALS AND POLICIES AND APPRAISAL STANDARDS FOR
COMMUNITY FACILITIES DISTRICTS

WHEREAS, the City of Eastvale (“City”) has approved new commercial and residential
development projects which include provisions requiring ongoing funding for facility
maintenance and operation related to the projects; and

WHEREAS, the project developers have provided funding for the necessary tasks to
establish a Community Facilities District with a Special Tax to provide this ongoing funding; and,

WHEREAS, the City intends to consider the formation of a community facilities district
pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311
et seq.) (“Act”); and

WHEREAS, Section 53312.7 of the Act requires that prior to establishment of a
community facilities district (“CFD”) the City must adopt local goals and policies and appraisal
standards (“Local Goals and Policies”) for CFDs; and

WHEREAS, the activities allowed under this Resolution do not constitute a project
under the provisions of the California Environmental Quality Act; and,

WHEREAS, the City Council desires to adopt the proposed Local Goals and Policies, which it finds to be in the public interest.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF
EASTVALE, AS FOLLOWS:

1. The City Council finds and determines that all the foregoing recitals are true and correct.

2. The City Council does hereby adopt the attached Exhibit A, City of Eastvale Goals and
Policies for Community Facilities Districts, in a form substantially similar to those attached
hereto.

3. The City Council finds that the City of Eastvale Goals and Policies for Community Facilities
Districts, attached hereto as Exhibit A, comply with Section 53312.7 of the Act and that
adoption of them enables the City to initiate proceedings to establish a CFD pursuant to the
Act.

4. This Resolution shall take effect immediately upon passage.

*************
I, Steven D. Aguilar, Assistant City Clerk of the City Council of the City of Eastvale, California, do hereby certify that the foregoing City Council Resolution, No. 17-XX, was duly adopted by the City Council of the City of Eastvale, California, at a regular meeting thereof held on the 25th day of October, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

______________________________
Steven D. Aguilar, Assistant City Clerk
A. General Policy Respecting Use of the Act.

As a matter of general policy, the City of Eastvale (“City”) will utilize the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”) for purposes of (1) financing all or a prescribed portion of the estimated cost and expense of maintaining, operating and replacing facilities and services which serve a public purpose to the City and its inhabitants and (2) financing for all or a prescribed portion of the cost and expense of public capital improvements (“facilities”) to be owned by the City and which serve a public purpose to the City and its inhabitants.

In general, it will be the policy of the City not to provide financing for facilities which are to be owned by another public agency or shareholder-owned utility, it being the policy of the City that provision of such facilities should be left to such other public agency or shareholder owned utility.

Development proposed within a CFD will be consistent with the City’s general plan and will have received any required legislative approvals. A CFD will not vest any rights to future land use on any properties, including those which are responsible for paying special taxes.

The primary goal of the City Council in the use of the Act is to provide funding for the need for new services, operating and maintenance costs and capital facilities associated with new development in a manner that will reduce or, preferably, eliminate financial impact to current residents.

B. Priorities for Use of Act.

The City Council establishes the following priorities for use of the Act in the order set forth:

1. The cost and expense of providing eligible services, maintaining, operating and replacing any of the eligible facilities per this policy, including establishing a reasonable reserve fund.
2. Facilities needed to enable the City to extend a City service into an area irrespective of the scale of the area, consisting of property which is not presently receiving such service and the owners of which property submit a legally sufficient petition to the City requesting such service, which petition is accompanied by a deposit of funds to pay the City’s preliminary expense as provided by subsection (d) of Section 53318 of the Act;
3. Facilities which provide a community-wide benefit for all inhabitants of the City; and,
4. Other facilities permitted by the Act.

C. Required Credit Quality.

The City adopts the requirements of Section 53345.8 of the Act as sufficient minimum standards for the credit quality of any bonds issued pursuant to the Act.
D. Disclosure to Property Purchasers.

The City Council finds that the statutory requirements of disclosure to property purchasers contained in the Act, most notably, but not limited to, Sections 53328.3, 53328.5 (including the referenced sections of the California Streets and Highways Code), 53340.2 and 53341.5 adequately address this need. However, the City may mandate additional disclosure and notices requirements for particular types of financings on a case-by-case basis. The City may prescribe specific forms to be used to disclose the existence and extent of obligations imposed by the CFD.

E. Requirements for Special Tax Formulas.

The proposed amount and apportionment of the special tax for each community facilities district ("CFD") shall comply with the following criteria:

1. The special tax formula shall be structured to produce sufficient annual special tax revenue to pay: (a) operating, maintenance and replacement costs, including establishment of a reasonable reserve for the eligible facilities (b) annual debt service on special tax bonds, if any have been issued, (c) reasonable annual administrative expenses of the City in the administration of the special taxes and the bonds, if any, of the CFD, and (d), in the event that any services or other "pay as you go" programs have been authorized to be funded by the CFD special tax, the estimated cost of such services or other "pay as you go" programs for the coming year.

2. The special tax formula may provide for a backup special tax to protect against unforeseen contingencies, including but not limited to unusual levels of delinquency in the payment of the special tax, but subject to the limitations of subsection (d) of Section 53321 of the Act pertaining to the 10 percent limitation on such backup special taxes on parcels used for private residential purposes.

3. The special tax formula may provide for an annual increase in the maximum special tax, subject to the 2 percent limitation on such annual increases specified by subsection (d) of Section 53321 of the Act pertaining to parcels used for private residential properties, and may provide for prepayment and discharge of that portion of the special tax obligation on any residential properties pertaining to debt service on special tax bonds, if any, as distinguished from that portion of the special tax obligation on such residential properties pertaining to services.

4. The special tax formula may be structured to provide for total estimated annual special tax revenues, less estimated annual administrative expenses, which shall exceed the projected annual gross debt service on outstanding special tax bonds, if any, by ten percent (10%).

5. The special tax formula shall allocate the annual special tax obligation to all categories and classes of taxable property within the CFD on the basis of reasonableness.

6. The special tax formula shall generally be structured to honor the limitation that, subject to the limitations on the ability of the City Council to anticipate future actions of other local agencies having jurisdiction to impose exactions on property within a CFD of the City, the total amount of the annual “tax burden” for residential property within the proposed CFD, including (a) the estimated general annual ad valorem property tax
levied by the County of Riverside, (2) other direct and overlapping debt, if any, for taxable property within the proposed CFD (including anticipated benefit assessments, levies for authorized but unissued debt and any other anticipated municipal charges, if any, which in the normal course would be included on a property owner's annual property tax bill), and (3) the proposed maximum annual special tax of the CFD, shall not exceed two percent (2%) of the estimated market value for any single family home, condominium or town home within the proposed CFD.

F. Appraisal Standards.

The current Appraisal Standards for Land Secured Financings (the "Standards") published by the California Debt and Investment Advisory Commission, originally dated May 1994, are adopted as the statement of definitions, standards and assumptions to be used in appraisals of real property in the City for any purpose pertaining to a CFD established by the City.

G. Exceptions to These Policies

The City may find in limited and exceptional instances that a waiver or amendment to any of the above stated policies is reasonable given identified special benefits to be derived from such waiver. Such waivers only will be granted by action of the City Council.
Crime Statistics – August 2017

Contact(s) for Further Information
Alia Rodriguez, Sr. Management Analyst  arodriguez@eastvaleca.gov  951.703.4412
City Manager’s Office

Summary
City Council requested staff to collaborate with the Riverside County Sheriff’s Department to develop a crime statistics document that would reflect selected Part I and Part II crime data for the City of Eastvale. Intended to show month-to-month crime statistics, the statistics will assist in determining appropriate staffing levels for law enforcement services.

RECOMMENDED ACTION(S)

Prior City Council/Commission Action
Approved by City Council at September 26, 2017 meeting with the addition of traffic violations/citations data.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
Not Applicable.

Background
In May 2017, City Council directed staff to coordinate with the Riverside County Sheriff’s Department to request and obtain monthly crime statistics for the City of Eastvale. The primary intent of the request was to determine appropriate staffing levels during the City’s contract negotiations with the Sheriff’s Department. Over several weeks, the City Manager and staff worked collaboratively with Riverside County Sheriff’s Department Administration and Management to obtain crime statistics that could be shared with the public and on a regular basis.

Upon receiving the data, the Riverside County Sheriff’s Department advised staff that the data provided would be reflective of the previous month, or thirty days behind the current month; and that the report would need to include a disclaimer identifying the data as preliminary and raw.
At the July 26, 2017 meeting, City Council recommended that staff add columns reflective of felony and misdemeanor arrests. During the September 26, 2017 meeting, City Council recommended staff add traffic violations/citations to the document. All additions are reflected in the August 2017 Crime Statistics attached.

**Attachment(s)**
August 2017 Crime Statistics
City of Eastvale  
Crime Statistics  
August 2017

### VIOLENT CRIME STATISTICS

**VIOLENT CRIMES**

*Estimated 2017 Population = 64,613*

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### NON VIOLENT CRIME STATISTICS

**PROPERTY CRIMES**

*Estimated 2017 Population = 64,613*

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### TOTAL CALLS FOR SERVICE/FILE #’S GENERATED

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<th>YEAR</th>
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<td>21,598</td>
<td>64,613*</td>
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<tr>
<td>2016</td>
<td>31,234</td>
<td>63,214*</td>
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<tr>
<td>2015</td>
<td>26,556</td>
<td>60,881*</td>
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<tr>
<td>2014</td>
<td>28,641</td>
<td>59,421*</td>
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<tr>
<td>2013</td>
<td>28,982</td>
<td>57,478*</td>
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<td>2012</td>
<td>24,732</td>
<td>55,885*</td>
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<tr>
<td>2011</td>
<td>19,604</td>
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**LEGEND**

All data is preliminary, pending year end verification by CA-DOJ and FBI; These are raw statistics based on the information currently in the Records Management System (RMS).

* Source of population data: State of California, Department of Finance

** Total calls for service/file #’s generated encompasses ALL call types inclusive of the ones listed and not listed on this chart.

*** Year To Date (YTD) is calendar year

+ Mail Theft: code created in late December 2016

++Newly added data
Adoption of Amended Personnel Policies and Procedures and City Administrative Policies and Procedures

Contact(s) for Further Information
Angelica Zepeda, Management Analyst  
azepeda@eastvaleca.gov  
Human Resouces Department

Summary
The City’s Personnel Policies and Procedures were last amended and adopted by the City Council on January 14, 2015 by Resolution Number 15-01. Subsequently, several new laws have been enacted requiring that the City amend the document further. The City’s Administrative Policies and Procedures have been maintained internally and administratively.

RECOMMENDED ACTION(S)
Approve and Adopt Resolution No. 17-XX to Amend the City’s Personnel Policies and Procedures and the City Administrative Policies and Procedures.

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
As a result of policy changes related to work hours and meal breaks, the City has achieved a productivity savings of two (2) hours per week (104 hours per year) per employee. This will be offset by the addition of one (1) ten-hour floating holiday for 2017, for a net productivity gain of 94 hours per year, per employee.

It is anticipated that the City will also achieve a long-term savings in over-time costs due to the newly proposed calculation method.

Based on the budgeted full time employees the sick-leave and vacation sell-back provisions would potentially impact the budget at a maximum cost of $26,837. This is assuming any eligible employees exercised this option.

Background
In April, 2016, the City retained HR Dynamics & Performance Management to conduct a comprehensive assessment of the City’s HR function, including the adequacy of the City’s personnel rules. It was found by the Consultant, among other items, that the City’s Personnel
Policies and Procedures were sorely lacking, and in need of amendments to include numerous topics/content for both regulatory compliance purposes and for consistency with best practices.

Two subsequent contract extensions with HR Dynamics & Performance Management in October, 2016 and June, 2017 provided for specific project oriented work stemming from the comprehensive assessment, in order to provide the City with needed systems, processes, and forms. The Consultant has completed all contracted items ahead of schedule, and several of the project items requiring City Council approval will be forthcoming in the ensuing weeks.

This report includes the results of the independent analysis and preparation of a complete update to the City’s Personnel Policies and Procedures by the Consultant. The document has been developed in collaboration with the City Manager and Management Analyst and subsequently vetted internally by management level staff, by the City’s legal counsel, and by two members of the City Council identified to serve on a Human Resources Ad-Hoc Committee.

It is further noted that several stand-alone City Administrative Policies pertaining specifically to employees have been incorporated within the new comprehensive set of personnel rules, and therefore the following stand-alone policies are recommended to be rescinded:

1) A-06 Technological Resources
2) A-07 Acceptance of Money or Gifts
3) A-22 Workers’ Compensation Reporting & Procedures
4) A-25 Personnel Complaints Policy

A new City Administrative Policy and Procedure has been prepared and included in the attached amendments for City Council approval, referenced as Policy A-25, Chain of Command. This policy provides the City Manager with the authority and discretion to designate a staff member to serve as second-in-command during planned or unplanned absences and rescinds the August 13, 2014 Chain of Command policy previously approved by the City Council.

During the course of the project, several policy level items were either identified by the City Manager or recommended by the Consultant. These key items are listed below and were reviewed by the City Council ad-hoc Human Resources committee:

1) Change from a “paid” meal period to an “unpaid” meal period, consistent with regulatory requirements.

2) Change to a performance-based approach to merit increases.

3) Change in the calculation of overtime, whereas the use of vacation, sick leave, holiday, and other personal leave shall not be counted as “time worked” towards the calculation of over-time.

4) Addition of one floating holiday for 2017 only, to be used by December, 2017, in light of the City’s current budget limitations and no anticipated across-the-board salary increases scheduled at this time. Employees have not been granted a cost-of-living increase since December 2014.

5) Addition of a sick-leave incentive plan which provides for sell-back of unused hours under specific terms and conditions.

6) Addition of an option for sell-back of unused vacation hours under specific terms and conditions.

7) Addition of a provision for bereavement leave under specific terms and conditions.
Attachment(s)
1. City of Eastvale Personnel Policies and Procedures
2. City of Eastvale Administrative Policies
3. Resolution No. 17-XX
CITY OF EASTVALE
PERSONNEL POLICIES AND
PROCEDURES MANUAL

October 10, 2017

Adopted by Resolution 13-14
Revised by Resolution 15-01
Revised by Resolution 17-XX
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APPENDIX – FORMS
Acknowledgement of Receipt of Drug and Alcohol - Free Workplace Policy
Personnel Complaint Form
Request to Engage in Outside Employment
Telecommuting Agreement
ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICIES AND PROCEDURES MANUAL

Each employee shall verify that he/she has been given a copy of this manual. The acknowledgement shall be dated and signed by the employee and the original maintained in the employee’s personnel file.

ACKNOWLEDGEMENT OF RECEIPT

I have been given a copy of the City of Eastvale’s Personnel Policies and Procedures Manual. This Manual applies to all employees of the City and to others as indicated.

I understand that it is my responsibility to read the Manual.

I further understand that the Manual contains important information governing my employment with the City of Eastvale, including regulations and obligations that are expected of me as a City employee. Furthermore, I understand that I am obligated under the California Constitution that I am declared to be a Disaster Service Worker, as outlined in Government Code 3102, and as further defined in this Manual under Section 2.1, Paragraph K.

I understand that my failure to comply with these policies may result in disciplinary action, up to and including termination. If I have questions concerning these policies, I will bring them to the attention of my supervisor, department head, or City Manager.

I understand that because it is not possible to anticipate every situation that may arise in the workplace and because laws and programs change, the City reserves the right to modify, supplement, rescind, or revise any provisions of this Manual (other than the employment at-will provisions and provisions compelled by law), at any time as it deems necessary or appropriate in its sole discretion, without a written revision of this Manual.

I understand that nothing in this Manual is intended to create a contract of employment with the City, or to create an expectation of continued employment for any specified term.

I understand that the original of this acknowledgement of receipt will be placed in my personnel file.

Dated: _______________  ______________________________

Employee’s Name

______________________________

Employee’s Signature
INTRODUCTION

This Manual applies to all employees of the City and to others as indicated. An “employee” is defined as an individual whose work is directed and controlled, or is subject to the direction or control, by the City with respect to the final results of the work and the details of when, where and how the work is to be done. This Manual contains Employment Policies of the City of Eastvale. Each City employee is responsible for knowing and understanding its contents. In addition, each City employee is responsible for knowing, understanding, and adhering to any specific departmental policy.

New laws that come into existence will require periodic revisions to this Manual. The City will make efforts to provide each City employee with notification of any change; however, each employee is responsible for consulting the most recent edition of this Manual. Any new changes in law enacted, but not expressly documented in the most recent edition of this Manual shall supersede this Manual, and the City shall comply with all new regulations. While it is not possible to anticipate every situation that may arise in the workplace and because laws and programs change, the City reserves the right to modify, supplement, rescind, or revise any provisions of this Manual (other than the employment at-will provisions and provisions compelled by law), at any time as it deems necessary or appropriate in its sole discretion, without a written revision of this Manual.

I understand that nothing in this Manual is intended to create a contract of employment with the City, or to create an expectation of continued employment for any specified term.
The City of Eastvale was incorporated as a City on October 1, 2010. The City is governed by a City Council, consisting of five (5) persons, each elected for a term of four (4) years. The City Council generally meets twice a month, on the 2nd and 4th Wednesday of each month, unless otherwise directed by the City Council.

The City Council adopts policies and specifies what City services are to be provided to City residents. Some of the services that the City provides includes public safety services (Police and Fire), Building and Safety Services, Animal Control, Planning and Public Works. The City operates as a Contract City.

The City Council’s policies are implemented by the City Manager, who is directly responsible to the City Council for the administration and implementation of the Council policies and priorities. To assist the City Manager, the City employs a staff of administrative, technical and field personnel. The City further utilizes contractors to provide a number of City services.

The City’s activities and services are divided into functional departments, with Department Heads assigned to each department.
SECTION 1.1 EQUAL EMPLOYMENT OPPORTUNITY

The City is an equal opportunity employer and makes employment decisions on the basis of merit. The City wants to have the best available persons in every job. The City’s policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws, and political beliefs, expressions or activities. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics, and any other basis protected by federal, state or local law or ordinance or regulation (“a protected category”). The City is committed to treating all employees equally and fairly regardless of these actual or perceived characteristics or associations. All such discrimination is prohibited. This policy applies to all City employees including management personnel, applicants, interns, volunteers and persons providing services pursuant to a contract.

SECTION 1.2 UNLAWFUL DISCRIMINATION AND HARASSMENT

The City of Eastvale maintains a strict policy prohibiting discriminatory harassment in accordance with State and Federal law. This policy applies to all City employees including management personnel, applicants, interns, volunteers and persons providing services pursuant to a contract.

1.2.1 Statement of Policy

It is the policy of the City of Eastvale to treat its employees and volunteers with respect and dignity, and to provide a work environment free of unlawful discrimination and harassment. The City therefore prohibits all forms of unlawful harassment in the workplace including sexual, verbal, physical, and visual harassment based on participation in a protected group including race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws, and political beliefs, expressions or activities. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics, and any other basis protected by federal, state or local law or ordinance or regulation (“a protected category”). All such discrimination is prohibited.

Employees can raise concerns, report problems, or make complaints without fear of reprisal of any kind (see Section 1.2.4 - Procedure below). Anyone found to be engaging in any type of unlawful
discrimination, harassment, or abusive behavior will be subject to corrective action, up to and including termination.

Management employees, regular full-time, regular part-time and temporary/seasonal part-time City employees, contract employees, interns or volunteers who permit or engage in such harassment or fail to take appropriate steps to report or investigate such conduct may be subject to prompt and appropriate disciplinary action up to and including termination.

1.2.2 Sexual Harassment

Sexual harassment is the deliberate or repeated behavior of a sexual nature that is unwelcome. As defined by the Fair Employment and Housing Commission, sexual harassment is unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior, and includes gender-based harassment of a person of the same sex as the harasser.

Sexually harassing conduct is that which can occur between people of the same or different genders. Conduct in violation of this policy is considered an illegal employment discrimination practice when:

a. Such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment;

b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting an individual;

c. Such conduct is sufficiently severe or pervasive as to create a discriminatory, hostile or offensive work environment based on an employee’s race, color, religion, gender, sexual orientation, age, national origin, disability, veteran status or marital status; OR

d. Such conduct is sufficiently severe or pervasive to alter the conditions of employment.

The following is a partial list of conduct that could be considered sexual harassment:

a. Unwanted sexual advances;

b. Offering employment benefits in exchange for sexual favors;

c. Making or threatening reprisals after a negative response to sexual advances;

d. Visual conduct, such as leering, making sexual gestures, displaying of sexually suggesting objects or pictures, cartoons, or posters;

e. Verbal conduct, such as making or using derogatory comments, epithets, slurs, jokes and suggestions about another employee’s gender or sexuality;

f. Verbal sexual advances or propositions;


g. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
h. Physical conduct, such as touching, assault, impeding, or blocking movements.

1.2.3. Bullying

In addition to the foregoing, the City prohibits abusive or “bullying” conduct by its supervisors, employees, contractors, customers, unpaid interns, volunteers, or vendors. The City defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work and/or in the course of employment.” Such behavior violates City Policy. The City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The City considers the following types of behavior examples of bullying:

• Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
• Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
• Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
• Exclusion: Socially or physically excluding or disregarding a person in work-related activities.
• All such conduct violates City policy.

1.2.4 Procedure for Complaint Resolution

a. Any acts of unlawful discrimination, harassment, sexual harassment, or bullying shall be reported immediately to the employee’s Department Head, City Manager, or other designated responsible party, who will then investigate complaints or cause an investigation to be conducted in a confidential and timely manner. Any individuals who have knowledge of conduct or information regarding the matter shall be interviewed. Employees may utilize the Employee Complaint Form, included in the Appendix of this manual to file a complaint.

b. In reaching a decision about the complaint, the investigator may take into account:

   i. Statements made by complainant, witnesses or others who may provide information;
   ii. Details and consistency of each person’s account;
   iii. Evidence of how the complainant reacted to the incident;
   iv. Evidence of past instances of harassment by the accused;
   v. Evidence of past harassment complaints found to be untrue.

c. The City Manager, or designee, shall take prompt corrective action to eliminate any unlawful harassing behavior to address the effects on the person subjected to the harassment and to prevent any further instances of harassment. This may consist of disciplinary action up to, and including, dismissal or termination of employment
services, training or other remedial actions. If no illegal harassment is found, no corrective action will be taken.

d. Each Department Head or designee is responsible and legally liable for setting a positive example of appropriate behavior in the work place and for ensuring a work environment free of unlawful harassment.

e. Any employee filing an intentionally false claim shall be subject to disciplinary action.

1.2.5 Retaliatory Behavior

The City prohibits retaliation against individuals who raise complaints of discrimination, harassment, or retaliation, or who participate in workplace investigations. No retaliatory behavior of any kind shall be tolerated, and such behavior may result in separate disciplinary action.

SECTION 1.3 AMERICANS WITH DISABILITIES ACT

The employment-related provisions of the Americans with Disabilities Act (ADA) as well as the California Fair Employment and Housing Act (FEHA), apply to all employees and job applicants seeking employment with the City of Eastvale. A qualified individual with a protected disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position for which the individual holds or desires.

SECTION 1.4 APPOINTING AUTHORITY

The City Manager, or designee, shall serve as the Appointing Authority and has the authority to interpret the provisions of this Manual.

SECTION 1.5 RECRUITMENT/SELECTION OF EMPLOYEES

All persons considered for employment with the City of Eastvale shall be qualified to perform the duties of the position for which they are employed. All new employees may, depending upon the job applied for, be required to undergo fingerprinting, background check, medical and/or psychological exams, polygraphs, and pre-employment drug testing before reporting for work. All employees shall be required to sign an Oath of Office pursuant to State law.

All new employees must provide and maintain necessary documentation to prove identity and the right to work in the United States in accordance with Federal and State Immigration and Naturalization laws (per I-9 Form). Failure to provide such documentation will result in disqualification from selection and/or grounds for immediate termination.

These steps establish a procedure for all phases of the employment process for full and part-time employees. The City Manager, or designee, will administer and coordinate the hiring process for all position vacancies to ensure compliance with contractual, legal and equal employment opportunity requirements. All such hiring efforts are conducted in the spirit of equal opportunity and non-discrimination.

All full-time and part-time City appointments and promotions shall be based on merit and fitness and will be determined by the results of any or all of the following testing procedures: written test, practical skills examination and/or oral interview.
1. 5.1 Closed-Promotional Recruitment

The City Manager, or designee, may first consider promotions from within the City. Promoting from within the City is considered a closed-promotional recruitment and must be recommended by the Department Head and approved by the City Manager.

1. 5.2 Open Recruitment

If a closed-promotional recruitment is not recommended or approved, the City Manager, or designee, will seek outside candidates through open recruitment.

The City Manager or designee will determine the best method for seeking outside candidates through open recruitment, including, but not limited to any of the following procedures: job announcements in print and online, mailing lists and/or advertisements through professional associations and related outreach.

1. 5.3 Examination Process

Examinations shall be conducted to assist with the selection of qualified candidates. Test selection techniques will examine the qualifications of the candidates. Tests may include, but are not limited to, achievement and aptitude tests, written tests, personal interviews, performance tests, physical agility tests, evaluation of daily work performance, work samples, or any combination of these. Pre-employment physical, medical, psychological, drug and alcohol tests may be given as part of any examination if required for performing the essential job functions. All examinations given will be job related and designed to determine a candidate's knowledge, skills, and abilities to perform the essential job functions.

The City Manager, or designee, will ensure that all examination results remain confidential and that the examination process appropriately accommodates candidates with disabilities.

1. 5.4 Interview Process

The employment interview is a significant part of the selection process. The interviewer's function is to discover a candidate's knowledge, skills, and abilities to perform the essential job functions. Certain guidelines must be observed to ensure compliance with State and Federal laws and to maximize the reliability of the interview process.

Interview questions must be job-related and designed to measure a candidate's job knowledge, experience and education necessary to perform the essential job functions.

All interview panel members, if utilized by the City Manager, will be informed of the position responsibilities and requirements and each panel member must independently rate candidates using an objective measurement scale developed by the City.

Only the most highly rated candidate(s) will be considered for final evaluation and review.

1. 5.5 Reference and Background Check

Before an offer of employment is extended, the City shall conduct a reference and background check on any candidate. The purpose of the reference check is to verify prior employment duties, dates of employment, performance record, attendance record, and any other pertinent information. Candidates will be required to participate in a Live Scan in order to obtain fingerprints as part of the
Candidates may be required to undergo any further investigation deemed necessary by the City Manager as a prerequisite for employment. Results of the reference check and background check will help determine a candidate’s fit for the position.

Certain positions may require a thorough background check by the Sheriff’s Department or other designated agency. However, no background investigations will be conducted without first notifying the candidate.

1.5.6 Candidate Notification

After references are verified and a final decision is reached, the City will notify the selected candidate, in writing, and make an employment offer, contingent upon passing required health screening as defined in Section 1.6 below. When a candidate accepts an employment offer, all other candidates, if any, will be notified in writing that they were not selected for the position.

SECTION 1.6 HEALTH SCREENING

All applicants being offered employment may be required to undergo a health screening in order to determine the prospective employee’s fitness to perform the essential functions of the position. Employees who demonstrate difficulties in performing the essential functions of their positions may be required to undergo a health screening. The City will consider reasonable accommodation on a case by case basis. Prospective employees may also be required to successfully pass a drug screening test based on position analysis and business necessity.

SECTION 1.7 NEPOTISM AND CONFLICTING RELATIONSHIPS

1.7.1 Purpose and Scope

The purpose of this policy is to ensure effective supervision, safety, security, performance, assignments and discipline while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, and other actual or potential conflicts of interest by or between employees of the City.

1.7.2 Definitions

a. Relative – An employee’s parent, step-parent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling (by blood or marriage) or grandparent (by blood or marriage).

b. Personal Relationship – includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

c. Business Relationship – serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction where the employee’s annual interest, compensation, investment or obligation is greater than $250.00.

d. Conflict of Interest – any actual, perceived or potential conflict of interest in which it reasonably appears that an employee’s action, inaction or decisions are or may be influenced by the employee’s personal or business relationship.
e. **Supervisor** - an employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

f. **Subordinate** – an employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

### 1.7.3 Restricted Duties and Assignments

While the City will not prohibit personal or business relationships between employees, the following reasonable restrictions shall apply (Government Code 12940(A)):

a. Employees are prohibited from directly training, supervising, occupying a position in the line of supervision, or being directly trained or supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

   I. If circumstances require that such a supervisor/subordinate relationship exists temporarily, the supervisor shall make every reasonable effort to refer matters involving the involved employee to an uninvolved supervisor.

   II. When personnel and circumstances permit, the City will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The City, however, reserves the right to transfer or reassign any employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy.

b. Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

c. Except as required in the performance of official duties, or in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual(s) who they know or reasonably should know are under criminal investigation, convicted felons, parolees, fugitives, registered sex offenders or who engage in serious violations of State or Federal laws.

### 1.7.4 Employee’s Responsibility

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify, in writing, his/her next highest level of supervisor who is uninvolved.

Whenever any employee is placed in circumstances which would require the employee to take enforcement action or provide other official information or services to any relative or other individual(s) with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify the Human Resources representative to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.
1.7.5 Supervisor’s Responsibility

Upon being notified of, or becoming aware of, any circumstance(s) which could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever possible. Supervisor shall also promptly notify the City Manager of such actual or potential violations through the chain of command.

SECTION 1.8 PROBATION

The probationary period is an integral part of the employment process and provides the opportunity to observe the employee’s work and assist the employee’s adjustment to the new position. During the initial probation period, the probationary employee will have no rights of tenure, and may be terminated without cause either during or at the end of the probation period. Regular full-time and regular part-time employees are subject to the probationary period.

1.8.1 Duration

a. All newly hired, full-time regular employees and regular part-time employees are subject to a twelve (12) -month probation period.

b. All promoted employees are subject to a twelve (12) -month probation period.

c. Employees reclassified to a position in accordance with a re-evaluation of the minimum qualifications, duties and responsibilities of the position in question and where the employee has assumed those duties and responsibilities shall not be subject to any probationary period.

d. The twelve (12) -month probation period for promoted and full-time regular and part-time regular employees will begin on the first day of the promotion or hire date.

e. “At-will” management employees are exempt from any probationary period.

1.8.2 Extensions

a. Prior to the end of any probation period, the probation period may be extended by another twelve (12) months with the approval of the City Manager, or designee.

b. The employee will be notified in writing of such an extension.

SECTION 1.9 PERFORMANCE EVALUATION

The purpose of the performance evaluation is to accurately assess the employee’s overall job performance, and to set goals with the employee that further job knowledge and enhance skills and abilities.

All new full-time regular employees, regular part-time employees and promoted employees will receive a comprehensive performance evaluation from their immediate supervisor at the end of the first year of employment/promotion. Thereafter, performance evaluations will be given annually. New employees may receive an optional performance evaluation during the probationary period, generally six (6) months after the hire date at the City Manager’s discretion. In the event more than one (1) person supervises an employee, all supervisors are required to participate in the
performance evaluation process. In conjunction with his/her evaluation, the employee may be eligible for a step increase.

Those management positions designated as “at-will” may receive an optional performance evaluation at the City Manager’s discretion.

Performance evaluations will be prepared on a City performance evaluation form, discussed with the employee, and placed in the employee’s personnel file where it can be examined by the employee at reasonable times upon request. An employee may receive additional performance appraisals from time to time whenever it is considered appropriate by the employee’s supervisor(s). Employees will be required to submit their self-evaluation, accomplishments and goals to their supervisor, prior to the preparation of the performance evaluation.

Performance evaluations are required and necessary, and it is a supervisor’s responsibility to give performance evaluations when they are due, even if a step or merit increase is not involved.

An employee may file a written response to a performance evaluation, regardless of the overall rating, within thirty (30) working days, which will be placed with the evaluation in the employee’s personnel file. The written response shall be prepared by the employee on their own time. City time and resources may not be used to prepare the written response. There is no requirement for management to respond in writing to the employee’s written response. This process shall constitute the appeal procedure for performance evaluations.

SECTION 1.10 PROMOTION

It is the policy of the City of Eastvale to promote from within the City organization whenever feasible and consistent with the City’s interests. Job-flyers will be prepared and disseminated to employees informing them of current openings, and qualified employees are encouraged to apply. Positions may also be posted outside the organization simultaneously. The City Manager will determine the process for recruiting for each open position.

Full-time and part-time employees interested in promotion opportunities shall follow the procedures below:

a. Employee(s) should provide a completed City Employment Application and written statement of interest in the available position and submit it to the City Manager, or designee, by the position’s stated closing date. The statement of interest should include appropriate documentation of related experience and qualifications. A supplemental questionnaire may also be required, as noted on the job flyer.

b. The City Manager, or designee, will notify the employee(s) if he/she will be interviewed or tested for the position.

c. After successfully completing the selection process, and upon the City Manager’s approval, the selected employee(s) will be notified of their promotion to the position(s).

SECTION 1.11 EMPLOYEE ACTIVITIES

During the employee’s work day, he/she is expected to devote his/her full-time attention in the performance of his/her assigned duties as a City employee.
SECTION 1.12 DUAL EMPLOYMENT/CONFLICT OF INTEREST

As a public agency, the City must be particularly sensitive to real, potential, or perceived conflicts of interest. The City expects all employees to adhere to the highest ethical and professional standards. City employees are employed on the condition that employment with the City is their primary employment and that they shall not engage in any employment, activity or enterprise for compensation which is inconsistent, incompatible or in conflict with his/her duties, functions or responsibilities as a City employee. The purpose of this policy is to establish guidelines for City employees regarding dual employment or outside activities that may conflict with City employment.

No City employee shall lend his/her name as an employee of the City to any commercial or business enterprise. No employee shall approve or utilize the name, uniform or prestige of the City, or any City department, for any such purpose. Because of their knowledge and expertise, outside employment or other income opportunities may become available to City employees. If an employee is considering such an opportunity, he or she must fully disclose the employment opportunity to the City and to have it carefully reviewed to avoid conflict of interest. Failure to disclose potential business opportunities that create a conflict of interest is grounds for disciplinary action up to and including termination.

Employees shall notify the City Manager if they are considering the following:

a. Simultaneous employment by any other employer;
b. Participation in an outside business on their own or with others;
c. Involvement in any other outside activity where they receive compensation.

The City Manager or designee shall determine if a conflict exists. If a conflict of interest or scheduling problem exists, the City may require an employee to resign from the other employment or outside activity.

An employee’s outside employment, activity or enterprise may be prohibited if it:

a. Involves the use of City time, facilities, equipment and supplies, the badge, uniform prestige or influence of his/her City department or employment for private gain or advantage.
b. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee would be required or expected to render in the regular course or hours of his/her City employment or as a part of his/her duties as a City employee.
c. Involves the performance of an act in other than his/her capacity as a City employee which may later be subject directly or indirectly to the control, inspection, review or audit, or enforcement of any other employee to the department by which he/she is employed.
d. Involves such time demands as would render performance of his/her duties as a City employee less efficient.

Procedure for obtaining approval:
a. The employee shall request authorization of outside employment from the City Manager, or
designee by completing the Authorization for Outside Employment Form prior to entering
into the requested outside employment.

b. The City Manager shall authorize outside employment in accordance with this policy. In the
event a request for outside employment is denied, written comments will be provided to the
employee.

c. The City Manager or designee shall furnish the requesting employee a copy of the
Authorization for Outside Employment indicating approval/denial and forward a copy to the
employee’s personnel file.

Every elected official and public employee who makes or influences governmental decisions is
required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700
provides transparency and ensures accountability. It provides necessary information to the public
about an official's personal financial interests to ensure that officials are making decisions in the
best interest of the public and not enhancing their personal finances, and it serves as a reminder to
the public official of potential conflicts of interest so the official can abstain from making or
participating in governmental decisions that are deemed conflicts of interest. The City shall
determine positions which fall under the above requirements and notify employees accordingly for
submittal of initial and annual statements.

SECTION 1.13 TRAINING OF EMPLOYEES

1.13.1 Policy

a. All employees of the City are eligible to request specialized training such as conferences,
seminars, special courses, etc. at the City’s expense when job related, and where such
training also provides a benefit to the City. Training programs may include lectures, courses,
demonstrations, webinars, professional association sponsored meetings, or such other
examples for the purpose of improving the effectiveness and increasing the knowledge of
employees in the performance of their respective duties.

b. Participation and approval for training shall be subject to the limitations of the City’s
budgeted resources. The City Manager, Department Heads, and Supervisors shall strive to
ensure that employee training resources are distributed in an equitable manner, while taking
into consideration the business necessity of the City for achieving various training needs.
Costs associated with training may include registration, lodging, meals, and transportation,
on a case-by-case basis. Means of transportation will be recommended and approved by
the City Manager in accordance with the City’s Travel Policy A-04, and Reimbursement
Policy A-05.

1.13.2 Procedure

a. Employees must complete a “Training/Membership Authorization” Form, and include
sufficient explanation/documentation to support the training need (summary of course
content, and how the training/membership will benefit the employee and the employee’s
department.

b. Allow sufficient lead time when submitting requests for review and approval process, and for
making travel arrangements, if necessary.
c. Employees will receive the form back either approved or declined.

d. If needed for travel, employees must complete a Credit Card Check-Out Form.

e. Upon completing any approved training, employees are required to submit a certificate of completion, or a summary memo to the employee’s Supervisor/Department Head/or City Manager, on the City’s memo template/form, recapping the training content and learning accomplished. The memo will be placed in the employee’s file.

1.13.3 Mandatory Training

a. As part of general orientation, each newly-hired employee will be scheduled to participate in Sexual Harassment Prevention training.

b. Supervisors shall participate in at least one (1) two (2)-hour Sexual Harassment Prevention training class every two (2) years, except that newly-appointed supervisors shall participate in such training within six (6) months of appointment.

c. Employees and supervisors may be required to attend other mandatory training periodically as determined by the City Manager including, but not limited to, ethics training, diversity training, workplace violence, and customer service training.

SECTION 1.14 POLITICAL ACTIVITIES OF PUBLIC EMPLOYEES

The political activities of City employees are governed by the provisions of Government Code Section 3201, et. Seq. In addition and pursuant to Section 3201, City employees are not permitted to participate in any political activity while in the uniform of his/her employment unless on official City business. Further, City employees are not permitted to conduct or engage in any political activity or purpose during those hours that he/she should be discharging the duties of his/her position.

SECTION 1.15 USE OF CAMERAS AND VIDEO SURVEILLANCE

The City utilizes video surveillance and camera systems in the workplace for business purposes including the safety and security of employees. Such cameras and video systems are located in open areas and lobbies. Employees shall not have an expectation of privacy related to the City’s use of these cameras and video surveillance.

SECTION 1.16 USE OF CITY TECHNOLOGICAL RESOURCES

1.16.1 Purpose

The City of Eastvale relies on technology to conduct official business. The City has created this policy to ensure that technological resources are used properly by its employees, contractors, agents and other resource users.

The rules and obligations described in this policy apply to all "Users" of the City's Technological Resources, wherever they may be located. Violations may result in disciplinary actions, up to and including termination, and civil and/or criminal liability.

It is every user's duty to use the City's technological resources responsibly, professionally, ethically, and lawfully.
1.16.2 Scope

This policy applies to all users of Technological Resources, unless an "exception" request has been submitted to the City Manager in writing, and approved by him/her or his/her designee.

1.16.3 Definitions

a. **Technological Resources** - are tools that allow access to technological devices, or are technological devices themselves that service information, access information, and the information itself. These resources include all City-provided computers and servers, desktop workstations, laptop computers, handheld computing and tracking devices, cellular and office phones, network devices such as data, voice and wireless networks, routers, switches, hubs; peripheral devices such as printers, scanners and cameras; pagers, radios, voice messaging, facsimile transmissions, copy machines, electronic communications, external network access such as the Internet; software, including packaged and internally developed applications; and all information and data stored on City equipment as well as any other equipment or communications that are considered a Technological Resource.

b. **User** - is defined as any person who uses a Technological Resource. This includes employees, contractors, consultants, vendors, volunteers, temporary agency employee, guests, student interns and any other person who may have access to Technological Resources.

1.16.4 Policy Enforcement

a. The City Manager and his or her designee shall have the primary responsibility for enforcing this Policy. The City Manager will be responsible for the establishment of policies, operating procedures and guidelines governing the technical architecture, usage, security, backup and recovery for Technological Resources.

b. Any User who violates this policy may be subject to discipline, up to and including employment or contract termination, civil and criminal liability and removal from City premises.

c. Any User learning of or reasonably suspecting any misuse of Technological Resources shall notify his or her supervisor, who shall notify the City Manager or his or her designee.

d. Any User who received communication or messaging that he or she reasonably suspects may be considered offensive, disruptive, harassing, defamatory or threatening towards the City, any User, or any third party shall advise his or her supervisor, who shall notify the City Manager or his or her designee.

e. The absence of written policies, procedures, standards, or guidelines governing a specific issue does not relieve the User from the responsibility for the acceptable use and security of City provided Technological Resources.

f. Authorization for access to Technological Resources must comply with criteria, reviewed and approved by the City Manager or his or her designee.

g. All Technological Resource Users must complete and submit a “User Acknowledgement Form”. Existing employees shall complete and submit the form within 30 days of implementation. New Users shall complete and submit the form before access is granted to
Technological Resources.

1.16.5 Acceptable Use

a. The City is the sole owner and may monitor and disclose contents and usage at any time of any Technological Resource provided to Users. There is no reasonable expectation of privacy in the use of any Technological Resource.

b. Users are responsible for the acceptable use and security of Technological Resources designated for their use, even if another group, division, or agency has been subcontracted to provide the support for these resources. Furthermore, if Technological Resources are sold or released while in the possession of a User, the Users may be subject to discipline, up to and including employment or contract termination, civil and/or criminal liability and removal from City premises.

c. Technological Resources shall be used for official City Business. Technological Resources may also be used for incidental personal use, so long as such use does not result in a significant monetary expenditure to the City or involve the expenditure of a significant amount of time by the User away from his or her job duties. Supervisory personnel are responsible for limiting personal use of Technological Resources.

d. Abuse of this policy may subject the User to discipline, up to and including employment or contract termination and removal from City premises. In determining whether to impose discipline, the following factors will be taken into account:

   i. Whether the use interferes with the User's or any other User's job duties or routine business activities

   ii. Whether the use results in significant expense to the City

   iii. Whether the use is for illegal practices, personal financial profit, outside employment, or user's promotional activities

   iv. Whether the use compromises any other City policies.

e. Technological Resources must not be used for or contain any material that may reasonably be considered offensive, disruptive, harassing, defamatory or threatening towards the City, any user, or any third party. Furthermore, users are prohibited from engaging in any internal or external communications using Technological Resources that refer to violence, racism, sexism, drugs, illegal conduct, pornography, gambling, betting, or other subjects that would be offensive to a reasonable adult in the work environment. Nothing in this section shall be construed to preclude any use that is objectively reasonably necessary for the performance of an employee's job responsibilities.

f. Any Technological Resources assigned to or in the possession of a User must be returned to the City when City Management determines that the use of those resources is no longer required to conduct official City business.

g. Technological Resources that are for the purpose of external contact by the general public shall be reviewed and approved in writing by management of the department or organization submitting the information for public access.
1.16.6 General Security

a. Technological Resource Users are responsible for the protection and security of Technological Resources. Technological Resources should be protected, to the extent reasonably possible, from misuse, including, but not limited to: theft, unauthorized access and data transfers, fraudulent manipulation or alteration of data, attempts to circumvent the security controls and any activity that could compromise the integrity or availability of data.

b. Users shall not violate software license agreements or any other contractual terms and conditions of using Technological Resources regardless of whether harm is intended.

c. Users are prohibited from introducing any unauthorized Technological Resources into the City's environment or infrastructure. Furthermore, the introduction of any Technological Resources that could disrupt any operations is prohibited.

d. Technological Resources must be free of viral infections. Virus detection devices and tools must be installed and kept up-to-date on appropriate Technological Resources. Furthermore, any external Technological Resources introduced into the environment must be scanned or reviewed for any threats before entering into the environment.

1.16.7 Use of Technology in Motor Vehicles

a. Employees are prohibited from operating cellular telephones, testing devices, laptop computers, hand-held two (2) -way radios and any other device that may cause vehicle operator distraction while operating a City owned or privately owned vehicle in the course of conducting City business.

b. Employees shall properly park their vehicle or use a hands-free device when using such equipment.

c. Employees who need to make a call, or text from a motor vehicle, must do so when the vehicle is safely stopped, out of the flow of traffic and in a designated parking area.

d. Employees who receive a call or text message while driving, must not answer and allow the voice mail service provided by the cell phone carrier to answer the call. When it is safe to do so, the employee should pull over to the side of the road, out of the flow of traffic and in a designated parking area. Employees may retrieve messages and return calls and messages as needed before resuming driving.

1.16.8 Personal Use of City Cell Phones

While on duty, City cell phones and text messaging devices may be used for urgent personal calls and messages ONLY such as:

a. Illness/Injury of family member(s);

b. Unanticipated changes in work schedule;

c. Emergency child care issues.

1.16.9 Use of Personal Cell Phones While On-Duty

Use of personal cell phones and all other personal communication devices, excepting approved rest and meal breaks, are prohibited while on duty, except for the reasons specified above in sub-section
1.16.8.

1.16.10 No Privacy Rights

Warning: All communications, including email and text messages, sent and received on City equipment, including cell phones, laptop computers and other personal computers, and other texting devices and personal communications devices, are the City's property and are subject to monitoring. All communications, whether voice or text, shall not be deemed private or confidential, and shall be deemed public records and may be read or monitored.

SECTION 1.17 MANAGEMENT PEROGATIVES

The City retains, whether exercised or not, solely and exclusively, all express and inherent rights and authorities with respect to determining the level of, and the manner in which, the City's activities are conducted, managed and administered. These management rights include, but are not limited to the following:

a. The right and authority to schedule work and/or overtime work.

b. The right to direct work. An employee’s job description does not restrict the type of work to which the employee can be assigned.

c. The right to discipline or to discharge employees, where applicable, subject to the procedures set forth in the City’s Rules.

d. The right to determine assignments and to establish methods and processes by which assignments are performed.

e. The right to transfer employees within departments and to positions outside a department in a manner most advantageous to the City.

f. To evaluate employees and to schedule when an employee’s performance evaluation will occur.

g. The right to determine the compensation and benefits that will be paid or provided to employees.

h. The right to make employment decisions.

SECTION 1.18 ACCEPTANCE OF MONEY, GIFTS OR TICKETS

1.18.1 Purpose

An employee shall not receive or accept money, gifts, tickets or any other consideration from anyone other than the City for the performance of an act which the employee would be required or expected to render in the regular course or hours of his/her City employment or as part of his/her duties as a City employee.

1.18.2 Policy

An employee shall not receive or accept, directly or indirectly, any money, gift, or ticket including any service, gratuity, favor, hospitality, loan, or any other things of value from anyone who is doing or is
seeking to do business of any kind with the City, or whose activities are regulated or controlled in any way by the City under circumstances in which the gift was intended to influence him/her in his/her official duties or was intended as a reward for any official action on his/her part.

Under no circumstances shall gifts of more than nominal value, in accordance with the Fair Political Practices Commission guidelines, be accepted from persons or firms who are doing or are seeking to do business of any kind with the City, or whose activities are regulated or controlled in any way by the City.

Edible gifts can be accepted and are to be shared with all employees. Gifts received that all employees and/or public can enjoy, i.e., a wreath, may be accepted. A gift that can be raffled during an employee function or during office hours can also be accepted. Gifts that are given to a specific individual should be graciously returned. Employees should check with the City Manager to seek clarification at any time that a determination under these rules is required.

An employee shall not knowingly or deliberately use the prestige or influence of a City office or employment, any City time, facilities, equipment, or supplies, any confidential information acquired by virtue of City employment, for the employee’s private gain or advantage, or the private gain or advantage of another.

Employees who are designated under the Political Reform Act to provide a disclosure shall submit the required 700 Form upon entering office, annually, and upon exiting office, under the direction and coordination of the City Clerk, or designee.

SECTION 1.19 TELECOMMUTING

1.19.1 Requests

Telecommuting provides employees with an opportunity to work from an alternative work environment instead of in the City's primary location, generally City Hall. If an employee wishes to request a Telecommuting Agreement he/she should contact the City Manager to discuss and explore the feasibility of such an arrangement.

1.19.2 Authority

Telecommuting must be pre-approved by the City Manager and cannot be initiated without a Telecommuting Agreement. The City Manager retains the right in his/her sole discretion to designate positions that are appropriate for telecommuting. Due to limited staffing and need for office coverage, such requests will be evaluated carefully by the City Manager in consideration of over-all business and operational needs of the City. The City Manager shall take into consideration those limited situations where the City may benefit from such an arrangement. Consideration will be given to the employee’s need to engage with the public and co-workers, and whether the work lends itself to independent work which is measurable in terms of products and outcomes. Telecommuting must be approved by the City Manager. Telecommuting does not change the conditions of employment or required compliance with all City policies and procedures. The City reserves the right to change or terminate the Telecommuting Agreement at any time, without cause or advance notice. An employee's ability to work under a Telecommuting Agreement rests in the sole discretion of the City. Telecommuting is a privilege and may not be appropriate for all employees.

1.19.3 Telecommuting Safety

The Telecommuter is solely responsible for ensuring the safety of his or her alternative work
environment. However, because the City is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the City reserves the right to periodically inspect the Telecommuter's home work space. Any such inspection will be preceded by advance notice and an appointment will be scheduled. Telecommuters are protected by the City's workers' compensation insurance. As such, Telecommuters are required to immediately report any injuries that occur while working. The Telecommuter shall be liable for any injuries that occur to third parties at or around the Telecommuter's alternative work environment.

1.19.4 Telecommuting Agreement

All Telecommuters will be required to sign a Telecommuting Agreement that outlines the days and work hours (as applicable) of the Telecommuter; equipment the Telecommuter will need; how the Telecommuter will communicate with the City; use of support staff; and other appropriate information.

1.19.5 Hours of Work

Unless otherwise agreed in the Telecommuting Agreement, hours and days of work will not change. Employees agree to apply themselves during work hours. Telecommuting is not intended as a substitute for child care or care for another adult. If a child or adult needs care during work time, the employee will need to use their available leave accruals, unless another responsible individual is provide care, in which case the employee may continue their work duties.

1.19.6 Attendance at Meetings

Telecommuters are expected to attend all required meetings.

1.19.7 Costs Associated with Telecommuting

The City shall not incur additional costs due to a Telecommuting Agreement. The Telecommuting Agreement will specify any costs the City will cover. All other expenses are the responsibility of the Telecommuter.

SECTION 1.20 EMPLOYEE’S HOME ADDRESS AND STATUS OF DRIVER’S LICENSE – DUTY TO UPDATE

1.20.1 Home Address and Related Changes

All City employees shall notify his/her supervisor, and the supervisor shall ensure that Human Resources is immediately updated on any change in their residential address, telephone number(s) and emergency contact information.

1.20.2 Driver’s License Changes

a. The possession of a valid California Driver’s License is a requirement for all City employment positions. Convictions of certain offenses may restrict or prohibit an employee’s ability to drive City vehicles or operate City equipment. Therefore, all such employees shall promptly notify their supervisor, and the supervisor shall ensure that Human Resources is immediately updated on any change in Driver’s License status.

b. These changes will be reported in writing directly to the City Manager. The changes will be recorded in the employee’s personnel file with a copy sent to appropriate supervisors and
the City's Finance Department.

c. Changes in Driver's License Status will be evaluated by the City Manager on a case-by-case basis to determine whether the employee can fulfill the essential duties of the position, as a result of a change involving temporary suspension or full revocation.

SECTION 1.21 PERSONAL APPEARANCE, GROOMING AND DRESS CODE

a. City employees shall maintain their personal hygiene and appearance to project a professional image appropriate for their assignment. Violation of this policy will result in disciplinary action, including termination.

b. While on duty, or representing the City in any official capacity, every reasonable effort should be made to conceal tattoos or other body art.

c. No body piercing shall be visible while any employee is on duty or representing the City in any official capacity.

d. The City observes a business casual dress policy on Thursdays of each week. Business casual dress attire, while not formal, must be appropriate for a business environment. Jeans are allowed, however, must be in good condition. Employees are expected to demonstrate good judgment and professional taste at all times and must refrain from wearing anything that other employees or the public might find offensive or uncomfortable. Employees found to be in violation of the policy shall be asked to go home and change their attire. Employees who are required to attend professional meetings and/or events on casual Thursdays shall use appropriate judgment in wearing appropriate dress. This policy and privilege may be revoked at any time by the City Manager.

SECTION 1.22 USE OF CITY SEAL OR CITY OR DEPARTMENT EMBLEMS

All official seals, emblems or logos, including patches, badges and business cards, of the City or of any of its departments, are the property of the City. Such seals, emblems and logos shall not be reproduced, duplicated, sold, traded or given away without the express written permission of the City Manager, other than for use in conducting City business.

SECTION 1.23 NEWS MEDIA RELATIONS

1.23.1 General Policy

From time-to-time, the City, its officials and employees are contacted by representatives of the news media, including press, radio and television. The ultimate authority and the individual responsible for the release of information to the media on behalf of the City is the City Manager. Any media requests for information on behalf of the City shall be referred to the City Manager or his or her designee. At no time shall a City employee make any comment or release any information to the media on behalf of the City without prior approval from the City Manager or his or her designee.

1.23.2 Media Access

Authorized and bona fide members of the media shall be provided access to scenes of disasters and emergencies subject to the following conditions:

a. The media representative shall produce valid press credentials which shall be prominently
displayed at all times while in areas otherwise closed to the public.

b. Media representatives may be denied access to emergency operations in situations where such access would reasonably appear to interfere with emergency operations; provided, however, that every reasonable effort should be made to provide representatives with access to a command post at a location nearest to the emergency operation.

SECTION 1.24   ATTENDANCE AND PUNCTUALITY

a. Employees of the City of Eastvale have accepted the responsibility of performing assigned job tasks, as a service to the community. Excessive absenteeism and lateness can cause extra burden on co-workers in the delivery of those services.

b. When compelling personal reasons require absence from work, employees should provide as much advance notice as possible to allow for scheduling and distribution of the work. If illness or some other emergency causes an unplanned absence, the employee must speak directly with their supervisor as soon as practicable for each day of absence, or early departure from work due to illness. If the immediate supervisor is unavailable, the employee is required to speak directly with the next higher level of authority available. It is not acceptable to report an absence to a co-worker. Failure to call in may result in disciplinary action.

c. The City of Eastvale is committed to complying with all applicable leave laws, and upon verbal or written notice from an employee of a qualifying circumstance, the City shall respond with appropriate designation and accommodation as required.

d. Foreseeable needs for time off should be requested a minimum of seventy-two (72) hours in advance. It is incumbent upon the supervisor or department head to notify the City Manager of such requests.

SECTION 1.25   NO SMOKING POLICY

Employees shall not smoke in any City facility or vehicle, or while on duty in City uniforms, except during designated rest and meal breaks, and not within 20 feet of a public building. A violation of this “No Smoking” policy shall result in disciplinary action.

SECTION 1.26   OPEN DOOR POLICY

a. The City of Eastvale has adopted an open door policy for all employees. The purpose of the City’s open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. The open door policy means that employees are free to talk with any manager at any time about any topic.

b. If any area of an employee’s work is causing concern, employees have the responsibility to address their concern with a manager. Whether the issue is a problem, a complaint, a suggestion, or an observation, the City is committed to wanting to hear from you. By listening to you, the City is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

c. Most problems can and should be solved in discussion with the employee’s immediate supervisor; this is encouraged as the first effort to solve a problem. But, an open door policy
means that an employees may also discuss their issues and concerns with the next levels of management and/or Human Resources staff members. No matter which alternative is used to approach an employee’s perceived problem, complaint, or suggestion, the management team within the City organization is willing to listen and to help bring about a solution or a clarification.

d. By helping to solve problems, managers benefit by gaining valuable insight into possible problems with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, the City of Eastvale’s employees have the opportunity at all times, through the open door policy, to be heard.

e. Employees may also utilize the Employee Complaint Form included in the Appendix of this manual as a method to raise a concern and to seek resolution.
CHAPTER 2 – CLASSIFICATION AND COMPENSATION

SECTION 2.1   EMPLOYEE CLASSIFICATIONS/AUTHORIZED POSITIONS

Authorized full-time and part-time positions, with classification titles and pay ranges specified, shall be established from time to time upon adoption of a resolution by the City Council. Unless otherwise stated, the following definitions shall apply for purposes of Authorized Positions under these Personnel Rules and Regulations:

a. **Regular Full-time Employee:** A full-time non-management employee who is appointed to a position for a six-month or longer term, who has successfully completed his or her probationary period in their position in the competitive service and is occupying a classified position established on a continuing basis, and is employed to work 2080 hours per year on a regular schedule, and is eligible for the City’s retirement program and full benefits.

b. **Regular Part-time Employee:** A part-time non-management position who is appointed to a position for a six-month or longer term, who has successfully completed his or her probationary period in their position in the competitive service and is occupying a classified position established on a continuing basis, and is employed to work a minimum of 30 hours per week, and less than 2080 hours per year, and is eligible for the City’s retirement program and half the benefits of a regular full-time employee.

c. **Temporary, Seasonal, and/or Hourly Part-time Employee:** An employee filling a position in which the requirements of the services performed are of a temporary, seasonal, and/or hourly part-time nature that requires a schedule of 29 hours per week or less. Employees hired in this category are excluded from receiving benefits and serve at the will of the City Manager. Those employees who are assigned such hours that result in an accumulation of 1,000 hours within the fiscal year, shall become eligible for participation in the City’s retirement program. All employees in this category are eligible to receive sick leave in accordance with the Health Families Healthy Workplace Act of 2014. Paid Interns shall be included in this category. Part-time employment is “at-will” and may be terminated at any time with or without cause or prior notice to the employee and without right of appeal.

d. **Probationary Employee:** Every new employee in a full- or part-time position shall serve a probationary period of twelve (12) months, exclusive of time off for leaves of absence as hereinafter permitted. The probationary employee will be evaluated periodically during the probationary period and is subject to dismissal, with or without cause, at the discretion of the City Manager. The termination can be exercised at any time during the probationary period. Effective on the first day following completion of the probationary period, if the employee’s performance has been satisfactory and the City manager approves his/her retention, the employee shall be considered thereafter a full- or part-time regular employee of the city. Probationary employees are also deemed “Disaster Service Workers” per Section 2.1.k. below.

e. **Management/ Exempt Employee:** A management employee designated as such and is not covered under the provisions of the Fair Labor Standards Act (FLSA).

f. **Non-Exempt Employee:** An employee who is covered by the overtime provisions of the Fair Labor Standards Act (FLSA).
g. **“At-Will” Employee:** Any designated management employee who is not included in the competitive service. Such “at-will” classifications are designated in the City’s Classification/Salary Plan, adopted by Resolution, and duly noted as “at-will.” An “at-will” employee may be dismissed by the City Manager at any time for any reason and without prior notice or right of appeal. While many sections of this Manual will apply to “at-will” employees, others shall not, and inclusion of those sections does not change the status of “at-will” employees. Employment “at-will” means that the employer has the right to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, transfer, compensation, benefits, duties, and locations of work. Accordingly, either the employee or the City can terminate the employee relationship at any time with or without cause at either party’s option with or without advanced notice. Nothing in this Manual or in any document or statement shall limit the right to terminate employment “at-will.” City Department Heads, Managers, Mid-Managers, and other senior level professionals may be designated as “at-will” employees. Employees offered employment in at “at-will” capacity shall agree to such terms at the time of hire.

h. **Volunteer/Unpaid Interns:** An individual who accepts an unpaid position with the City to perform specific tasks. A volunteer can be released at any time and for any reason without the right of appeal.

i. **Temporary Employee:** An employee serving in a position in which the requirements of the services performed are of a temporary nature which shall be limited to a twelve (12) month period. This classification includes, but is not limited to, personnel employed for the following: Seasonal peak workloads, emergency extra workloads, necessary vacation relief, or special investigative study workloads. Temporary employees are not eligible for any employee benefits. Temporary employees are “at-will” employees, and can be terminated at the discretion of the City Manager with or without cause, with or without prior notice, and without right of appeal.

j. **Limited Term Employee:** An individual who is temporarily employed by entering into an Employment Contract for a specified period of time, as approved by the City Council is a “Limited Term Employee.”

k. **Disaster Service Workers:** The protection of the health and safety, and preservation of lives and property of the citizens of the City of Eastvale from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property and resources is of paramount City importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the power of the City in protection of its citizens and resources, **ALL City employees are hereby declared to be Disaster Service Workers subject to such disaster service activities as may be assigned to them by their superiors or by law.**

**SECTION 2.2 NON-CITY FUNDED EMPLOYEES**

Employees who are hired pursuant to Federal/State/County funding assisted programs are subject to termination when program funding terminates.
SECTION 2.3 WORKWEEK AND SCHEDULES

2.3.1 General Policy

a. The City’s standard workweek for all employees begins at 12:00 p.m. each Sunday and ends at the following Saturday at 11:59 a.m. The City may establish additional standard workweek schedules to accommodate other unique circumstances.

b. City Hall’s normal operating hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday. City Hall is closed every Friday.

c. Depending on City requirements, some employees may be required to work different schedules. Each employee’s schedule hours of work will be determined based on staffing requirements to meet the needs of the City and our business objectives. Therefore, the City reserves the right to schedule employees to work an earlier or later schedule.

d. Variations in work schedules may be approved by the City Manager, however, must be requested and approved in writing prior to the employee making any changes to their schedule. Such requests will be evaluated to ensure appropriate and adequate staff coverage, in considering the request for a modified schedule.

2.3.2 Full-time Exempt (Salaried) Employees Work Schedule

Exempt (salaried) employees are generally expected to maintain the same work schedule and office hours as non-exempt employees unless pre-authorized by the City Manager. The City of Eastvale strives to be a family-friendly work environment that recognizes the need to balance work-home life. The City will support the need for exempt employees to have some flexibility in the work schedule, to the extent that exempt employees demonstrate that a minimum of forty (40) hours per week is achieved, which shall include use of approved leaves from time banks (e.g. sick leave, vacation leave, etc.). Variances in the employee’s regular schedule must be discussed and approved in advance by the City Manager. Such flexibility may be achieved by coming in early when there is a need to leave early, or staying late when the employee needs to arrive late. In all cases, the business needs of the City and its residents must be considered and maintained as a top priority. Any perceived abuse of the City’s flexibility, and/or failure of the exempt employee to fulfill the required forty (40) hours will result in the loss of privilege for flexibility. Exempt employees shall not receive less than forty (40) hours per week compensation as salaried employees, except under special circumstances. Such instances should be discussed with the City Manager for appropriate review and handling.

Exempt employees shall work extra hours as needed to perform their duties, to attend special events, and/or to attend meetings after hours as required by the City Manager. Exempt employees receive management leave in recognition of the extra hours they are expected to work.

2.3.3 Full-time Non-Exempt (Hourly) Employees Work Schedule

All full-time non-exempt (hourly) employees shall work either an assigned shift of 7:30 a.m. – 6:00 p.m. with an unpaid thirty-minute meal period, or 7:00 a.m. – 6:00 p.m. with an unpaid one (1) hour meal period. Other variations may be approved by the City Manager on a case-by-case basis.
2.3.4 Part-time Non-Exempt (Hourly) Employees Work Schedule

All part-time non-exempt (hourly) employees shall work designated hours as established by their supervisors and department heads, and shall be eligible for rest and meal breaks consistent with the rules for full-time non-exempt employees.

2.3.5 Make-up Time for Non-Exempt (Hourly) Employees

a. Make-up time is available for all regular full-time, regular part-time, and temporary/seasonal part-time employees who are paid on an hourly basis (non-exempt).

b. The City of Eastvale strives to be a family-friendly work environment that recognizes the need to balance work-home life. The City of Eastvale does not require employees to work make up time. Make-up time allows a non-exempt employee to voluntarily request time off for a personal obligation and to make up the time on another day in the same workweek without receiving overtime pay.

c. Notwithstanding the foregoing, non-exempt employees will be paid overtime when more than forty (40) hours are worked in a workweek. Use of sick leave, vacation leave, holidays and other personal leave shall not be counted towards the calculation of overtime.

d. Requests must be submitted in writing using the City’s prescribed form, and be approved in advance by the employee’s supervisor and Department Head prior to performing any make-up time. Please note that the City cannot guarantee make-up time will be approved or provided.

e. Advance notice is required in order that the City may plan for work coverage. Employees are requested to provide the City with seventy-two (72) hours’ notice. Same-day requests are discouraged, and will be considered on a case-by-case basis and in emergency situations.

f. Any perceived abuse of the City’s flexibility (e.g. failure to provide advance notice on a recurring basis) will result in the loss of privilege for flexibility.

2.3.6 Special Events, City Council Meetings, and Commission Meetings

All employees may be required to work special events i.e. Picnic at the Park, State of the City, Fall Festival, National Night Out, and other similar events, and may be required to attend City Council, Commission and/or other meetings.

Non-exempt (over-time eligible) employees who are assigned to work such events and to attend meetings after hours shall either receive over-time compensation or compensatory time off at the applicable rate of either straight time or time and one half (1.5) when hours worked in the workweek exceed forty (40) hours. Such employees may also request approval to flex their schedule by taking a day off during the same week in which they will be required to work the special event. Requests to use compensatory time off or flex time must be made a minimum of seven (7) days in advance prior to the event and will be evaluated to ensure appropriate and adequate staff coverage.

2.3.7 Work Performed “Off the Clock”

Work performed “off the clock” by any non-exempt (hourly) employee is considered compensable time and may be subject to overtime compensation or regular compensation. Time worked outside of regularly scheduled work hours beyond forty (40) hours must be recorded and paid for non-
exempt employees. However, any work outside of regular hours must be pre-authorized. Non-exempt employees who work any additional hours without pre-authorization may be subject to disciplinary action.

SECTION 2.4 PAYROLL PROCESSING

2.4.1 General Information

The City processes payroll on a bi-weekly basis with twenty-six (26) pay periods in each calendar year. Pay day will be the Friday following the close of the pay period and is paid on Friday by direct deposit.

2.4.2 New Hires and Employee Changes

Human Resources provides all applicable new hire personnel forms to each new employee, and prepares the Personnel Action Form (PAF) for all newly hired employees. Personnel Action Forms are also required for any employee changes including, but not limited to, position change, salary increase, benefit change, etc. The Personnel Action Form identifies programs and account numbers the employee’s time will be charged to and must be approved by the City Manager, Finance Director and Department Head. Human Resources enters new employee data into the payroll system. The Finance Director, or designee, reviews the entries for completeness and accuracy.

2.4.3 Time Sheets – Non-Exempt Employees

All non-exempt (hourly) employees including Regular full-time, Regular Part-time, and Temporary/Seasonal Part-time employees are required to keep accurate and complete records of the time worked on the time sheet form provided by the City. The use of time sheets assures proper cost accounting and compliance with wage and hour laws. Time sheets must be completed in a neat and orderly manner, so that all entries are easily read. The time sheets accurately must state for each day worked, the time the employee began work, the time when the employee left for lunch, the time the employee returned from lunch, and the time when the employee finished work for the day. Employees will also acknowledge on the time sheet that they have been afforded the opportunity to take appropriate uninterrupted rest and meal breaks. Back-up documentation must be submitted showing authorization for over-time, compensatory time, and make-up time worked.

2.4.4 Time Sheets - Exempt Employees

All exempt (salaried) employees must complete time sheets in order to record regular time worked and exception hours (e.g. sick leave, vacation, etc.).

2.4.5 Deductions

Any benefit or insurance deductions associated with payroll will be withheld from the first and second paycheck of each month. Cafeteria cash outs will occur on the second paycheck of each month. With bi-weekly pay periods, there are two (2) months during the year that a third pay check will be received. There will not be any benefit/insurance deductions taken on the third paycheck of a month.
2.4.6 Issuance of Paychecks

After all entries have been verified and applicable corrections made, payroll checks are processed. The paychecks are scanned and kept in a secure location until payday. The Finance Department distributes pay stubs to all employees on Thursday prior to pay day.

2.4.7 Final Payment upon Separation of Employment

Human Resources prepares and processes the final paycheck including payoff for unused vacation and any other vested leave after receipt of the approved Personnel Action Form and approved time sheet. The City Manager reviews the calculations and proof list before the paycheck is prepared. The final check is issued to the separating employee upon receipt of all City issued property including keys, computers, uniforms, and identification card in the normal manner at the end of the pay period, via direct deposit.

SECTION 2.5 REST AND MEAL PERIODS – NON-EXEMPT (HOURLY) EMPLOYEES

a. Employees whose total daily work time is at least 3.5 hours must take a mandatory paid rest period of fifteen (15) minutes. A fifteen (15) minute rest period is mandatory for every four (4) hours worked, or “major fraction thereof.” Rest breaks must be taken during the work periods prior to the meal period and after the meal period. As much as practicable, the rest break should be taken in the middle of the work period.

b. Employees who work more than five (5) hours must take an unpaid, off-duty meal period of at least thirty (30) minutes.

c. When a work period of not more than six (6) hours will complete the day’s work, the meal period may be waived by mutual consent of the City and the employee. Such requests must be communicated in writing (e.g. email), and a copy of the request and approval shall be attached to the time sheet. Employees and supervisors using this option must ensure that the employee ends their shift immediately after completing the sixth hour of work.

d. Employees who work more than ten (10) hours are entitled to a second unpaid, off duty meal break.

e. During rest and meal breaks, employees shall be relieved of all duties. The City does not discourage or interfere with the right to take rest and meal breaks. Employees should contact the City Manager if not provided reasonable opportunity to take these breaks within one (1) hour of occurrence, so that appropriate action may be taken.

f. Employees should refrain from taking rest and meal breaks at their desks to ensure that a bona fide, uninterrupted rest and meal break has been taken.

g. Where adequate on-site facilities exist, employees should use the areas and facilities provided for rest breaks. Field employees should take rest breaks at the job site, or at restaurants and food establishments in close proximity to the work site, only if they can return to the job site within the designated time limit. If in transit between jobs, the break may be taken at a nearby park or at the next job site.

h. Rest breaks are treated as hours worked, and are paid as time worked. Because employees receive compensation for rest breaks, they can be required to remain on the premises during their rest breaks, but must be relieved of all duty.
i. Rest and meal breaks may not be saved or used at another time or to make up a late arrival, or to shorten the workday. Rest breaks shall not be combined with meal periods to provide an extended meal period.

j. Rest and meal breaks may not be taken within one (1) hour of starting time, or quitting time unless special circumstances make this desirable, and in which case prior approval shall be obtained from the employee’s immediate supervisor.

k. Non-exempt employees must accurately record each meal period on the time card. Each meal break must be at least 30 minutes long.

l. Supervisors are responsible for ensuring that employees are provided the opportunity for rest and meal breaks in accordance with these rules.

SECTION 2.6 OVERTIME COMPENSATION/COMPENSATORY TIME

a. Non-exempt (hourly) employees who actually work more than forty (40) hours in a workweek shall be compensated at the rate of one and one-half (1.5) times the employee’s regular rate of pay, either as paid time at one and one-half (1.5) times the regular rate of pay or as compensatory time accrued at the rate of one and one-half (1.5) times the regular rate of pay for all hours worked in excess of forty (40) in any workweek. Work classified as standby, call back for emergency and disaster response will also be paid at one and one-half (1.5) times the straight time rate.

b. For the purposes of this policy, holidays, sick leave usage, vacation leave usage, and other pre-scheduled time off shall not be considered actual work time, towards the calculation of overtime.

c. The total amount of compensatory time an employee may accrue is 60 hours. When this maximum is reached, the employee will either take time off work or receive payment for all or a portion of the time at the discretion of the City Manager. The City Manager reserves the right to allow and authorize overages in special circumstances.

d. Non-exempt (hourly) employees may request compensatory time off using their accrued (banked) hours. Such requests shall be approved unless it would cause an “undue disruption” to work. Employees shall request time off following normal time off procedures. Same-day requests due to unforeseen or emergency circumstances, will be considered. However, same-day requests due to non-emergencies are discouraged and will be evaluated on a case-by-case basis.

SECTION 2.7 BI-LINGUAL PAY

Eligible full-time employees may receive an additional $100.00 per month for bi-lingual services, and eligible part-time employees may receive an additional $50.00 per month. The City Manager will be the final authority to determine the number of employees to receive bi-lingual pay, to assign and approve bi-lingual pay, and to remove bi-lingual pay from employees based on business necessity. Each Department Head will be able to provide recommendations to the City Manager, the languages needed and the total number of staff to provide services to the public. Employees being considered for bi-lingual services shall be required to pass a bi-lingual proficiency test for both speaking and writing skills. Human Resources will arrange for the testing, as required. Employees who pass the tests, and are considered certified, shall receive their bi-lingual pay effective the pay period following
certification.

SECTION 2.8 TEMPORARY ASSIGNMENTS

Employees may be temporarily assigned higher or lower duties without a change in pay and such action shall not be deemed as a transfer, demotion, promotion, or reclassification. In all cases where periodic or regular variations in assignments occur because of seasonal or operational needs, the nature of the duties, the work schedule or a position from which the incumbent is on extended leave of absence, such variations shall be considered as incidental to the position.

2.8.1 “Acting Pay” - Assignment to Vacant Higher Position

Employees assigned to perform the full duties in a vacant higher level regular position authorized by the City Council shall be entitled to a salary rate increase to the higher level salary range for the classification to which assigned, and for the time actually worked in the temporary assignment. The duration of such assignment shall be at the City Manager’s discretion and may be removed based on the needs of the organization.

2.8.2 Special Assignment Pay

Employees performing in a capacity beyond the normal scope of their duties because of a vacancy and/or a leave of absence greater than three (3) months, and with increased and direct responsibility and personal liability for City operations, shall be eligible for Special Assignment Pay. Special Assignment Pay shall be a flat rate not to exceed five percent (5%) of base salary. Special Assignment Pay will only be authorized upon Department Head recommendation and City Manager approval.

2.8.3 Lead Pay

Employees designated to perform in a lead capacity beyond the normal scope of their duties with increased responsibility shall be eligible for Lead Pay. Lead pay shall be a flat rate not to exceed five (5%) of base salary. Lead Pay will only be authorized upon Department Head recommendation and City Manager approval. The duration of such assignment shall be at the City Manager’s discretion and may be removed based on the needs of the organization.

SECTION 2.9 CALL BACK PAY

Call back duty occurs when a non-exempt employee is ordered to return to duty on a non-regularly scheduled work shift. Call back does not occur when an employee is held over from his/her prior shift or is working prior to his/her regularly scheduled shift. An employee called back to duty shall be credited with a minimum of two (2) hours work commencing at the time of the call or contact. Any call back lasting two (2) hours or less shall result in a credit for two (2) hours worked. A subsequent call received during a call back shall not result in an additional two (2) hours minimum call back pay, but shall be paid as actual time worked.

SECTION 2.10 ON CALL (STANDBY) PAY

Non-exempt (hourly) employees may be assigned to twenty-four (24) hour on call duty on a weekend, holiday or non-scheduled work day, or on call duty between regularly scheduled work shifts, requiring the employee to respond to emergency calls. Response to emergency calls shall occur within forty-five (45) minutes from the time the employee receives the communication. Response calls may require the employee to report back to work.
The rate of compensation for serving On Call shall be two dollars and fifty cents ($2.50) per hour. Said compensation is exclusive of any other compensation that may be provided for time worked. On-call hours shall not count as hours worked.

SECTION 2.11 CAR ALLOWANCE

Car allowance shall be provided to the City Manager in accordance with the Employment Agreement. No other classifications are afforded car allowance.

SECTION 2.12 CELL PHONE ALLOWANCE

The City Manager shall designate those positions requiring either the issuance of a cell phone for the conduct of City business, or the provision of a cell phone allowance in the amount of $40 per month, when designated employees use their own phone. The City Manager shall be provided with the use of a City issued cell phone or a cell phone allowance per the Employment Agreement.

SECTION 2.13 SALARY AND WAGE SCHEDULES

The salary and wage schedule for authorized full-time and part-time positions shall be established from time to time upon adoption of a resolution by the City Council.

The City of Eastvale will comply with all applicable regulations regarding Gender Wage Equality – Fair Pay Act. Compensation to employees shall be based upon job classification and defined factors including education, training, experience, consequence of action, essential functions/duties and responsibilities, judgment/decision-making, and supervision received and exercised. In all cases, wages shall be based on bona fide reasons not based upon gender.

Consideration for initial salary placement shall be based upon the candidate's education, training and experience. Consideration for future merit increases shall be based upon defined and measured quantity and quality of productivity.

SECTION 2.14 ADVANCEMENT WITHIN THE SCHEDULE

2.14.1 Merit Increases
The City Manager shall effect such merit-based advances as the City Manager may deem advisable based upon the employee’s ability, proficiency, and performance within the authorized salary range.

Employees who receive a rating of less than satisfactory (i.e. needs improvement) shall not be entitled to a salary increase for the rating period. When sustained improvement has been observed, the Department Head may prepare and submit an interim performance evaluation and recommend a salary increase to the City Manager.

2.14.2 Special Merit Increases
The City Manager, upon recommendation from a Department Head, may approve a Special Merit Increase for an eligible employee. Department Heads shall discuss such instances with the City Manager and prepare a memorandum to document superior, outstanding and meritorious performance warranting such special monetary recognition. Such increases shall not exceed 5% and are subject to the approval of the City Manager. Special Merit Increases shall typically occur outside the employee’s normal rating period. An employee receiving a Special Merit Increase shall
remain eligible for their normal merit increase at the prescribed evaluation period. Special Merit Increases shall be rare exceptions, not the rule, and may not exceed the maximum of the established salary range.

SECTION 2.15 CHANGES IN EMPLOYMENT STATUS

2.15.1 Transfer

The City Manager, may, at any time, transfer an employee from one position to another position in the same or comparable class. A comparable class is one with essentially the same maximum salary limits, involves the performance of similar duties, and requires substantially the same basic qualifications. Transfer shall not be used to effectuate a promotion, demotion, advancement, or reduction, each of which may be accomplished only as provided in the Personnel Ordinance and in these Rules. No person shall be transferred to a position for which he/she does not possess the minimum qualifications.

2.15.2 Promotion

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee shall receive the entrance rate of the new range or a minimum of five percent (5%), whichever is greater, provided that no employee is thereby advanced above the final step of the higher base salary range. The promotion effective date shall be the first day of the pay period following the approval of the appointment.

2.15.3 Reclassification

An employee whose position has been reclassified from one class to another class, which has a higher base salary range, shall be placed at the entrance point of the new range or at a step within the range that is not less than 5% and not more than 10% increase in salary. Ensuing merit increases will be due one (1) year from the date of the adopted reclassification. Reclassified employees are not required to serve a probationary period.

2.15.4 Demotion

A demotion is the appointment of an employee from one classification to a classification having a lower maximum rate of pay.

a. An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the class to which demoted.

b. A promotional probationary employee who is returned to former classification during the probationary period shall be placed on the same step within the base salary range or the former classification that the employee was on at time of promotion. No credit shall be granted for time spent at the promoted level for next step advance due date.

c. An employee demoted for non-disciplinary reasons shall be retained at the same salary rate, provided that the salary rate does not exceed the maximum of the salary range of the demoted class. With the approval of the City Manager, the employee may be Y-rated (frozen at the current rate of pay).

d. An employee who voluntarily demotes from one classification to a classification with a lower maximum salary range shall be placed within the new salary range.
2.15.5 Suspension

The City Manager may suspend, and approve the recommendation of a Department Head, to suspend an employee at any time for just cause, in accordance with the Skelly Process.

2.15.6 Reinstatement

With the approval of the City Manager, a regular employee who has resigned with a good record may be reinstated within one (1) year to his/her former position, if vacant, or to a vacant position in the same, comparable, or lesser class provided he/she possesses the minimum qualifications for the position.

Reinstated employees do not retain any benefits or rights previously earned by virtue of his/her former employment unless approved by the City Manager. The employee will be appointed as a new employee and serve a new probationary period.

SECTION 2.16 TRAVEL EXPENSES

The City’s Travel Policy, A-04, and Reimbursement Policy, A-05, shall serve to provide policy related to this topic.

SECTION 2.17 SEVERENCE PAY

It is the policy of the City of Eastvale that severance pay shall not be granted to terminated employees unless defined in an Employment Agreement and or under certain limited circumstances. The City retains the right to amend or terminate its severance pay plan at its sole discretion.
CHAPTER 3 – EMPLOYEE BENEFITS

SECTION 3.1 HOLIDAYS

All regular full-time employees, and full-time employees who are in their probationary period, shall have the following holidays as time off with pay:

1. January 1st, known as “New Year’s Day”
2. The third Monday in January, known as “Martin Luther King Jr. Day”
3. The third Monday in February, known as “Presidents’ Day”
4. The fourth Monday in May, known as “Memorial Day”
5. July 4th, known as “Independence Day”
6. The first Monday in September, known as “Labor Day”
7. November 11th, known as “Veteran’s Day”
8. “Thanksgiving Day”
9. The day after Thanksgiving Day
10. December 24th, known as “Christmas Eve Day”
11. December 25th, known as “Christmas Day”
12. One (1) floating holiday. *

* One additional floating holiday is authorized for F/Y 2017 to be used only during the City’s Winter Holiday Closure in December, in lieu of a cost-of-living increase.

In the event a holiday falls upon a Friday or Saturday, the prior work day will be taken in lieu of the holiday; in the event a holiday falls upon a Sunday, the following workday will be taken in lieu of the holiday.

Floating holidays will be provided at the beginning of the calendar year. Employees must use their floating holidays during the calendar year, or the holidays will be forfeited.

All regular part-time employees and regular part-time employees who are in their probation period shall receive the defined holidays as time off with pay at one-half (1/2) (e.g. 5 hours paid holiday).

SECTION 3.2 WINTER HOLIDAY CLOSURE

The City agrees to the closure of normal City operations during the winter holiday periods beginning December 24 through January 1 of each year (Dates may vary depending on the day of the week the holiday falls).

In conjunction with the City paid holidays including December 24th, December 25th, and January 1st, employees will be required to use their accrued leave time (vacation, compensatory, management leave, or floating holiday time) to equal the remainder of their regular work schedule hours/days during the Winter Holiday Closure.

If an employee’s leave time has been exhausted due to a catastrophic event, and leave without pay would result in an undue hardship, the City agrees to review such situations on an individual basis. Additionally, if an employee is a recent new hire and has no available leave hours to use during the closure, the city agrees to review this situation. The City may advance vacation hours to cover the needed time. The City Manager may also approve an employee’s ability to work during the Winter Holiday Closure.
If an employee is ordered to return to duty during the Winter Holiday Closure, the time called back during regular work hours will be deducted from the leave hours being used. Any call back hours may be eligible to be counted as overtime during the Closure only.

**SECTION 3.3 VACATION**

All regular full-time employees and full-time employees who are in their probation period will accrue vacation time as defined below. All regular part-time employees will accrue vacation hours at one-half (1/2) the rates below. Employees shall be eligible for, and accrue vacation with pay according to the following conditions:

3. 3.1 Amount of Vacation

   a. Less than five (5) years of continuous service: Each employee working in continuous service of less than five (5) years shall earn 80 hours of paid vacation per year. Vacation shall be earned on a prorated basis for time worked.

   b. Five (5) or more years of continuous service: Upon completion of the fifth year of continuous service, each employee shall receive immediate credit of forty (40) hours of paid vacation and then shall earn 120 hours of paid vacation per year. Vacation shall be earned on a prorated basis for time worked.

   c. Eleven (11) or more years of continuous service: Upon completion of the eleventh year of continuous service, each employee shall receive immediate credit of forty (40) hours of paid vacation and then shall earn 160 hours of paid vacation per year. Vacation shall be earned on a prorated basis for time worked.

3. 3.2 Use of Vacation

   a. Employees shall be eligible to use vacation as it is accrued.

   b. Employees shall request use of vacation a reasonable time in advance, preferably a minimum of seven (7) days, of the proposed use of the vacation. Same day requests are discouraged, and will be considered on a case-by-case basis, and in emergency situations.

   c. All requests for use of vacation must be approved by the employee’s supervisor and the relevant Department Head.

   d. Upon termination, employees shall be compensated for accrued unused vacation at their then current pay rate.

   e. The City of Eastvale will not allow for accrual of vacation time in excess of 300 hours. Any and all time accrued beyond that will be paid out at the regular rate of pay. The City Manager reserves the right to allow overages in special circumstances.

3.3.3 Vacation Buy-Back

   a. Employees who have been employed with the City of Eastvale for a minimum of one (1) year may elect to buy-back accrued, but unused, vacation hours. An employee may request to buy-back a minimum of ten (10) hours, up to a maximum of forty (40) hours, not more than two (2) times in a calendar year. To purchase vacation hours, an employee must have a minimum remaining balance of forty (40) hours of vacation leave accrual after the purchase
of said vacation hours. Further, an employee must have used a minimum of forty (40) hours of vacation within the calendar year. The employee will be compensated for such purchased vacation hours at the salary rate in effect for that employee at the time the hours are paid.

b. Vacation accruals for which the employee receives compensation will be deducted from the employee’s accumulated total.

c. Any employee who has been given a disciplinary action that results in a loss of pay shall be excluded from the use of this provision for sixty (60) calendar days from the date of the implementation of the disciplinary action.

d. An employee desiring to exercise this option must make a written request to the City Manager for approval. All vacation buy back requests will be processed in the payroll cycle following the date the request was approved whenever possible, or the following payroll cycle.

e. The City Manager reserves discretion to inactivate this provision based on the City's financial ability to pay.

SECTION 3.4 SICK LEAVE

3.4.1 Sick Leave Accruals

a. All regular full-time employees and full-time employees who are in their probation period will accrue sick time. Sick leave with pay shall accrue at the rate of 90 hours for each 12 months of the employee’s active service, and any such leave accrued but unused in any year shall be accumulated for the employee to use in succeeding years up to a maximum accumulation of five (5) years or 450 hours. Upon termination for any cause other than retirement, sick leave time is forfeited. If an employee retires from City service, sick time may be converted to years of service as regulated by the California Public Employees’ Retirement System (CalPERS).

b. All regular part-time employees will accrue sick hours at ½ the rate, or 45 hours for each 12 months of the employee’s active service, and any such leave accrued but unused in any year shall be accumulated for the employee to use in succeeding years up to a maximum of five (5) years or 225 hours. Upon termination for any cause other than retirement, sick leave time is forfeited. If an employee retires from City service, sick time may be converted to years of service as regulated by the California Public Employees’ Retirement System (CalPERS).

c. All temporary/seasonal part-time employees who work 30 or more days within a year shall receive 24 hours of sick leave in their sick leave bank immediately upon commencement of employment. Employees who qualify for sick leave under this section are entitled to use accrued sick days beginning on the 90th day of employment. Unused sick leave at the end of the calendar year may not be carried forward and sick leave may not be cashed out. Thereafter, at the beginning of each subsequent calendar year, the employee shall begin the year with 24 hours of leave time in their sick leave bank.

3.4.2 Sick Leave Usage

Sick leave shall be used for the purposes set forth in the Healthy Workplace Healthy Families Act. An employee eligible for sick leave with pay shall be granted such leave for the following reasons:
a. Illness or physical incapacity of employee or immediate family. "Immediate family" is limited to any relative of blood or marriage who is a member of the employee's household, under the same roof; and any parent, grandparent, spouse, child, brother, sister, father-in-law, brother-in-law, mother-in-law, or sister-in-law of the employee's, regardless of residence.

b. Enforced quarantine of the employee in accordance with community health regulations.

Sick leave may be used upon an employee's oral or written request. If the need for paid sick leave is foreseeable, an employee must provide “reasonable” advance notice. If not, the employee must provide notice to their supervisor “as soon as practicable” and/or within one-half (1/2) hour of the beginning of their work shift of each sick day, or prior to leaving the worksite when becoming ill during the work shift. Failure to provide notice in accordance with this policy may be cause for disciplinary action.

Eligibility of sick leave usage shall commence when accrued. Observed holidays occurring during sick leave shall not be counted as days of sick leave.

Vacation leave may not be used in lieu of paid sick leave unless employee’s sick leave accrual has been exhausted.

The City Manager shall place employees on leave when, in the reasonable judgment of the supervisor and Department Head, the presence of the employee at work would endanger the health and welfare of other employees or where the illness or injury of the employee interferes with the performance of such employee’s essential duties. Unless the law provides otherwise, leave under these circumstances will be unpaid unless the employee elects to use available sick leave.

3. 4.3 Annual Sick Leave Buy-Back

Employees may receive compensation for unused sick leave, per fiscal year as follows:

a. An employee may choose to accumulate up to 450 hours with the understanding that all hours earned over 450 at the end of the calendar year must be sold by the employee to the City.

b. Full-time employees must maintain a minimum forty-eight (48) hour base (after any request for the City to buy back sick leave); and will not have used more than forty-eight (48) hours of sick leave during the prior calendar year in order to be eligible for buy-back.

c. An employee desiring to exercise this option must make a written request to the City Manager for approval during the first two weeks of January each calendar year.

d. Compensation for unused accumulated sick leave will only be paid the second pay period in January of each year at the employee’s current rate of pay, based on a buy-back rate of 50% for each hour that the City buys back. E.g. 40 hours of sick leave sold back to the City will be cashed out at 20 hours.

e. Sick leave for which the employee receives compensation will be deducted from the employee’s accumulated total.

f. The City Manager reserves discretion to inactivate this provision based on the City's financial ability to pay.
g. Terminating employees, including, but not limited to, resignation, retirement, layoff, “at-will” or probationary separation, are not eligible for buy-back at the time of separation.

SECTION 3.5 INSURANCE BENEFITS

All employees who are employed on a full-time basis, except temporary, seasonal and/or hourly part-time employees [less than thirty (30) hours per workweek], shall be eligible for the City’s insurance benefits which may include medical, dental, vision, life and long-term disability insurance policies, or, alternatively in a recognized cafeteria plan approved by the City Council. These benefits may be increased or decreased from time to time. The City reserves the right to change carriers and/or eliminate any type of coverage at its absolute discretion. No employee has any vested right to any type of insurance coverage or benefits.

As provided under the Affordable Care Act, enacted on March 23, 2010, the City is required to provide employees with notice of some basic information about the Marketplace and employment-based health coverage offered by the City. Information regarding the City’s insurance plans including such information as premiums, coverage, etc. shall be provided to employees at the time of hire and during annual open-enrollment periods, and/or upon notice from an employee concerning a qualifying event in which an employee’s dependent(s) may become eligible during the non-open enrollment period.

New employees who are hired between the first and the 14th day of the month shall be eligible for the full amount of the City’s cafeteria plan contribution for the first month of employment. Those new employees hired on or after the 15th of the month shall be eligible to receive one-half (1/2) of the City’s cafeteria plan contribution for the first month of employment.

The current City contribution towards the cafeteria plan for full-time employees is $1,600.00 per month. Eligible part-time employees receive $800.00 per month.

The Mayor and City Council shall be eligible to receive the same City contribution of $1,600.00 per month, as full-time employees.

SECTION 3.6 RETIREMENT BENEFITS

All regular full-time employees, and regular part-time employees shall be members of the California Public Employees’ Retirement System (CalPERS). The City is a member of the California Public Employees’ Retirement System (CalPERS). Eligible employees are required to participate in accordance with the rules of CalPERS. CalPERS Retirement benefits are available to all employees working at least 1,000 hours in a fiscal year. All part-time, temporary and seasonal employees, as well as any other employees not eligible for membership in CalPERS and shall be placed in the Federal Social Security Retirement System.

SECTION 3.7 PART-TIME, HOURLY, SEASONAL AND TEMPORARY EMPLOYEES

Employees of the City designated as part-time, hourly, seasonal or temporary (less than 30 hours per week), are non-benefitted and shall be compensated on an hourly basis as specified by the position classification in which they are assigned. Part-time, hourly, seasonal and temporary employees (including paid Interns) are not eligible for participation in any benefit program established by the City, except as required by State or Federal law. Part-time employment is “at-will” and may be terminated at any time with or without cause or prior notice to the employee and without right of appeal.
CHAPTER 4 – LEAVES OF ABSENCE

SECTION 4.1 GENERAL INFORMATION

Generally, but not always, leaves of absences are unpaid. Employees have certain rights to substitute accrued paid leave for unpaid leave. Employees are not to perform work while on leave without prior authorization from the City Manager. While on leave, employees are still employees, and there is no break-in-service for purposes of longevity or seniority.

To the extent required by law, upon completion of the leave, the employee will be returned to his or her position, or to an equivalent position, without the loss of pay or benefits. An employee’s failure to return to work as scheduled may result in separation from City employment.

As to exempt employees, the City will administer its leave policies so it preserves the employee’s status as an exempt employee.

Unless otherwise required by law, employees will not be covered by non-health benefit plans (i.e. California Public Employees’ Retirement System (CalPERS). The employee may make the appropriate contribution for coverage under non-health benefit plans if the plans allows for such employee payment.

The City will continue to pay the City-sponsored premium portion of the employee health/medical benefits (which include dental and vision) for the first 12 weeks of a disability related leave of absence (PDL, ADA, CFRA, FMLA, or Workers’ Compensation’). City-sponsored premiums for benefits for all other leaves of absences will continue only through the end of the month in which the leave begins subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, and except where otherwise mandated by state or federal law. When the employee returns from leave, the City will again provide benefits according to the applicable plans.

Instances may exist where two (2) or more leave of absence policies provide overlapping protection for eligible employees. It is the intention of the City’s policies to limit employees to the time available under the single most favorable leave of absence policy and to prevent employees from exceeding the limitations of that policy. This means that, when the applicable law permits, all leaves of absences run concurrently.

Employees should be aware that no two (2) leave of absence situations are exactly the same and should not expect that what occurred for other employees to apply to their personal situation.

For more detailed information regarding the types of leave, eligibility for leave, payment for leave, and the length of leave normally authorized, see the individual descriptions of each type of leave that follows.

SECTION 4.2 FAMILY CARE LEAVE (FMLA/CFRA)

4.2.1 Eligibility

The City provides family leave time to eligible employees as required under the federal FMLA and/or CFRA. To be eligible, employees must:

- Have more than 12 months of service;
- Have worked at least 1,250 hours during the previous 12-month period before the date the leave is to begin;
- For any “qualifying exigency” (as defined by federal regulations) because the employee is the spouse, son, daughter, or parent of an individual on covered active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces (including the National Guard and Reserves).

4.2.2 Entitlement

For FMLA/CFRA leave, an employee is entitled to up to a total of 12 workweeks of unpaid leave during any 12-month period. The City has adopted the rolling forward 12-month method of calculating the 12-month period in which leave entitlement occurs from the date an employee uses any family leave.

4.2.3 Leave Reasons

Leaves shall be taken for the reasons permitted by law, including the following:

a. Employee’s own serious health condition;

b. Birth and bonding of a newborn child, adopted child or foster child;

c. Placement with the employee of a son or daughter for adoption or foster care;

d. Serious health condition of the employee’s child, parent or spouse, registered domestic partner or the child of a registered domestic partner;

e. Serious health condition of a same-sex spouse; or

f. Pregnancy-related disability.

4.2.4 Notice

Employees are required to provide the City with 30 days’ advance notice before taking family leave begins if the need for leave is anticipated. Subject to the health care provider’s approval, employees must make a reasonable effort to minimize the disruption of the City’s operations. If 30 days’ advance notice is not possible, notice to the City must be given as soon as it is feasible.

4.2.5 Benefits Coverage During Leave

During an approved family leave, employees may keep their insurance benefits in effect for up to 12 weeks by continuing to pay their required portion of the premium. The period of continued coverage is 26 weeks during leave to care for an ill or injured service member. The employee is responsible for arranging with the City for the payment of his/her portion of any premiums that are not fully covered by a City contribution. In some circumstances, if the employee chooses not to return to work at the end of the leave, the employee may be required to reimburse the City for its share of the premium paid during the leave.

4.2.6 Medical Certification

The City requires the employee to provide medical certification within 15 calendar days of the City’s request for said certification, unless it is not practicable to do so. An employee may be terminated if the required certification is not provided and the employee remains absent from work.
The City may require re-certification from the health care provider if additional leave is required.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

a. Date of commencement of the serious health condition;
b. Probable duration of the condition;
c. Estimated amount of time for care by the health care provider;
d. Confirmation that the serious health condition warrants the participation of the employee to provide care.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

a. Date of commencement of the serious health condition;
b. Probable duration of the condition;
c. Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

4.2.7 Release to Return to Work

The City will require certification by the employee’s health care provider that the employee is released to return to his/her job. Employees may not return to work without such certification. The certification should be given to the City Manager prior to the beginning of the scheduled work day as allowed by the health care provider. Failure to provide certification by the health care provider of the employee’s release to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

4.2.8 Use of Accruals

While on FMLA/CFRA leave, the City may require the employee to use vacation or paid sick leave to the extent that the request is consistent with state and federal law. The City does not require the use of vacation leave when the employee is on FMLA/PDL.

SECTION 4.3 PREGNANCY DISABILITY LEAVE (PDL)

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave. During a pregnancy disability leave employees may be eligible for State Disability Insurance (SDI). PDL leave is up to four (4) months, which is defined as the number of days the employee would normally work in the four (4) calendar month period.

Any female employee planning to take pregnancy disability leave should advise her supervisor as early as possible and make an appointment to discuss the following conditions:

a. When leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employee must provide notification at least 30 days before the Pregnancy Disability Leave or transfer is to begin.
b. **The scheduling of any planned medical treatment in order to minimize disruption to the operations of the City.** Any such scheduling is subject to the approval of the employee’s health care provider.

c. If 30 days’ notice is not possible, notice must be given as soon as practical.

d. Requests for transfers of job duties. Such requests will be reasonably accommodated if the job and security rights of others are not breached. However, the transferred employee will receive the pay that accommodates the job, as is the case with any other temporary transfer due to temporary health reasons.

e. **PDL begins when ordered by the employee’s health care provider.** The employee must provide her supervisor with a certification from a health care provider. The certification indicating disability should contain:

   1. The date on which the employee became disabled due to pregnancy;

   2. The probable duration of the period or periods of disability; and

   3. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

   4. Leave returns will be allowed only when the employee’s health care provider provides a release.

   5. Duration of the leave will be determined by the advice of the employee’s health care provider, and employees disabled by pregnancy may take up to four (4) months. Part-time employees are entitled to leave on a pro-rata basis. The four (4) months of leave includes any period of time for actual disability caused by the employee’s pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

   6. Health care benefits are continued for four (4) months during a twelve (12) -month period for PDL leave.

f. FMLA, CFRA, and PDL do not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes.

**SECTION 4.4 CIVIL AIR PATROL LEAVE**

Employees who are also volunteer members of the Civil Air Patrol are annually entitled to up to 10 days of leave for Civil Air Patrol duty to respond to an emergency operation mission. The employee must have been a City employee for at least 90 days before the beginning of leave. Generally, leave for a single emergency cannot exceed 3 days. Leave is unpaid. Employees may use available vacation leave. The employee must provide written certification of the need for leave from the proper Civil Air Patrol.
SECTION 4.5 CRIME VICTIMS’ LEAVE

Employees are allowed time off from work to attend judicial proceedings related to a violent felony, serious felony, or felony theft or embezzlement, if the employee, an immediate family member, or registered domestic partner, or the child of a registered domestic partner is a crime victim. The employee can use available sick leave or vacation leave for crime victim’s leave.

SECTION 4.6 VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT

Employees who are the victims of domestic violence or sexual assault can take time off to obtain relief, such as a temporary restraining order, a restraining order, or other court-ordered relief, to help ensure the safety of the victim or the victim’s child. Employees can use available vacation time for this type of leave.

Employees who are the victims of domestic violence or sexual assault may take up to 12 weeks of leave in a 12-month period to seek medical attention, to obtain the services of a domestic violence shelter or rape center, to obtain psychological counseling, or to participate in safety planning. Employees can use available sick leave or vacation time for this type of leave.

Unless not feasible, employees are expected to provide reasonable advanced notice of the need for leave and to supply documentation supporting the leave request.

SECTION 4.7 BABY-BONDING LEAVE

Under the CFRA, employees are entitled to an additional 12 weeks of leave for baby bonding. No medical certification is required for this type of leave. Employees may take leave intermittently prior to the baby’s first birthday. Employees can use available vacation time for this type of leave.

SECTION 4.8 KIN CARE LEAVE

Employees can use accrued and unused sick leave to care for a sick child, parent, spouse, registered domestic partner, or child of a registered domestic partner. The amount of sick leave that can be used for kin care is not less than one-half (1/2) of the employee’s annual sick leave allotment, which would be forty-five (45) hours.

SECTION 4.9 MILITARY LEAVE

Military Family Leave counts toward FMLA leave. Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use the 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Notice to the City must be given as possible and practical.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service- member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any
time during the five (5)-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. **Note:** Caregiver leave is not subject to the rolling 12-month measurement rule. As to this type of leave, the 12-month period begins the first day of leave and ends 12 months after that date.

a. **Military Leave for Employee.** Leaves of absence and re-employment resulting from service in the National Guard or U.S. Military Armed Forces will be in accordance with applicable state and federal laws. A copy of the applicable, official orders for training or active duty should accompany an employee’s request for a leave of absence.

An employee who is assigned to an U.S. Military Armed Forces Reserve organization and is subject to active or inactive duty training will be granted leaves of absence without pay, generally for up to two (2) weeks. An employee may use his/her accrued, unused vacation benefits for all or part of an unpaid leave of absence for Reserve training to supplement his/her military pay so as to equal the amount of pay that would have been received from the City during the leave of absence. Any portion of a leave that occurs after all available accrued vacation benefits have been used will be without pay.

A military leave of absence without pay will be granted to an employee who is called to active duty in the U.S. Military Armed Forces. An employee returning from military duty shall be offered re-employment in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994. If an employee fails to notify the City of his/her intent to return to work within the time period allowed by law, the employee will be considered to have resigned.

b. **Military Spouse Leave.** Military spouse leave lasts for up to 10 days. The qualified service member must be on leave from deployment during a period of military conflict.

Leave is unpaid, but the employee can use accrued but unused vacation and sick leave for this purpose.

To be eligible, the employee must be a spouse of a qualified service member, work an average of 20 hours a week, give the City notice within two (2) business days of receiving official notice that the service member will be on leave from deployment, and submit written documentation supporting the leave request. The service member must be a member of the United States Armed Forces, National Guard, or the Reserves.

**SECTION 4.10 ORGAN AND BONE MARROW DONATION LEAVE**

Organ donors are entitled to up to 30 business days of paid leave in a one (1)-year period. Bone marrow donors are entitled to five (5) business days of paid leave in a one (1)-year period. Group health insurance is maintained during the leave period.

For these types of leave, a year is measured as 12 consecutive months from the date leave begins. These leaves do not run concurrently with CFRA leave. Eligible employees are those employees who have been employed by the City for at least a 90-day period before the leave begins.

Employees who take bone marrow donation leave must take up to five (5) days of accrued sick leave or vacation time. Employees who take organ donor leave may take up to two (2) weeks of accrued sick leave or vacation time.
SECTION 4.11 SCHOOL ACTIVITIES/SCHOOL APPEARANCE LEAVE

Employees are entitled to up to forty (40) hours per calendar year to attend or to participate in school activities of a child, foster child, or grandchild. The child must be enrolled in kindergarten through 12th grade, or must be enrolled in a licensed day-care facility. The amount of leave cannot exceed eight (8) hours in a calendar month. The City must receive reasonable advanced notice of the planned absence and provide the City with documentation of attendance or participation. Where both parents request leave for the same child’s activity, the employee who asks first will be given the leave. To the extent permitted by law, employees must use available vacation time. Otherwise, the leave is unpaid.

Employees are entitled to take unpaid leave time leave to appear at the employee’s child’s or ward’s school in connection with a suspension from a class or school. Before the leave is taken, the employee must present a written statement from the school stating that the employee’s attendance is required.

SECTION 4.12 VOLUNTEER FIREFIGHTERS, PEACE OFFICERS, AND EMERGENCY RESCUE PERSONNEL LEAVE

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. If an employee is an official volunteer firefighter, peace officer, or emergency rescue personnel, the employee shall alert their supervisor about the potential to take time off for emergency duty. When taking time off for emergency duty, the employee is required to alert their supervisor before doing so when possible. Employees may use their accrued vacation leave, or take unpaid leave time.

SECTION 4.13 VOTING LEAVE

Employees are entitled to up to two (2) hours of working time, without loss of pay, to vote in statewide elections. Unless otherwise mutually agreed upon, this time must be taken at the beginning or the end of the regular work shift, whichever allows the most free time to vote and is the least time off from working. The employee must advise the City two (2) working days in advance to arrange the voting time.

SECTION 4.14 LEAVE OF ABSENCE WITHOUT PAY

The City Manager may grant leaves of absence up to one (1) year without pay to any regular full-time employee or regular part-time employee if the circumstances of the particular case warrant such action. During all such leaves of absence, the employee shall not be considered as being on active service and shall not accrue any service time, calculated benefits, or other benefits including holidays, vacation and sick time. The leave request must be in writing, must describe the reason for the leave, and state the date the employee will return to work. The failure of the employee to return to work on the expiration of the leave shall be deemed a voluntary separation of the employee’s employment with the City under its separation from employment policy.

SECTION 4.15 JURY DUTY OR WITNESS APPEARANCE LEAVE

Any regular full-time employee or regular part-time employee, who is required to serve as a juror or subpoenaed as a witness in any State or Federal court, or any administrative board or tribunal, shall be entitled to a leave of absence up to ten (10) working days with pay while performing services as a juror or a witness; provided that any such employee shall be required to pay over to the City any
amount he/she receives for jury fees, exclusive of approved travel and subsistence. If court records indicate that the employee advised the court of this ten (10) working day limit, and the employee is nonetheless selected for a jury where the jury duty exceeds ten (10) working days, the excess days shall be paid by the City, if witness fees or juror fees, except mileage reimbursement are submitted to the City.

SECTION 4.16 MANAGEMENT LEAVE

Management employees who are exempt and serve “at-will”, are authorized eighty (80) hours of management leave (time off with pay) each calendar year. For new employees, management leave shall be provided on a pro-rata basis at the time of hire for the remaining months of the calendar year on a quarterly basis, and annually thereafter in January. Hours must be used within one (1) year, no later than December 31st of the calendar year, and unused hours are not eligible for cash out, nor roll over to the next calendar year. Management employees are listed below:

1. City Manager
2. Accounting Manager
3. Assistant City Clerk
4. Assistant City Manager
5. Assistant to the City Manager
6. City Clerk
7. Code Enforcement Supervisor
8. Code Enforcement Manager
9. Deputy Finance Director
10. Finance Director
11. Management Analyst
12. Senior Management Analyst

SECTION 4.17 BEREAVEMENT LEAVE

When circumstances are such, and the City Manager determines that conditions warrant the use of bereavement leave, three (3) days of paid bereavement leave may be used per occurrence in the event of the death of a relative of blood or marriage who is a member of the employee’s household, under the same roof, and any parent, grandparent, grandchild, spouse, child, brother, sister, father-in-law, brother-in-law, mother-in-law, or sister-in-law of the employee, regardless of residence. With City Manager approval, accrued vacation may also be used for bereavement purposes for members of the immediate family. Employees using bereavement leave may be required to submit proof of death such as an obituary announcement, as condition of approval.
CHAPTER 5 – EMPLOYEE CONDUCT, DISCIPLINE AND PERSONNEL RECORDS

SECTION 5.1 GENERAL POLICY STATEMENT

Employees in the classified service of the City may not be suspended, demoted, dismissed, or reduced in pay for disciplinary reasons, without just cause. All other employees serve at the will of their appointing authority. For purposes of this section, City Department Heads and contract employees are considered “at-will” employees and may be subject to dismissal without cause.

Discipline may be necessary when City policies are violated or City expectations are not met. The causes for disciplinary action against an employee may include, but are not limited to, the following:

SECTION 5.2 GROUNDS FOR DISCIPLINARY ACTION

1. **Fraud.** To secure employment by providing false documents or knowingly make false statements or significant omissions, either orally or in writing, on a City employment application or in any supporting documents.

2. **Incompetence.** Failure to perform some or all of the job duties; unsatisfactory or careless work; the inability or refusal to improve work performance in accordance with written or verbal direction after a reasonable trial period.

3. **Neglect of Duty.** Failure to perform one or more essential duties required of the employee’s position; unauthorized sleeping while on duty; intentional, negligent or reckless behavior resulting in spoilage or waste of City property; sabotage of City property, equipment, vehicles or work product; participating in a strike, work stoppage, work slowdown or other concerted activity that is detrimental to City operations and constitutes a threat to public health or safety; failing to take reasonable action while on duty or when required by law.

4. **Insubordination.** Willful failure to conform to a supervisor’s legitimate requests and directions; refusing to comply with reasonable work assignments made by a supervisor.

5. **Alcohol or Drug Use.** Being under the influence of alcohol or controlled substances while at work, while driving a City vehicle, or consuming, selling, possessing, or manufacturing same while on City premises or while engaged in City business. Possessing drug paraphernalia or open containers of alcoholic beverages while on duty, or off-duty in uniform or on City property or in City vehicles. “Being under the influence” is defined as having the presence of any detectable level of drugs in the body or blood alcohol greater than .02%.

6. **Absence Without Leave.** Leaving work during assigned duty hours without permission, tardiness, and/or improper use of leave.

7. **Discourteous Treatment of the public or City Employees.** Disparaging remarks that discredit a co-worker or disrupt or subvert the good order, efficiency and discipline of the City or any department thereof; engaging in gossip or rumor mongering or other behavior which creates discord and disharmony in the workplace; engaging in bullying behavior.

8. **Conduct that is Unbecoming a City Employee.** Conduct which tends to discredit the City, whether on duty, off-duty in uniform or on City property.
9. **Improper or Unauthorized Use of City Property.** Using City telephone, or computer equipment for personal use or gain; using City equipment or City vehicles for personal use or gain; unauthorized possession of, loss of, or damage to, City property; violating the California Vehicle Code while operating a City vehicle; possession of an unauthorized weapon, firearm or explosive while on duty, or off-duty in uniform or on City property; operating City vehicles or equipment or privately-owned vehicles on City business without a current driver’s license; involvement in preventable traffic accident while on duty.

10. **Conflict of Interest/Employment.** Outside employment not authorized by the City Manager.

11. **Gifts.** Acceptance of any reward, gift, ticket, or other form of remuneration, in addition to the employee’s regular compensation, for the actions performed in the normal course of the employee’s assigned duties. Refer to Section 1.18 of this Manual.

12. **Falsifying Records.** Falsifying City reports or records, including timesheets, or making misleading entries or statements, or failing to disclose material facts, or destroying or mutilating any City record or other document.

13. **Dishonesty.** The lack of honesty, deceit, and willful misrepresentation of facts.

14. **Ethical Behavior.** Failure of any employee to report any activities on his/her part where such activities may result in criminal prosecution or result in discipline under this policy; failure of any employee to report official contacts by any law enforcement agency; concealing or attempting to conceal defective work; the exercise of authority for any improper purpose; making false, misleading or malicious statements to a supervisor or which harm or destroy the reputation, authority or official standing of a co-worker; using a badge, uniform, identification card or other City property for personal gain or other improper purpose; attempted or actual theft of City property or the property of others.

15. **Discrimination and Harassment and/or Sexual Harassment.** Discrimination against a co-worker or member of the public because of age, race, color, creed, religion sex, sexual orientation national origin, ancestry marital status, physical or mental disability or medical condition, and/or any other protected category.

16. **Safety.** Violating safety rules; failing to wear required safety equipment; tampering with safety equipment; failing to report any on-the-job or work-related accident or injury within 24 hours; failing to maintain good physical condition sufficient to safely perform work related duties; engaging in reckless behavior that endangers self or safety or that of a co-worker or member of the public; threatening violence, engaging in horseplay or righting, while on duty, or off-duty in uniform or on City property; smoking in restricted areas.

17. **Security.** Unauthorized access to confidential information or records; unauthorized release of confidential information or records; unauthorized access into secured City offices, City Buildings or both; providing unauthorized access into City offices or City buildings to third parties, whether co-workers or members of the public; negligently misplacing security access codes, keys, electronic keys or cards that provide access to secured City offices or City buildings; loitering on City property.

18. **Convictions.** The conviction of either a misdemeanor or a felony where the conviction has a nexus (as reasonably determined by the City in its sole discretion) with the employee’s duties, which may require a job transfer in addition to disciplinary action. The conviction shall be conclusive evidence of the misconduct having occurred for disciplinary purposes. A
plea or verdict of guilty, or a conviction showing a plea of Nolo Contendere is deemed to be a conviction for disciplinary purposes.

19. Threats. Threatening, intimidating or coercing co-workers or members of the public while on duty, or while off-duty in uniform or on City property.

20. Interference. Interfering with investigations conducted by the City, its management or designated agents of the City.

21. Obscene Language. Obscene or abusive language toward a co-worker or a member of the public while on duty, or while off-duty in uniform or on City property.

22. Supervisor Obligations. Failure of a supervisor to ensure that subordinates comply with the written rules, regulations, policies and procedures of the City or any department thereof; failure of a supervisor to report misconduct of a subordinate to his/her supervisor or to document such misconduct; discriminatory treatment of subordinates.

23. Violation of Rules. Violation of the City’s policies, ordinances, and resolutions, including the personnel policies and procedures and administrative orders.

SECTION 5.3 PROCEDURES GOVERNING SUSPENSION, DISCIPLINARY REDUCTION IN PAY, DISCIPLINARY DEMOTION AND DISMISSAL

1. Notice. The City Manager, or designee, shall give the affected employee notice of the proposed disciplinary action. The notice shall include: (a) a statement of reasons for the proposed action; (b) a copy of the charges and materials upon which the proposed action is based; and (c) a description of the procedures and time frames for responding to the notice. The employee may be asked to acknowledge the document by signing that it was received. The employee's signature on such a document does not indicate agreement.

2. Documentation and the right to representation. The concerned employee may review the documents, materials, names of witnesses, and other evidence upon which the proposed action is based. Copies shall be provided. The affected employee, at his/her own expense, can be represented by another person during the disciplinary procedures.

3. Right to respond. Within five (5) working days, the affected employee has the right to respond orally, or in writing, to the City Manager, or designee, depending on the person proposing the disciplinary action.

4. Notice of disciplinary action to be taken. Upon completion of the above procedures, the City Manager, or designee, shall inform the affected employee, in writing, of the action and of the right to appeal the discipline imposed.

5. Appeal to the City Manager. An employee has the right to appeal the decision to the City Manager. The written appeal must be delivered to the City Manager within five (5) working days of the notice of disciplinary action to be taken. The appeal shall not stay the discipline. If the employee fails to submit a timely written appeal, the disciplinary action will be final and binding. The City Manager may select an independent hearing officer. If the appeal is assigned to a hearing officer, the City Manager shall review the hearing officer's
conclusions, findings, and facts prior to deciding whether or not to uphold the disciplinary action. Written notice of the City Manager’s decision shall be given to the employee.

6. **Appeal to the City Council or its Designee.** When the City Manager is the person giving notice of final discipline pursuant to paragraph 4 above, appeal may be made to the City Council in accordance with the provisions of paragraph 5 above. The City Council may hear the appeal or designate a hearing officer to do so. In such event, the hearing officer shall make an advisory recommendation to the City Council whose decision shall be final.

7. **Time Extensions.** Any time limitations or requirements as set forth under this policy may be extended or changed by mutual agreement of the parties.

**SECTION 5.4 PROCEDURES GOVERNING NAME CLEARING HEARINGS**

An employee not in the competitive service who is terminated under circumstances that might stigmatize his/her reputation, seriously impair his/her opportunity to earn a living, or that might seriously damage his/her standing or association in the community, may request a name clearing hearing to refute the charges and clear his/her name. If a hearing is requested, and the request is granted, the procedure for Appeal to the City Manager/City Council above shall be followed. The purpose of such a hearing is only to allow the employee an opportunity to clear his or her reputation.

**SECTION 5.5 TYPES OF DISCIPLINARY ACTIONS**

1. **Verbal reprimand.** An employee may be verbally reprimanded in private about his/her inappropriate behavior. The supervisor shall make a brief notation regarding the date and substance of the verbal reprimand in the personnel file. If an employee’s conduct does not improve, reference to the verbal reprimand will be made in a subsequent written reprimand or performance evaluation.

2. **Written Reprimand.** If the inappropriate behavior continues after a verbal reprimand, or if deemed warranted by the supervisor, the employee will receive written notification indicating the City is dissatisfied with the employee’s services or conduct and that further disciplinary measures may be taken if the behavior is not corrected.

3. **Suspension.** An employee may be suspended without pay for periods not to exceed thirty (30) working days in any one (1) calendar year.

4. **Disciplinary Reduction in Pay.** An employee’s pay rate within their pay range and class may be reduced for disciplinary reasons.

5. **Disciplinary Demotion.** An employee may be demoted from a position in one class to a position in another class having a lower maximum pay rate. The demotion may be permanent or temporary.

6. **Dismissal.** An employee may be dismissed from City service for disciplinary reasons.

**SECTION 5.6 PLACEMENT ON PAID ADMINISTRATIVE LEAVE PENDING DETERMINATION OF DISCIPLINARY ACTION**

An employee may be placed on a paid administrative leave, at the sole discretion of the City Manager, during the course of an investigation into alleged misconduct to allow his/her supervisor
time to fully review the facts of an alleged violation. Further, an employee may be placed on a paid administrative leave, at the sole discretion of the City Manager pending an employee’s response to the Notice of Intent and a determination by the City Manager, hearing officer, or a designee, of the disciplinary action.

SECTION 5.7 DISCIPLINARY RECORDS

Original copies of all written records pertaining to disciplinary actions shall be maintained in the employee’s confidential personnel file.

SECTION 5.8 PERSONNEL RECORDS

5.8.1 Establishment

An employee’s official personnel file will contain all records concerning personnel actions taken, including, but not limited to, performance evaluations, benefit enrollment forms, educational courses taken, and all employment related documents that give a complete employment history. The City Manager or designee shall keep personnel records confidential to the extent permitted by law. Personnel files may be viewed by the employee upon request. Employee medical information shall be kept in files separate from the official personnel file. Likewise, any grievances filed by an employee as well as documents reflecting a review of such grievances shall be maintained in separate confidential files.

5.8.2 Maintenance

Employees are required to inform the City Manager, or designee, of any changes in name, address, telephone number, marital status, family status, beneficiary, or other information on file. This ensures that Federal withholding statements, insurances and retirement records are correct. Employees may be liable for any costs incurred by the City as a result of inaccurate personnel information.

5.8.3 Release of Information Concerning City Personnel

To ensure personnel information is appropriately and accurately disseminated, the City Manager, or designee will initially screen all personnel reference checks and employment verifications, and confidentially handle financial inquiries originating from banks, credit unions, etc. regarding current and past City employees. Responses to financial inquiries will be released only upon written employee authorization.

5.8.4 Procedures for Release of Information

a. All outside inquiries and reference checks shall be in writing and shall be forwarded to the City Manager, or designee for response. The City Manager or designee may consult with the City Attorney as to the release of the requested information. All calls for reference checks should be referred to the City Manager, or designee by responding to a caller by saying “Under our policy, only the City Manager, or designee responds to calls concerning employees; I will transfer you to that office.”

b. Financial information will be released only after an authorized written request has been submitted to the City Manager, or designee by the agency requesting the information, and the employee has executed a written approval to release the requested information.
c. The City Manager or designee shall comply with applicable Federal and State laws regarding release of public employee personnel and financial information and shall consult with the City Attorney whenever there are questions concerning the release of such information.

5.8.5 Employees with Access to Confidential Information

In performing their duties, employees may have access to confidential information, including employees' personnel files and the personal, financial and medical information of other City employees. In addition, some City employees will be involved in some communications with the City Attorney’s Office which can be protected by the Attorney-Client privilege. Employees with such access are required to keep such information confidential.

5.8.6 Personnel/Payroll Files – Right to Inspect

a. California law provides that current and former employees (or a representative) have the right to inspect and receive a copy of the personnel files and records that relate to the employee's performance or to any grievance concerning the employee.

b. Inspections shall be allowed at reasonable times and intervals, but not later than 30 calendar days from the date the City receives a written request. Upon a written request from a current or former employee, or a representative, the City shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, not less than 30 calendar days from the date the City receives the request.

c. To facilitate the inspection, the City shall (1) maintain a copy of each employee's personnel records for a period of not less than three years after termination of employment, (2) make a current employee's personnel records available for inspection, and if requested by the employee or representative, provide a copy at the place where the employee reports to work, or at another location agreeable to the employer and the requester. If the employee is required to inspect or receive a copy at a location other than the place where he or she reports to work, no loss of compensation to the employee is permitted, (3) make a former employee's personnel records available for inspection, and if requested by the employee or representative, provide a copy at the location where the employer stores the records, unless the parties mutually agree in writing to a different location. The City is not required to make those personnel records or a copy available at a time when the employee is actually required to render service to the employer, if the requester is the employee.

d. The City shall take reasonable steps to verify the identity of a current or former employee or an authorized representative. Prior to making records available for inspection or providing a copy of those records, the City may redact the name of any nonsupervisory employee.

e. The right to inspect personnel files and records does not apply to records relating to the investigation of a possible criminal offense, letters of reference, or ratings, reports, or records that (a) were obtained prior to the employee’s employment, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional exam.

f. The City shall permit current and former employees to inspect or copy payroll records pertaining to that current or former employee.
g. Upon receipt of a written or oral request from a current or former employee to inspect or copy his or her payroll records, the City shall comply with the request as soon as practicable, but no later than 21 calendar days from the date of the request.
SECTION 6.1 DRUG AND ALCOHOL-FREE WORKPLACE

6.1.1 Statement of Policy

It is the policy of the City to maintain a workplace that is free from the effects of alcohol and prohibited substances. The City believes that any employee who uses or is under the influence of alcohol or any prohibited substances while on City business, regardless of locale, jeopardizes the welfare and safety of City employees and the public, as well as undermines productivity and efficiency.

All City employees will receive a copy of this policy and are required to read and sign the City’s Drug Free Workplace Policy and Employee Acknowledgment. Compliance with the following provisions of the Drug Free Workplace Policy is a condition of employment. An employee who violates this policy is subject to corrective action, up to and including termination of employment.

Employees are responsible for complying with all aspects of this policy and procedure. Initial employment offers or offers for rehire may be contingent upon successful completion of a controlled substance test. For certain jobs or positions, candidates will be required to submit to a medical examination and/or blood, urine or other medical test, and to agree in writing to allow results of these tests to be furnished to and used by the City.

Employees who are experiencing problems resulting from alcohol and/or substance abuse or dependency are encouraged to seek counseling from their immediate supervisor prior to having received a positive drug or alcohol test while on duty. The supervisor will contact and work with Human Resources to identify other sources of assistance. Such discussions will be kept confidential, will not be considered a violation of this policy, and will have no influence on performance reviews. Should an employee voluntarily request a leave of absence for treatment of drug and/or alcohol addiction, the City will reasonably accommodate such a request.

6.1.2 Applicability

This policy applies to all City employees including any volunteers, while they are performing City-related business, and also applies to off-site lunch periods if the employee is scheduled to return to work following a lunch period.

6.1.3 Prohibited Substances

Prohibited substances include, but are not limited to:

a. Drugs: barbiturates, cannabinoids, benzodiazepines, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.

b. Alcohol: beverages or substances, including any medications containing alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

c. Legally-prescribed and non-prescription medications: Use of or being under the influence of any legally-prescribed medication(s) while performing City business that affects the employee’s ability to perform assigned job duties in a safe, effective, and efficient manner. An employee taking any medication of this type bearing a warning label indicating
impairment of vision, mental function, motor skills, judgment, or safe functioning shall immediately inform their immediate supervisor and shall not perform any work-related duties until medical advice is sought. The City may consult with the prescribing physician to learn the expected effect of the medication and/or require a written statement from the physician that continued working will be safe and efficient. Employees using prescription or over the counter drugs in the manner prescribed, where such use may compromise their ability to work safely, are expected to report the use of such drugs (in general terms) to their supervisor prior to performing work. The employee will not be required to state the name of the drug or the reason for taking the drug. A determination will be made by a competent medical authority whether the employee can continue to work safely. If it is determined that the employee cannot continue to work safely, an attempt will be made to find alternate employment that can be performed safely or other reasonable accommodation consistent with ADA requirements in cases not involving medical marijuana (which is considered illegal under federal law and a prohibited substance and may not be used prior to reporting to duty or while on duty). If no such alternate employment or accommodation can be found, the employee will be placed on leave of absence until he or she is determined to be able to work safely or is terminated/separated from City employment.

6.14 Manufacture, Use, Sale, or Possession of Alcohol or Prohibited Substances

The manufacture, use, sale, possession, distribution, or purchase of alcohol or a prohibited substance by any employee while on City premises, or in a City vehicle, or while performing City business is absolutely prohibited. Any violation will result in immediate discipline up to and including termination of employment. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be immediately removed from duty and shall not be permitted to operate any City vehicle or equipment. The employee shall undergo a reasonable suspicion alcohol and/or prohibited substance test. A verified positive prohibited substance test result, an alcohol test with a result indicating any alcohol concentration, a refusal to test (including by adulterating or substituting a urine specimen) or any other violation of the prohibition on the use of alcohol or prohibited substances under this policy constitutes a violation of this policy and will result in disciplinary action, up to and including termination. Employees failing this test, or refusing to cooperate with the administration of this test shall remain off duty and shall be subject to disciplinary action up to and including termination. “Under the influence” is defined as any measurable amount of drugs or alcohol present in an employee. No employee shall report for duty under the influence of alcohol or any prohibited substance. Further, no employee shall use any alcohol or prohibited substance during working hours or operate any City vehicles or equipment while under the influence of alcohol or a prohibited substance, regardless of the amount. Violation of this policy may result in disciplinary action up to and including termination of employment. No City employee may report for duty or remain on duty when his or her ability to perform assigned functions is adversely affected by alcohol. Violation of this provision may result in disciplinary action up to and including termination of employment. Use of any legally-prescribed medication(s) or non-prescription medication(s) shall be permitted and performance of work-related duties shall be allowed, but only if, after reporting and review of medical advice from a competent medical authority, the City Manager or his or her designee determines that the employee is capable of performing all work-related duties in a safe, efficient, and effective manner. Failure to notify a supervisor of the use of legally-prescribed or non-prescription medication may result in disciplinary action up to and including termination of employment in accordance with this policy.
6.15 Searches

It is the responsibility of all City employees to ensure that the work environment is free of alcohol and prohibited substances. Any City employee who has knowledge of any violation of this policy by another employee who does not report it will also be subject to disciplinary action, up to and including termination.

In order to enforce this policy, the City reserves the right to conduct an Administration-authorized search of City property or employees and/or their personal property, and to implement other measures necessary to deter and detect violations or abuse of this policy. Searches of employees and/or their personal property may be conducted when there is reasonable suspicion that an employee is in violation of this policy. The City may conduct unannounced searches of, among other areas and property, City vehicles and property, workstations, work areas, desks, file cabinets, lockers, and other personal property, and all areas and property in which the City maintains control or joint control with the employee, for alcohol or prohibited substances. City employees shall have no reasonable expectation of privacy in these areas and property and in City-supplied property, such as vehicles, workstations, desks, lockers, and cabinets.

An employee’s private locker or storage space that is not located on City property or on property jointly owned by the City and the employee may be searched in the employee’s presence, with his or her consent, with a valid search warrant or with notification that a search will be completed in accordance with applicable law, on the basis of reasonable suspicion. Employees are expected to cooperate in the conduct of such searches. An employee’s consent to such a search is required as a condition of employment, and the employee’s refusal to consent may result in disciplinary action, up to and including termination, although the employee will first have the opportunity to contest the basis for the determination of reasonable suspicion.

For the purpose of this policy, “reasonable suspicion” is defined as those facts that would lead a reasonably prudent person to believe that the employee has alcohol or prohibited substances or that alcohol or prohibited substances are located in the area(s) to be searched.

6.16 Compliance and Testing Requirements

Applicants or employees who test positive for alcohol or any prohibited substance will have the opportunity to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result. For employees, tests will be completed just before departure, during duty, or in some cases, just after the employee has finished performing his or her job duties, as reasonably practicable. Employee testing will be conducted without cost to the employee during regular working hours, and transportation will be provided to and from the medical facility where the test will be taken.

Supervisors requesting a “reasonable suspicion” or “post-accident” alcohol or prohibited substance test for an employee should first contact Human Resources to get corroboration of the visible signs/behaviors and refer to the testing procedures.

All information relating to prohibited substance testing will be kept strictly confidential and will maintained in each employee’s medical file, which is maintained separately from an employee’s personnel file. Results of a prohibited substance test will only be discussed with those that have a work-related need to know.
6.17 Pre-employment Testing

All individuals offered employment or rehire may be required to submit to a pre-employment prohibited substance test prior to hire. All individuals offered employment or rehire to a safety-sensitive position must submit to a pre-employment prohibited substance test prior to hire. All offers of employment are contingent upon successful completion and passing of any required testing.

6.1.8 Random Testing for Safety-Sensitive Employees

The City may, without any reasonable suspicion or randomly, order blood, urinalysis, or other alcohol or prohibited substance testing for all employees occupying safety-sensitive positions or acting in the capacity of a safety-sensitive position.

6.1.9 Post-Accident Testing

Post-accident testing will be implemented if an employee is involved in an accident when an employee is on City business and which results in a fatality, injury, or significant property damages, or if an employee receives a citation under state or local law for a traffic violation in connection with the accident, and there is a reasonable suspicion that alcohol or any prohibited substance may have been a factor. Such testing will be conducted within two (2) hours after the accident or as soon thereafter as reasonably practicable. If an employee is injured, unconscious, or otherwise unable to give consent of the alcohol or prohibited substance test, the individual understands that by signing acknowledgement and receipt of this policy, he or she consents to such a test in such circumstances.

6.1.10 Reasonable Suspicion Testing

Any employee who reports to work and appears to be under the influence of alcohol or any prohibited substance is subject to reasonable suspicion testing. Testing of employees for alcohol or any prohibited substance may be implemented by City management when there is a reasonable suspicion that an employee possesses or is under the influence of alcohol and/or any prohibited substance. If an employee is on a medically-prescribed medication, it is his/her responsibility to advise their supervisor of this fact before reporting to work, as described above.

Testing may also be required if an employee is found to be in possession of physical evidence, i.e., alcohol, a prohibited substance, or paraphernalia, possibly connected with the use of alcohol or any prohibited substance, or if alcohol or any prohibited substance is found in the employee’s immediate work area.

6.1.11 Return to Duty Testing

Employees who refuse to submit to a prohibited substance test or do not pass a test may not return to duty until they pass a prohibited substance test and the City Manager or designee has determined that the individual may return to duty. Appropriate disciplinary action will be taken against those who either refuse to take or fail a prohibited substance test. Moreover, all employees returning from a leave of absence to attend alcohol and/or prohibited substance rehabilitation treatment must also present documentation reflecting the successful completion of such treatment.

Should the results of the alcohol or prohibited substance test be negative, the employee may return to the workplace and perform regular job duties, and no further action will be taken on the incident that gave rise to the reasonable suspicion.
6.1.12 **Notifying City of Criminal Drug Statute Arrests, Charges, and Convictions**

If an employee is arrested for, charged with, or convicted of violating a criminal drug statute, the employee must notify the City Manager in writing within two (2) calendar days after such arrest, charge, or conviction.

**SECTION 6.2  EMPLOYEE SAFETY**

6.2.1 **General Safety**

Employee safety is of utmost concern and each employee is expected to exercise safe work practices for his/her own benefit and the benefit and welfare of his/her co-workers. Responsibility for each employee’s safety rests with each individual, and where unsafe work practices or work conditions exist, employees shall notify their supervisor immediately. Each department will hold safety meetings among employees regularly and records kept of the subject matter discussed and those in attendance. Employees injured on the job in the course of their duties shall notify their supervisors immediately or within 24 hours so that proper documentation can be provided.

The City strongly encourages employees to communicate with their supervisors regarding safety issues.

6.2.2 **Entering and Leaving the Premises**

At the time you are hired, you will be advised about the proper entrances and exits for employees, as well as unauthorized areas, if any. Employees should not be in City work areas except for their regularly scheduled or overtime shifts or attendance at a City authorized meeting. For insurance purposes, unescorted or unauthorized visitors in our facilities is prohibited. If you are expecting visitors, such as clients, customers or friends, please notify your supervisor. Certain employees are authorized to arm and disarm the building alarms. If so, you will be given instruction on the alarms and codes. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

6.2.3 **Security Checks – Packages/Parcels**

The City may exercise its right to inspect all packages and parcels entering and leaving our premises.

6.2.4 **Parking Lot**

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for customers and visitors only. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in the parking lot will help eliminate accidents, personal injuries, damage to your vehicle and to the vehicles of other employees. Remember that the area around all buildings, especially the City’s administration building, has a great deal of pedestrian walking activity – please maintain a safe driving speed at all times. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.
The City cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

6.2.5 Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all City activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor may post other safety procedures in your department or work area.

a. Working Safely - Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your supervisor.

b. Lifting - Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

c. Materials Handling - Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

d. Trash Disposal - Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

e. Cleaning Up - To prevent slips and tripping, clean up spills and pick up debris immediately.

f. Preventing Falls - Keep aisles, work places and stairways clean, clear and well lighted. Walk do not run. Watch your step.

g. Handling Tools - Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

h. Falling Objects - Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

i. Work Areas - Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one (1) drawer at a time.

j. Using Ladders - Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

k. Machine Guards - Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

l. Personal Protective Equipment - Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an
operation which is potentially hazardous. Also, wear gloves whenever handling castings, scrap, or barrels.

m. Electrical Hazards - Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

n. Fire Extinguishers - Know where fire extinguishers are and how to use them.

o. Report Injuries - Immediately report all injuries, no matter how slight, to your supervisor.

p. Ask Questions - If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted with a colleague or supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once.

6.2.6 Employee Participation in Making Safety a High Priority

The City strongly encourages employee participation and employee input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. The City appreciates, encourages and expects this type of involvement. The success of the safety program relies on the participation of all employees. Though it is the City's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

a. Safety Officer (Human Resources Representative):

- Implement and maintain administrative procedures and activities necessary for the operation of a meaningful safety program;
- Advise and coordinate with safety representatives on those matters pertaining to committee meetings, safety inspections, California Occupational Safety and Health Act (CAL-OSHA) inspections, and safety training and related programs;
- Prepare periodic accident summaries, committee meeting minutes, agendas and reports as necessary, and summaries of inspections; research and provide information to safety representatives and others concerning safety regulations, publications and other information as necessary;
- Maintain required records and make determinations of recordable/non-recordable, as defined by CAL-OSHA, or avoidable/non-avoidable accidents;
- Assist supervisors and departments heads to investigate and report on every incident of a serious job injury to an employee;
- Report serious injuries involving hospitalization or death of an employee to the State Department of Industrial Relations within twenty-four (24) hours of occurrence.

b. Department Heads

- Prepare or ensure the preparation and maintenance of specific safety rules and practices to be followed by all employees within the department and its various divisions and units.
- Such rules and practices shall be included in the departmental orientation of all new employees; they shall be the subject of periodic review (i.e. tailgate meetings) with affected employees; and they shall be posted on bulletin boards for reference.
• Assist in the implementation and maintenance of the safety program whenever practical or necessary;
• Consider and act upon appropriate recommendations from the safety committee concerning the abatement of unsafe or unhealthy work conditions or practices within a reasonable period of time.

c. Supervisors:
• Be responsible for the enforcement of safety rules among employees under their supervision;
• Be responsible for familiarizing employees with the hazards of the job to which they are assigned and shall instruct their personnel in the safe methods of performing the job;
• Periodically review the work practices of subordinate employees who work under their charge to ascertain that they continue to work in a safe manner, and in accordance with the safe practices covering the specific work;
• At the end of each workday/shift, inspect work areas for proper housekeeping and for fire, or other hazards and see that they are left in a safe condition;
• Report all injuries promptly to the safety officer and department head pursuant to applicable administrative regulations of the City.

d. Safety Representatives:
• Attend and take an active role in safety committee meetings;
• Periodically evaluate and forward to the safety officer the department’s safety and training needs for committee action;
• With the approval of the respective department head, submit work orders to appropriate departments for the immediate correction of safety hazards;
• Participate as necessary in safety inspections, workshops or other training as may be necessary;
• Observe and recommend correction as appropriate of any departmental working conditions or practice which can be deemed unsafe or unhealthy;
• Periodically inspect and ensure that departmental safety supplies are replenished (first aid kits, fire extinguishers, etc.) by the department;
• Consult with the safety officer on departmental safety matters requiring research and/or technical advice.

e. The Safety Committee:
• Elect a committee chairperson and vice chairperson annually to conduct the business and tasks related to committee activities;
• Participate as needed in the conducting of safety inspections;
• Investigate, develop, and participate in the implementation of safety training programs;
• Review, evaluate and make recommendations as appropriate on reports submitted by the safety officer;
• Make recommendations to department heads and/or the City Manager on the Committee’s findings concerning safety issues.

f. All Employees:
• Notify their immediate supervisor of the need for correction of unsafe or unhealthy working conditions or practices, including potential workplace violence;
- Adhere to all rules and regulations pertaining to the City’s and departmental safety rules and program;
- Apply a common-sense approach to safe working practices and conditions;
- Report all injuries, regardless of severity, to the immediate supervisor.

Failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary action.

6.2.7 Weapons

The City believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, the City prohibits all persons who enter City property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. Any object used in a threatening manner shall be considered use of a weapon.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by the City to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

6.2.8 Property and Equipment Care

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the City. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment. Machines/equipment should only be used for their intended purpose and within their manufacturer’s specified tolerances.

6.2.9 Safety Rules When Operating Machines and Equipment

When operating machines and equipment, please be sure to follow these procedures:

- Make sure machine guards are in place while machines are in operation.
- Remove loose clothing, jewelry or rings before operating machinery.
- Wear steel toe shoes and prescription eye protection to start the job, if required.

Required personal protective equipment, except for prescription glasses, will be issued to you by your supervisor.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible termination.
6.2.10 Security

Maintaining the security of City buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave the City's premises make sure that all entrances are properly locked and secured.
- Note and promptly report suspicious circumstances or persons about the premises.

Each employee shall comply with the safety laws, rules and regulations of the California Division of Occupational Safety and Health ("CAL/OSHA"), and with any and all other safety rules, regulations, ordinances and statutes pertaining to the employee's position or job classification. All employees shall follow safe practices, use personal protective equipment as required, render every possible aid to safe operations and report all unsafe conditions or practices to the employee’s immediate supervisor or Department Head immediately upon knowledge of the unsafe conditions or practices.

SECTION 6.3 REPORTING OF INJURY AND ACCIDENTS

6.3.1 Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee are injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed, and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

6.3.2 What to Do If You Are Injured At Work

City employees are covered under the Workers' Compensation Laws of the State of California. These laws are intended to provide employees with medical care and treatment for injuries sustained in the course of their work. The Workers' Compensation Fund will also provide weekly benefits to those employees who are unable to work due to job-related illness or injury.

In order to be eligible for and receive benefits, the Workers' Compensation fund requires that certain steps be taken and certain documents be filed. In conjunction with their requirements, the City also has certain requirements that must be met in order for the employee to receive benefits.

The following steps must be followed in order for injured employees to be covered in a timely and efficient manner. The establishment of these steps constitutes the written policy of the City, and failure on the part of an injured employee to follow these steps may be cause for disciplinary action up to and including termination. Moreover, pursuant to law, an injured employee who fails to properly notify his/her employer of a work related injury may forfeit benefit entitlement.

a. Every work related injury/illness, no matter how minor must be reported immediately to your supervisor. If unable to locate your supervisor, report to the Human Resources representative.
b. If the injury/illness is not an emergency, the supervisor will send the employee to Human Resources. The Human Resources representative will give the employee a form to report to the Industrial Medical Facility – Baldy View Health Care – 1780 Town and Country Drive, Unit #103, Norco, CA 92860, phone # (951) 270-0757. All injured employees, unless it’s an emergency, should report to this facility. If the injury/illness is an “emergency”, please call 911 immediately or report to the nearest emergency facility. If the injury/illness is after hours, report to Kaiser Permanente Hospital, 10800 Magnolia Avenue, Riverside, CA 92505, phone # (951) 353-4322.

c. The Human Resources representative will also give the employee the following forms for completion:

1. Employee’s Claim for Worker’s Compensation Benefits (DWC 1 Form)
2. Your Guide to Worker’s Compensation Pamphlet
3. Incident Notification Form

d. If the injury occurs after hours or on a weekend, the employee must report the incident immediately to his/her supervisor and the Human Resources representative on the first business day following the injury. Do not hesitate to contact your supervisor before, during, or after normal business hours.

e. The Human Resources representative is responsible for the processing of the required documents to the City’s Workers’ Compensation carrier.

f. The City’s Workers’ Compensation carrier is: State Compensation Insurance Fund, P.O. Box 8192, Pleasanton, CA 94588.

g. Supervisors are required to complete prescribed reporting forms whenever an employee is injured and/or placed on Workers’ Compensation Leave.

6.3.3 Workers’ Compensation Leave

Whenever an employee is compelled by direction of his/her physician to be absent from duty on account of such injury or disability, such employee shall be placed on Workers’ Compensation Leave. The employee shall receive full compensation for the first three (3) calendar days following the day of injury. Thereafter, the employee may elect to apply pro-rated sick leave, vacation, or compensation time is sick leave is exhausted, to such absence to receive compensation therefore in an amount equal to the difference between the compensation to which he/she is entitled under the Workers’ Compensation Act and his/her regular pay not to exceed the amount of accrued leave. An employee who is receiving workers’ Compensation shall continue to accrue sick leave and vacation.

Workers’ Compensation benefits begin with the fourth full consecutive calendar day of missed work; however, if the absence continues beyond fourteen (14) days, Workers’ Compensation will then pay the applicable benefits for the first three (3) days of missed work. When this occurs, the employee will be docked for the first three (3) days the City previously paid the employee in an amount equal to the Workers’ Compensation benefits received.

An employee who is on a Workers’ Compensation leave of absence for more than thirty (30) days and who was covered by long-term disability insurance when the work-related injury or illness
occurred may be eligible for disability benefits. Compensation to which an employee is entitled from Workers’ Compensation and Long-term disability shall not exceed an employee’s regular pay.

SECTION 6.4 EMERGENCIES

6.4.1 Emergency Operations Plan

The City has a written Emergency Operations Plan that presents the designated actions the City and the employees must take to ensure employee safety from fire and other emergencies.

6.4.2 Fire Prevention

City employees are expected to know the location of the fire extinguisher(s) in their work areas and to make sure they are kept clear at all times. Employees must notify their supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

6.4.3 In Case of Fire

Any employee who becomes aware of a fire should:

- Dial 911 or the local fire department.
- If possible, immediately contact your supervisor. Evacuate all employees and other persons from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
- When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

6.4.4 Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.
- Be alert to any person that may need assistance in the evacuation process.

Do not re-enter the building until instructed to do so.

In the event of a disaster, the Incident Commander and the County Emergency Operations Center (EOC) Representative are authorized to take such actions as may be necessary to facilitate recovery operations, including, but not limited to, deploying staff for damage assessment and
emergency repair purposes; procuring materials, labor, and services required for damage control and emergency repairs; suspending water service pending determination of public health and safety requirements; and restoring water service when safe and appropriate.

SECTION 6.5 VEHICLE USAGE

6.5.1 Policy

It is the policy of the City of Eastvale to provide vehicles for business use. In instances where a City vehicle is not available, employees shall be reimbursed for using their private vehicles during the course of business as set forth below.

6.5.2 Driver’s License

Employees who drive City vehicles must possess a valid driver's license, provide proof of valid insurance, and be approved to operate such vehicles by Human Resources. Such employees shall participate in the California Department of Motor Vehicle “Pull Notice” program. Employees holding jobs designated as requiring driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. The driving requirements are specified in each job description. In addition, such employees must inform their supervisor(s) of any changes that may affect their ability to meet the standards of this policy. The City obtains, on a regular basis, motor vehicle records of all employees.

6.5.3 City Vehicles, Rentals, and Private Vehicles

City vehicles will be assigned to those departments which have demonstrated a continuing need for them. Additional vehicles are maintained for use as needed. Employees traveling out of town on City business may also be authorized to use rental cars, subject to City Manager approval. Optional insurance on rental vehicles should not be obtained.

Employees who need transportation in the course of their normal work may be assigned a City vehicle for their use. All other employees needing transportation for City business may use vehicles assigned to the department or drawn from the motor pool. As a last alternative, when no City vehicles are available, employees may use their own vehicles for business purposes, provided evidence of insurance has been received and approved by the City and with the prior approval of the City Manager.

6.5.4 Responsibility for Vehicle and Tickets

Employees who drive a vehicle on City business must exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are responsible for any driving infractions or fines as a result of their driving.

6.5.5 Reimbursement for Expenses

Employees driving on City business may claim reimbursement for parking fees and tolls actually incurred. Employees who use their personal vehicle for approved business purposes shall receive a mileage allowance equal to the internal revenue service standard mileage rate. This allowance is to compensate for the cost of gasoline, maintenance, and usage. Reimbursements shall not be approved if the employee has not complied with the insurance requirements or if a City vehicle was available and the employee failed to use it.
6.5.6 Proof of Insurance

Employees who drive their own personal vehicle for approved business purposes must, on an annual basis, provide Human Resources with a certificate verifying that they have insurance coverage. Before any employee can obtain reimbursement, the employee must have the prior approval from his/her supervisor and have a current insurance certificate on file with Human Resources.

6.5.7 Safety While Driving

Employees are not permitted, under any circumstances, to operate a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which he employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

6.5.8 Accidents and Theft

Employees must report any accident, theft, or damage involving a City vehicle, or a personal vehicle used for City business, to Human Resources and the City Manager, regardless of the extent of damage or lack of injuries. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers.

6.5.9 Pay

Time spent by non-exempt employees in driving a City or personal vehicle on City business during normal working hours is considered hours worked for pay purposes.

6.5.10 Disciplinary Action for Accidents

Employees who drive City and personal vehicles on City business or carpooling are expected to maintain a good driving record. If an employee whose job requires driving as a condition of employment has a chargeable accident in a City vehicle, or personal vehicle while conducting City business, the employee is subject to disciplinary action. If an employee operates any City vehicle while physically or mentally impaired, the employee is subject to immediate suspension or termination. This prohibition includes, but is not limited to, instances where an employee is temporarily unable to operate a vehicle safely or legally due to illness, medication, or intoxication.

6.5.11 No Smoking Policy

Employees shall not smoke in any City facility or vehicle while on duty, except during designated rest and meal breaks. A violation of this “No Smoking” policy shall result in disciplinary action.

SECTION 6.6 ANTI-VIOLENCE POLICY

The City of Eastvale takes a proactive approach to violence and will tolerate neither violent behavior nor any behavior that is known to have a high correlation to violent behavior, such as bullying and threats of violence, in the workplace. The City encourages employees to report all incidents of
violence in the work place. Incidents of threats, harassment, and other aggressive behavior should be immediately reported to a City supervisor.

The City recognizes that individuals will experience difficulties related to their work, their relationships with co-workers, supervisors, managers, or members of the public. The City offers an Employee Assistance Program for all employees to receive support in handling any difficulties that may arise. The City also provides a complaint process if the difficulties are due to issues of harassment, discrimination, or other unfair treatment.

The City’s position is one of zero tolerance. Any acts that breach the policy will be investigated and appropriate action will be taken including discipline, up to and including termination.

6.6.1 Definitions

a. Violence: Any act that is committed with the result of physical or psychological harm to another individual. This also includes any act of destruction of property belonging to the City or its employees.

b. Threat: A direct or implied expression of intent to inflict physical harm and/or actions that a reasonable person would perceive as a threat to physical safety or property. The following are some examples of behaviors that may be considered threats, taking into consideration the employee’s history along with the tone of voice, body language, and behavior of the employee when the threat was made and the context of the discussion:

- Verbal threats, which include descriptions of what the violent person plans to do;
- Threatening conduct, such as intimidating others, showing off or actually brandishing a weapon;
- Bizarre statements or actions threatening physical harm, often stemming from a perceived work injustice;
- Obsessions, such as nursing a grudge against a co-worker or supervisor; or
- Jokes about physical acts of violence.

6.6.2 Mandatory Report

When any employee becomes aware of a threat, implied or direct, to self or others, the employee shall immediately notify his/her supervisor or the Human Resources representative, or City Manager, who shall notify the threatened employee and conduct an investigation.

6.6.3 No-Weapons Policy

a. Prohibition. The City prohibits all persons, except law enforcement, who enter City property (which includes all vehicles and all facilities under the control of or used by the City) from carrying a handgun, firearm, knife, or weapon of any kind onto the property, regardless of whether the person is licensed to carry the weapon or not. This includes the possession of such weapons in an employee’s vehicle, locker, desk, etc.

b. Scope. All City employees, are also prohibited from carrying a weapon while in the course and scope of performing their job for the City, whether they are on City property at the time or not and whether they are licensed to carry a weapon or not. Employees may not carry a weapon while performing any tasks on the City’s behalf.

c. Definition. This policy applies to all City employees, contract and temporary employees,
visitors on City property, and customers and contractors on City property, regardless of whether they are licensed to carry a concealed weapon or not. The only exceptions to this policy are law enforcement, security guards, or other person who have been given written consent by the City to carry a weapon on the property.

d. **Mandatory Report.** Prohibited weapons include any form of weapon or explosive restricted under local, State, or Federal regulation. This includes all firearms, illegal knives, or other weapons covered by the law. If any employee has questions about whether an item is covered by this policy, he/she should contact Human Resources. Employees are responsible for making sure that any potentially covered item in their possession is not prohibited by this policy.

In any employee becomes aware of anyone violating this policy, he/she shall report it to his/her immediate supervisor or the Human Resources representative, or City Manager immediately.
CHAPTER 7– SEPARATION FROM EMPLOYMENT

SECTION 7.1 RESIGNATION

a. An employee wishing to resign is asked to submit a written notice ten (10) working days prior to leaving. The notice should include the reasons for resignation and the effective date.

b. Prior to leaving, the City Manager, or designee, will arrange an exit interview to collect issued items, where the employee will be expected to return all City property, including keys to City facilities or work areas, uniforms, equipment and the City Employee Identification Card.

c. In the event of dismissal or layoff, the employee will be paid at the time of dismissal. For voluntary resignation, the employee’s check will be issued at the last day of voluntary resignation.

d. Employees will be asked to review and sign a statement indicating receipt of their last paycheck which will include accrued comprehensive annual leave pay-off. Final payment of compensation may be withheld pending return of City property, completion of necessary paperwork and other requirements of termination.

SECTION 7.2 LAYOFF/REDUCTION IN FORCE/RECALL

7.2.1 General Policy

The City Manager shall maintain authority to approve the layoff of regular and probationary workers at any time based upon:

a. Lack of Work;

b. Budgetary Reasons;

c. Elimination of Programs; or

d. Elimination of Services.

At least two (2) weeks written notice shall be given to any employee who is laid off. If less than two (2) weeks’ notice is provided, the employee will be paid for the difference between the date of layoff and two (2) weeks.

At the sole discretion of the City Manager, a demotion or transfer to another department or classification may be made to prevent a layoff, provided the employee is qualified by education and/or experience and is capable of performing the duties of the classification. The department managers, in consultation with the City Manager, and the Human Resources representative, will effect the layoffs, as approved by the City Manager.

7.2.2 Reduction in Force

When it becomes necessary to reduce the workforce at the City, the City Manager shall designate the job classification and department in order to effect a reduction in the work force. Temporary, part-time, seasonal, or probationary employees in the same job classification as ones proposed to be reduced with the City shall be laid off first. Although the City Manager may elect to do so, he/she is not required to allow laid-off employees to “bump” employees in other classifications unless the employee has previously successfully held a position in another classification, in which case the
laid-off employee would be considered for layoff, if any, from the previously held classification, along with others in that classification, in accordance with the “Order of Layoff” set forth below.

Probationary promotional employees who are laid off shall, if applicable, be returned to their former classification. Employees who accept lower positions or transfers in lieu of layoff shall be placed at the salary range of the new position.

7.2.3 Order of Layoff

The order of layoff of regular employees within the same job classification shall be made in accordance with a system which favors retention of the more meritorious employees, based upon evaluation of the following factors, in the listed order of importance:

a. The two (2) most recent performance evaluation records as finalized and/or filed in the employee’s personnel file, except when an employee has less than two (2) years of service within the City. In that case, only one (1) performance evaluation will be used;

b. Documents of disciplinary actions during the preceding 24 months;

c. Seniority (length of service in a career position) 1) in the Classification; 2) in the Department; and 3) at the City.

7.2.4 Seniority

Seniority is determined from the day of employment in a City department as a regular employee, provided that any regular employee who, as a result of promotion, transfer, or voluntary demotion, is hired to a regular position in another department, shall, for purposes of layoff, carry seniority previously acquired over to the new department.

7.2.5 Recall List

The name of every regular employee who is laid off, transferred, or demoted to a classification in the same department for longer than one (1) pay period due to a Reduction in Force, shall be placed on the Recall List maintained by Human Resources.

Vacancies to be filled within a department shall be offered, first in order of performance, to individuals named on the Recall List who at the time of the Reduction in Force, held a position in the same job classification within the department as the vacancy to be filled. Individual names may be removed from the Recall List by the Human Resources representative, for any of the following reasons:

a. The expiration of two (2) years from the date of placement on the List.

b. Reemployment with the City in a regular full-time position in a department other than that from which the employee was laid off.

c. Failure to respond within fourteen (14) calendar days of mailing of a certified letter regarding availability for employment.

d. Failure to report to work within fourteen (14) calendar days of mailing of a certified letter containing a notice of reinstatement to a position absent mitigating circumstances.
e. Request in writing to the City Manager to be removed from the List.

7.2.6 Status on Re-employment

A regular employee who has been laid off or terminated in lieu of reassignment and is reemployed in a regular position within two (2) years from the date of his/her layoff or termination shall be entitled to:

a. Restoration of seniority accrued prior to and during layoff.

b. Credit for all service prior to layoff for the purpose of determining the rate of accrual of vacation leave.

c. Placement in the salary range as if the employee had been on a leave of absence without pay if he/she is reinstated to the same job classification in the same department from which he/she was laid off or terminated.

SECTION 7.3 ABANDONMENT OF EMPLOYMENT

An employee who is absent, without authorized leave for three (3) or more consecutive workdays is deemed to have resigned his/her employment with the City. If the department manager, with the concurrence of the Human Resources representative and City Manager, determines that extenuating circumstances exist, the resignation may be rescinded, in which case the absence may be covered by leave, with or without pay, if so approved by the City Manager.
CITY OF EASTVALE

ACKNOWLEDGEMENT OF RECEIPT OF THE CITY’S DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Statement of Policy
It is the policy of the City to maintain a workplace that is free from the effects of alcohol and prohibited substances. The City believes that any employee who uses or is under the influence of alcohol or any prohibited substances while on City business, regardless of locale, jeopardizes the welfare and safety of City employees and the public, as well as undermines productivity and efficiency.

All City employees will receive a copy of this policy and are required to read and sign the City’s Drug Free Workplace Policy and Employee Acknowledgment. Compliance with the following provisions of the Drug Free Workplace Policy is a condition of employment. An employee who violates this policy is subject to corrective action, up to and including termination of employment.

Employees are responsible for complying with all aspects of this policy and procedure. Initial employment offers or offers for rehire may be contingent upon successful completion of a controlled substance test. For certain jobs or positions, candidates will be required to submit to a medical examination and/or blood, urine or other medical test, and to agree in writing to allow results of these tests to be furnished to and used by the City.

Employees who are experiencing problems resulting from alcohol and/or substance abuse or dependency are encouraged to seek counseling from their immediate supervisor prior to having received a positive drug or alcohol test while on duty. The supervisor will contact and work with Human Resources to identify other sources of assistance. Such discussions will be kept confidential, will not be considered a violation of this policy, and will have no influence on performance reviews. Should an employee voluntarily request a leave of absence for treatment of drug and/or alcohol addiction, the City will reasonably accommodate such a request.

Applicability
This policy applies to all City employees including any volunteers, while they are performing City-related business, and also applies to off-site lunch periods if the employee is scheduled to return to work following a lunch period.
Prohibited Substances
Prohibited substances include, but are not limited to:

a. Drugs: barbiturates, cannabinoids, benzodiazepines, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.

b. Alcohol: beverages or substances, including any medications containing alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

c. Legally-prescribed and non-prescription medications: Use of or being under the influence of any legally-prescribed medication(s) while performing City business that affects the employee’s ability to perform assigned job duties in a safe, effective, and efficient manner. An employee taking any medication of this type bearing a warning label indicating impairment of vision, mental function, motor skills, judgment, or safe functioning shall immediately inform their immediate supervisor and shall not perform any work-related duties until medical advice is sought. The City may consult with the prescribing physician to learn the expected effect of the medication and/or require a written statement from the physician that continued working will be safe and efficient. Employees using prescription or over the counter drugs in the manner prescribed, where such use may compromise their ability to work safely, are expected to report the use of such drugs (in general terms) to their supervisor prior to performing work. The employee will not be required to state the name of the drug or the reason for taking the drug. A determination will be made by a competent medical authority whether the employee can continue to work safely. If it is determined that the employee cannot continue to work safely, an attempt will be made to find alternate employment that can be performed safely or other reasonable accommodation consistent with ADA requirements in cases not involving medical marijuana (which is considered illegal under federal law and a prohibited substance and may not be used prior to reporting to duty or while on duty). If no such alternate employment or accommodation can be found, the employee will be placed on leave of absence until he or she is determined to be able to work safely or is terminated/separated from City employment.

Manufacture, Use, Sale, or Possession of Alcohol or Prohibited Substances
The manufacture, use, sale, possession, distribution, or purchase of alcohol or a prohibited substance by any employee while on City premises, or in a City vehicle, or while performing City business is absolutely prohibited. Any violation will result in immediate discipline up to and including termination of employment. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be immediately removed from duty and shall not be permitted to operate any City vehicle or equipment. The employee shall undergo a reasonable suspicion alcohol and/or prohibited substance test. A verified positive prohibited substance test result, an alcohol test with a result indicating any alcohol concentration, a refusal to test (including by adulterating or substituting a urine specimen) or any other violation of the prohibition on the use of alcohol or prohibited substances under this policy constitutes a violation of this policy and will result in disciplinary action, up to and including termination. Employees failing this test, or refusing to cooperate with the administration of this test shall remain off duty and shall be subject to disciplinary action up to and including termination. “Under the influence” is defined as any measurable amount of drugs or alcohol present in an employee. No employee shall report for duty under the influence of alcohol or any prohibited substance. Further, no employee shall use any alcohol or prohibited substance during working hours or operate any City vehicles or equipment while under the influence of alcohol or a prohibited substance, regardless of the amount. Violation of this policy may result in disciplinary
action up to and including termination from employment. No City employee may report for duty or remain on duty when his or her ability to perform assigned functions is adversely affected by alcohol. Violation of this provision may result in disciplinary action up to and including termination from employment.

Use of any legally-prescribed medication(s) or non-prescription medication(s) shall be permitted and performance of work-related duties shall be allowed, but only if, after reporting and review of medical advice from a competent medical authority, the City Manager or his or her designee determines that the employee is capable of performing all work-related duties in a safe, efficient, and effective manner. Failure to notify a supervisor of the use of legally-prescribed or non-prescription medication may result in disciplinary action up to and including termination of employment in accordance with this policy.

Searches
It is the responsibility of all City employees to ensure that the work environment is free of alcohol and prohibited substances. Any City employee who has knowledge of any violation of this policy by another employee who does not report it will also be subject to disciplinary action, up to and including termination.

In order to enforce this policy, the City reserves the right to conduct an Administration-authorized search of City property or employees and/or their personal property, and to implement other measures necessary to deter and detect violations or abuse of this policy. Searches of employees and/or their personal property may be conducted when there is reasonable suspicion that an employee is in violation of this policy. The City may conduct unannounced searches of, among other areas and property, City vehicles and property, workstations, work areas, desks, file cabinets, lockers, and other personal property, and all areas and property in which the City maintains control or joint control with the employee, for alcohol or prohibited substances. City employees shall have no reasonable expectation of privacy in these areas and property and in City-supplied property, such as vehicles, workstations, desks, lockers, and cabinets.

An employee’s private locker or storage space that is not located on City property or on property jointly owned by the City and the employee may be searched in the employee’s presence, with his or her consent, with a valid search warrant or with notification that a search will be completed in accordance with applicable law, on the basis of reasonable suspicion. Employees are expected to cooperate in the conduct of such searches. An employee’s consent to such a search is required as a condition of employment, and the employee’s refusal to consent may result in disciplinary action, up to and including termination, although the employee will first have the opportunity to contest the basis for the determination of reasonable suspicion.

For the purpose of this policy, “reasonable suspicion” is defined as those facts that would lead a reasonably prudent person to believe that the employee has alcohol or prohibited substances or that alcohol or prohibited substances are located in the area(s) to be searched.

Compliance and Testing Requirements
Applicants or employees who test positive for alcohol or any prohibited substance will have the opportunity to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result. For employees, tests will be completed just before departure, during duty, or in some cases, just after the employee has finished performing his or her job duties, as reasonably practicable. Employee testing will be conducted without cost to the employee during regular working hours, and transportation will be provided to and from the medical facility where the test will be taken.
Supervisors requesting a “reasonable suspicion” or “post-accident” alcohol or prohibited substance test for an employee should first contact Human Resources to get corroboration of the visible signs/behaviors and refer to the testing procedures.

All information relating to prohibited substance testing will be kept strictly confidential and will maintained in each employee’s medical file, which is maintained separately from an employee’s personnel file. Results of a prohibited substance test will only be discussed with those that have a work-related need to know.

Pre-employment Testing
All individuals offered employment or rehire may be required to submit to a pre-employment prohibited substance test prior to hire. All individuals offered employment or rehire to a safety-sensitive position must submit to a pre-employment prohibited substance test prior to hire. All offers of employment are contingent upon successful completion and passing of any required testing.

Random Testing for Safety-Sensitive Employees
The City may, without any reasonable suspicion or randomly, order blood, urinalysis, or other alcohol or prohibited substance testing for all employees occupying safety-sensitive positions or acting in the capacity of a safety-sensitive position.

Post-Accident Testing
Post-accident testing will be implemented if an employee is involved in an accident when an employee is on City business and which results in a fatality, injury, or significant property damages, or if an employee receives a citation under state or local law for a traffic violation in connection with the accident, and there is a reasonable suspicion that alcohol or any prohibited substance may have been a factor. Such testing will be conducted within two (2) hours after the accident or as soon thereafter as reasonably practicable. If an employee is injured, unconscious, or otherwise unable to give consent of the alcohol or prohibited substance test, the individual understands that by signing acknowledgement and receipt of this policy, he or she consents to such a test in such circumstances.

Reasonable Suspicion Testing
Any employee who reports to work and appears to be under the influence of alcohol or any prohibited substance is subject to reasonable suspicion testing. Testing of employees for alcohol or any prohibited substance may be implemented by City management when there is a reasonable suspicion that an employee possesses or is under the influence of alcohol and/or any prohibited substance. If an employee is on a medically-prescribed medication, it is his/her responsibility to advise their supervisor of this fact before reporting to work, as described above.

Testing may also be required if an employee is found to be in possession of physical evidence, i.e., alcohol, a prohibited substance, or paraphernalia, possibly connected with the use of alcohol or any prohibited substance, or if alcohol or any prohibited substance is found in the employee’s immediate work area.

Return to Duty Testing
Employees who refuse to submit to a prohibited substance test or do not pass a test may not return to duty until they pass a prohibited substance test and the City Manager or designee has determined that the individual may return to duty. Appropriate disciplinary action will be taken against those who either refuse to take or fail a prohibited substance test. Moreover, all employees returning from a leave of absence to attend alcohol and/or prohibited substance rehabilitation treatment must also present documentation reflecting the successful completion of
such treatment.

Should the results of the alcohol or prohibited substance test be negative, the employee may return to the workplace and perform regular job duties, and no further action will be taken on the incident that gave rise to the reasonable suspicion.

**Notifying City of Criminal Drug Statute Arrests, Charges, and Convictions**

If an employee is arrested for, charged with, or convicted of violating a criminal drug statute, the employee must notify the City Manager in writing within two (2) calendar days after such arrest, charge, or conviction.

My signature below acknowledges that I have read and understand the above policy, and agree to adhere to its terms. I further understand that the original of this acknowledgement of receipt will be placed in my personnel file.

Dated: _______________  ______________________________

Employee’s Name

____________________________

Employee’s Signature

July 31, 2017
PERSONNEL COMPLAINT FORM

It is the City of Eastvale’s policy to investigate fairly, timely and thoroughly all complaints of harassment and discrimination, and to take appropriate action. If you wish, use this form to document your complaint, and submit it to Human Resources or to the City Manager.

Your Name: ___________________________ Date: ___________________________

The person(s) involved in the complaint are:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

The events involved in the complaint include (please include all relevant dates; attach additional sheets if necessary):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

It may become necessary to disclose your identity and/or complaint, as well as to conduct a formal investigation. Should such disclosure become necessary, it will be only to persons who have a need to know your identity or the details and nature of the complaint. Confidentiality will be preserved to the best extent possible.

If you have any questions regarding how to file a complaint, please contact Human Resources or the City Manager for assistance.

Revised: July 31, 2017
City of Eastvale  
Human Resources Department  
REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT

Name_____________________________ Job Title______________________ Date______________

Department________________________ Division________________________

Secondary Employer Information

Outside Employer’s Name ___________________________ Outside Employer’s Address ___________________________
Telephone No. ___________________________

Outside Employer’s Worker’s Comp. Certificate No. Expiration Date
Insurance Carrier ___________________________

Outside Employer’s Worker’s Comp. Certificate No. Expiration Date
Insurance Carrier ___________________________

A COPY OF THE CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THIS FORM

Self-Employment Information

Name of Business ___________________________ Address of Business ___________________________
Business Telephone No. ___________________________

Business Tax License No. ___________________________ Date of Issuance ___________________________

Type of outside employment and description of duties:

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

Number of hours per week ________ Duration of job___________ Weeks_______ Months_______

I hereby request permission to engage in outside employment during my off-duty hours or vacation time. In
requesting this permission, I understand and agree to the following conditions:

1. That my outside employment will not interfere with my regular City job and that I will respond immediately if recalled
to duty with the City.
2. That the nature of my outside employment is such that there will be no conflict of interest with my City employment.
3. That the City of Eastvale will not be subject to claim or be held liable for any damages, injuries, or illnesses incurred
through my outside job.
4. That this permission may be revoked at any time and will be automatically revoked upon a significant change in hours
or duties or upon termination of my employment with the above employer and that I will notify the City if such should
occur.

___________________________________       _____________________________ ________________
Employee’s Signature                                              Printed Name                                              Date

APPROVALS:

___________________________       ______________________________        ___________________________
Department Head/Date                        Human Resources Director/Date                City Manager/Date

THIS FORM WILL NOT BE ACCEPTED UNLESS ALL APPLICABLE PORTIONS ARE COMPLETED                2-26-17
CITY OF EASTVALE

TELECOMMUTING AGREEMENT

I have read and understand the Telecommuting Policy within the City's Personnel Manual, and agree to the duties, obligations, responsibilities and conditions for telecommuters described in that document. I understand that I remain subject to all City of Eastvale policies, including, but not limited to, use of technology, confidentiality, sexual harassment and workplace safety.

I agree that, among other things, I am responsible for establishing specific telecommuting work hours, furnishing and maintaining my remote work space in a safe manner, employing appropriate telecommuting security measures and protecting company assets, information, and systems.

I understand that telecommuting is voluntary and I may stop telecommuting at any time. I also understand that the City of Eastvale may at any time change any or all of the conditions under which I am permitted to telecommute, or withdraw permission to telecommute.

Work Schedule

I will be telecommuting on the following days: (check all that apply)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

☐ I am a non-exempt employee and will be telecommuting during the following hours. I understand that I must report to my supervisor when I check in for the day, when I leave for the day, and at all mandatory breaks so my hours will be properly recorded:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

☐ I am an exempt employee.
Telecommuting Agreement

City of Eastvale Equipment

The City of Eastvale has supplied me with the following equipment. I understand that I am responsible for immediately reporting any malfunctions. I further understand that I am solely responsible for any damages that may occur to this equipment. At the termination of this Agreement, or upon request of the City, I agree to immediately return this equipment or reimburse the City for the value of this equipment. I will only use the equipment for work related activities:

<table>
<thead>
<tr>
<th>Item</th>
<th>Date Issued</th>
<th>Identification# (Serial #)</th>
<th>Date Returned</th>
<th>Condition Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>□ Yes □ No</td>
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<tr>
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<td>□ Yes □ No</td>
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<td>□ Yes □ No</td>
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<td></td>
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<td></td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

Contact Information

While working, I will be available by: (check all that apply and fill in appropriate contact information):

- ☐ Telephone
- ☐ E-mail
- ☐ Cellular Phone

Staff Assistance and Communication

While telecommuting, I will require regular assistance of the following staff:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Telecommuting Agreement

I intend to communicate with staff in the following manner:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

I intend to communicate with my supervisor in the following manner:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

City of Eastvale Covered Costs

The City of Eastvale will cover the following costs. I understand that all other expenses related to telecommuting are my responsibility.

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

My signature below affirms that I have reviewed the Telecommuting Policy and the contents of this Telecommuting Agreement with my supervisor and understand their contents. I understand that this Agreement may be altered or terminated at any time.

__________ _______________________________________________  
Date  Employee Signature

__________ _______________________________________________  
Date  Employee Printed Name

__________ _______________________________________________  
Date  Department Head’s Signature

__________ _______________________________________________  
Date  City Manager’s Signature
Purpose:
The City of Eastvale (City) maintains a web site as one of its principal mechanisms to inform the community, businesses, residents, and visitors about the facilities, and available services in the City of Eastvale. The City’s official web site, “http://www.eastvaleca.gov”, is the website for information about Eastvale. The purpose of the Web Site Linking Policy is to establish the criteria for how links on the City’s portal are to be implemented or restricted to the web sites of cities, businesses, special interest groups, schools, universities, and hospitality industries. The most efficient and effective uses of the City’s portal will be links to other non-City sites.

Application:
This linking policy applies to the City's web site, “http://www.eastvaleca.gov”, or other official City web sites or home pages as may be created, managed and maintained by the City. Departments and agencies maintaining separate web sites outside the City's official web site shall also be required use this Linking Policy. However, special circumstances may require separate guidelines for what links are permitted. Deviations from this policy shall require the approval of the City Manager or Public Information Officer.

Third Party
A third party may link to content contained in the official website of the City, provided that:

1. the link must be in a plain text-only format and must not use the City logo or any other non-word mark, unless otherwise agreed to in writing by the City;

2. the link must be displayed in a proportionate manner, spatially separated from, and not otherwise associated with, any sponsorship advertising, or other commercial text or graphics that may be on the page/area containing such word link; and

3. a site (“Linking Website”) that links to the City Website must comply with the following additional terms and conditions:
   a) the Linking Website or the link itself must not be used as a method of creating an unauthorized association between an organization, business, goods or services (on the one hand) and the City with a third party or the Linking Website;
   b) the Linking Website must not imply that the City is endorsing or sponsoring a third party or its products or services;
   c) the Linking Website must not replicate content on the City Website, except where such content is included in a syndicated City RSS feed;
   d) the Linking Website must not present false information about the City;
   e) the Linking Website must not create a frame, browser or border environment around any of the content of the City Website, including any frame, browser or border environment containing any sponsorship, advertising or other commercial text or graphics; and
f) the Linking Website must not contain materials that would violate any laws or contain content that could be construed as obscene, libelous, defamatory, or otherwise harmful to the City.

The City will generally permit links from its official web site to:

- Other governments and educational institutions;
- Public and non-profit organizations that have some relationship to the City;
- Generally recognized neighborhoods and Citywide associations;
- Arts, cultural, major festivals, and similar organizations of general interest to City residents;
- General employment information from the City;
- The hospitality industry;
- Labor union sites per agreement with Human Resources; and,
- Tourist information, including web sites of major tourist attractions in the City.

The City will generally not permit links from its official web site to:

- Candidate sites or sites advocating a position on City or other ballot issues;
- Corporate, business, or other commercial sites, unless such site(s) are related to an economic development program or project supported by the City;
- Individual personal home pages;
- National sites, except links to professional associations or organizations with direct application to local governmental issues;
- Sites containing, depicting, or otherwise providing information, graphics, photos, content, which is offensive to public morals or discriminatory;
- Sites containing, depicting, or otherwise providing information, the dissemination of which would violate any federal, state, or local law;
- Sites designed to promote a particular religious orientation;
- Sites of home pages used solely as a vehicle to sell advertising or Internet services; and,
- Sites or home pages that are more “commercial” than “content”.
- Promoting or exhibiting hate, bias, discrimination, pornography; libelous or otherwise defamatory content
- Violating any of the City's equal opportunity policies

**Responsibilities:**

It shall be the responsibility of the Information Technology Department to:

- Maintain the City’s web site main page and portal;
- Monitor links to ensure compliance with criteria set forth above;
- Advise departments and agencies of non-compliant links; and,
- Coordinate any request to deviate from the Linking Policy with the City Manager’s Office.

It shall be the responsibility of the qualifying site from departments and agencies to:
• Provide a link from their home page to the City's web site using a logo provided by the City for that purpose or an official logo from their department or agency;
• Provide to the City's webmaster a logo or symbol to be induced as part of the organization's link;
• Maintain their site in conformance with the above criteria for linking; and,
• Pursue outreach efforts to provide assistance to nonprofit and community groups offering direct services to citizens of the City in the creation of web sites and placement of such sites on the web at little or no cost.

Disclaimer
The following disclaimer shall appear on the links page of the official City web site:

“Although the official City of Eastvale (City) web site may contain links to other web sites controlled by third parties, the City provides these links merely as a convenience. The appearance of a link or reference to other sites from the official City web site does not constitute an endorsement or reflect the opinions, standards, or policies of the City, its officials, employees, or agents. The City assumes no responsibility for the content of the material contained at those sites or for the accuracy of any information found there. Access to other web sites is at your own risk, and the City shall not be liable for damages of any nature whatsoever resulting from linking to other web sites from the official City web site.”

Approved: 11/17/2010
The City of Eastvale has adopted the following policy for the investment of City funds.

I. **The Legal Authority**

The Authority governing investments for the City of Eastvale is set forth in the California Government Code, sections 53601 et. Seq. The City Treasurer is granted authority to make investments on behalf of the City.

Government Code Section 53607 states “.....the authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for such transactions until such time as the delegation of authority is revoked, and shall make a monthly report of such transaction to the legislative body.”

Government Code Section 53649 states “...the treasurer is responsible for the safekeeping of money in his custody and shall enter into any contract with a depository relating to any inactive deposits which in his judgment is to the public advantage.” The City Treasurer will enter into purchases subject to this policy and at the direction of City Council.

In addition, Government Code Section 53607 provides the authority for the legislative body of the local agency to invest the funds of the local agency or to delegate the full responsibility to the treasurer of the local agency.

II. **Investment Objectives**

A. The purpose of this policy is to provide guidelines for the investment of the City’s funds based upon State law and prudent money management. This policy is designed according to the specific needs of the City of Eastvale. The ultimate goal is to enhance the economic status of the City while insuring the safety of funds.

B. The City holds to the “prudent investor rule” in that investments shall be made with a degree of judgment and care, not for speculation, but considering the safety of the monies and acting as a custodian of the public trust. Related activities, which comprise good cash management, include cash projections, the expeditious collection of revenue, disbursement control and a cost effective banking relationship.

C. The investment of the funds of the City of Eastvale shall be guided by the goals of safety, liquidity, diversification and return on investments in that order of priority.

1. **Safety**: Safety of principal is the foremost objective of the City of Eastvale. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk; credit risk and market risk.
a. **Credit Risk** - Credit Risk; defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing only with issuers whose financial strength and reputation can be verified to be the highest as rated by nationally known rating agencies and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the City’s cash flow.

b. **Market Risk** - Market risk, the risk of the market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by (a) structuring the portfolio so that securities mature earlier than or concurrent with the timing of major cash outflows, thus eliminating the need to sell securities prior to their maturity; (b) prohibiting the use of leverage or margin accounts; (c) prohibiting the taking of short positions, that is, selling securities which the City does not own; (d) prohibiting the use of reverse repurchase agreements and repurchase agreements; and (e) prohibiting the use of “inverse floaters”. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured loses are inevitable, and must be considered within the context of the overall investment return.

2. **Liquidity:** The City’s financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands.

3. **Return on Investments:** The investment portfolio shall be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.

### III. Deposits/Authorized Investments

#### A. Deposits

Money must be deposited in State or national banks, State or Federal savings associations, or State or Federal Credit unions within the State. It may be in inactive deposits, active deposits or interest-bearing active deposits. The FDIC must insure the first $250,000 of a deposit.

The bank or savings and loan must secure the active and inactive deposits with eligible securities having a market value of 110% of the total amount of the deposits. State law also allows as an eligible security, first trust deeds having a value of 150% of the total amount of the deposits. A third class of collateral is letter of credit drawn on the Federal Home Loan Bank (FHLB).

#### B. Authorized Investments

General Guidelines that the City should follow in managing its investments are as follows:
• No investment will be purchased which matures more than five years from the date of purchase without the prior approval of the City Council.
• Maturities of individual investments shall be diversified, attempting to match, where possible, cyclical cash flow requirements.
• The use of callable securities is permitted.

To reduce overall portfolio risk while attempting to attain market value rates of return consistent with the primary objectives of safety and availability of funds, investments shall be diversified cross types of investments, maturities of those investments, and institutions in which those investments are made. Generally, the portfolio is to be invested in Federal Agency securities, with a modest addition of high-grade Medium Term Corporate Notes, Certificates of Deposit (CD’s), U.S. Treasuries and Commercial Paper.

The City specifically prohibits investments in Bonds issued by other local agencies, Reverse Repurchase Agreements and Derivatives (Interest rate floaters, range notes, interest-only strips)

**Permitted Investments Per City Policy:**
Investments shall be made only in those instruments specifically authorized by California State laws (section 53600-53609), and to no greater an extent than those authorized by those laws.

The City’s specific permitted investment guidelines are listed below. It should be noted that the City’s permitted investments are moderately more restrictive than the State guidelines. Attachment A provides a summary of the State of California Statutes Applicable to Municipal Investments and a Glossary.

<table>
<thead>
<tr>
<th>PERMITTED INSTRUMENTS</th>
<th>CITY GUIDELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>State or County Investment Pool (LAIF)</td>
<td>LAIF $50,000,000</td>
</tr>
<tr>
<td>Federally Insured Banks/Time Deposits</td>
<td>5 Years / No limit</td>
</tr>
<tr>
<td>U.S. Treasuries</td>
<td>5 Years / No limit</td>
</tr>
<tr>
<td>Government Sponsored Enterprises <em>(US Agencies)</em></td>
<td>5 Years / No limit</td>
</tr>
<tr>
<td>Bankers Acceptances</td>
<td>180 Days / 10% max / 5% per issuer</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>270 Days / 10% max / 10% per issuer combined</td>
</tr>
</tbody>
</table>
CITY OF EASTVALE  
Administrative Policy

<table>
<thead>
<tr>
<th>Policy No: A-02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
</tr>
<tr>
<td>Investment Policy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Date: 01/12/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium-Term Notes</td>
</tr>
<tr>
<td>5 Years / 15% max / 5% per issuer combined / 10% max by sector classification</td>
</tr>
</tbody>
</table>

| Negotiable Certificates of Deposit |
| 5 Years / 30% max / lesser of 5% or $1 million per issuer |

| Repurchase Agreements |
| 1 Year / 10% max  
Only with Master Repurchase Agreement / Daily mark to market |

| Money Market Mutual Funds |
| 10% max / $500 million assets / 5% per issuer |

| Reverse Repurchase Agreements |
| Not Allowed |

| California State Obligations |
| Not Allowed |

| California Local Obligations |
| Not Allowed |

| Mutual Funds |
| Not Allowed |

| Mortgage Pass Through Securities |
| Not Allowed |

IV. Investment Program Controls

A. Separation of Reconciliation. A separation of responsibilities of reconciling bank statements and conducting investment transactions provides an internal control of checks and balances. Only individuals authorized by the City Manager and City Clerk may conduct investment transactions. Consequently, individuals responsible for reconciling bank statements may not conduct investment transactions.

B. Third Party Safekeeping Agreements. Contractual agreement between the City and third party custodian public investment agencies (LAIF) is used to secure City invested funds.

C. Quarterly Treasurer’s Report. The City Treasurer shall submit a quarterly investment report to the City Council. This report shall include types of investment, investment ratings, institutions involved, dates of purchases, dates of maturity, amount of deposits or cost of the security, current market value of securities, interest rates, investment fund balances and a statement that there are sufficient funds to meet the City’s cash obligations.

D. Annual Policy Review. The City Manager shall review the City’s investment policies annually and as needed to make recommendations for improvements to the City Council.
ATTACHMENT A:  
Summary of State of California Statutes Applicable to Municipal Investment

The following investments are authorized by California State Code, Title 5, Division 2, Sections 53600 et seq. and 16429.1.

<table>
<thead>
<tr>
<th>California Authorized Investments</th>
<th>% Limits &amp; Other Constraints (Key Limitation Summary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Agency Bonds</td>
<td>No Limit</td>
</tr>
<tr>
<td>US Treasury Notes, Bonds, Bills</td>
<td>No limit</td>
</tr>
<tr>
<td>California State Warrants, Treasury Notes or Bonds</td>
<td>No limit</td>
</tr>
<tr>
<td>Bonds, Notes, Warrants of any local agency within the State</td>
<td>No limit</td>
</tr>
<tr>
<td>Federal Agency or United States government-sponsored enterprise obligations</td>
<td>No limit</td>
</tr>
<tr>
<td>Bankers Acceptances</td>
<td>40% max overall limitation: 30% max in any one commercial bank: 180 days max maturity.</td>
</tr>
</tbody>
</table>
| Commercial Paper                                                    | A Domestic Corporation  
Total Assets in excess of $500 million At Least “A-1” rated commercial paper 25% max overall limitation:  
10% investment max in any single issuer  
No more than 10% of the outstanding amount for any one issuer  
270 days max maturity.                                              |
| Negotiable Certificates of Deposit                                  | Issued by nationally or state-chartered bank, a savings association or a federal association, a state of federal credit union, or a state licensed branch of a foreign bank. 30% max overall limitation |
| Repurchase Agreements                                               | One Year Term or less  
Based on code authorized investments 102% underlying security valuation |
<table>
<thead>
<tr>
<th>Reverse Repurchase Agreements</th>
<th>Security subject to repurchase has been owned &amp; fully paid for at least 30 days prior to sale. Agreement does not exceed 92 days. Funds received cannot be used to purchase securities with a maturity longer than 92 days.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium-Term Corporate Notes</td>
<td>30% maximum overall investment limitation. Maximum remaining maturity of 5 Years. Domestic corporations Rated “A” or better.</td>
</tr>
<tr>
<td>Shares of Beneficial Interest Issued By Diversified Management Companies (Mutual &amp; Money Market Funds)</td>
<td>20% maximum overall portfolio. 10% of any one Mutual Fund. Based on code authorized investments. Money Market Funds registered with the SEC. Attained the Highest Ranking by not less than two nationally recognized rating organizations. Assets in excess of $500 million. Investment advisor with not less than five years experience.</td>
</tr>
<tr>
<td>Local Agency Investment Fund</td>
<td>$50 million. Maximum overall investment limit.</td>
</tr>
</tbody>
</table>
### Other Obligation Valuation Requirements:

- **(m)** Promissory notes secured by first mortgages and first trust deeds which comply with Section 53651.2.
- **(p)** With the consent of the treasurer, letters of credit issued by the Federal Home Loan Bank of San Francisco which comply with Section 53651.6.

- **(a)** Eligible securities, except eligible securities of the classes described in subdivisions (m) and (p) of Section 53651, shall have a market value of at least 10 percent in excess of the total amount of all deposits of a depository secured by the eligible securities.
- **(b)** Eligible securities of the class described in subdivision (m) of Section 53651 shall have a market value at least 50 percent in excess of the total amount of all deposits of a depository secured by those eligible securities.
- **(c)** Eligible securities of the class described in subdivision (p) of Section 53651 shall have a market value of at least 5 percent in excess of the total amount of all deposits of a depository secured by those eligible securities.

### Any mortgage pass through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass through certificate, or consumer receivable-backed bond

- **20% Maximum overall limitation 5 Years Maximum Maturity “AA” national rating or Higher**

### Moneys held by a trustee or fiscal agent pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements,

- May be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

### Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest

- Securities of the types listed by Section 53651 Market value of at least 110% of underlying security value
| Other Code Restrictions & Clarifications | A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips. A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity. No more than 5 percent of the total assets of the investments held by a local agency may be invested in the securities of any one issuer, except the obligations of the United States government, United States government agencies, and United States government-sponsored enterprises. No more than 10 percent may be invested in any one mutual fund. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase. |
GLOSSARY

ACTIVE DEPOSITS: Demand or checking accounts, which receive revenues and pay disbursements.

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): short-term credit arrangements to enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at its maturity. An acceptance is a high grade negotiable instrument. Acceptances are purchased in various denominations for 30, 60, or 90 days, but no longer than 180 days. The interest is calculated on a 360-day discount basis similar to treasury bills. Local agencies may not invest more than 40% of their surplus money in banker’s acceptance.

BASIS POINT: A basis point equals one one-hundredth of 1% (.01%).

BID: The price offered for securities.

BOOK-ENTRY SECURITIES: All U.S. Treasury and Federal Agencies are maintained on computerized records at the Federal Reserve now known as "wireable" securities.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides. In the money market, brokers are active in markets in which banks buy and sell money and in inter-dealer markets.

CERTIFICATES OF DEPOSIT (CD): Time deposits of a bank or savings and loan. They are purchased in various denominations with maturities ranging from 30 to 360 days. The interest is calculated on a 360-day, actual day month basis and is payable monthly.

NEGOTIABLE CERTIFICATES OF DEPOSIT: Unsecured obligations of the financial institution, bank or savings and loan, bought at par value with the promise to pay face value plus accrued interest at maturity. They are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. The primary market issuance is in multiples of $1,000,000, the secondary market usually trades in denominations of $500,000, although smaller lots are occasionally available. As a matter of practice, only the ten largest U.S. banks, where there is a secondary market established for continued liquidity are considered for investment.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Eastvale. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related, legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COMMERICAL PAPER: Short-term unsecured promissory note issued by a corporation to raise working capital. These negotiable instruments are purchased at a discount to par value or at par value with interest bearing. Local agencies are permitted by State law to invest in commercial paper of “prime” quality of the highest ranking or of the highest letter and numerical ratings as provided by Moody's Investor's Service, Inc., or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed 270 days maturity nor exceed 30% of the local agency's surplus funds.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipts is delivery of securities with an exchange of a signed receipt for the securities.

DEBENTURE: A bond secured only by the general credit of the issuer.

DISCOUNT: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., U.S. Treasury bills).

DIVERSIFICATION: Dividing investment funds among a variety of securities and issuers offering independent returns.

DERIVATIVE: An asset that derives its value from another asset. For example, a call option on the stock of Coca-Cola is a derivative security that obtains value from the shares of Coca-Cola that can be purchased with the call option. Call options, put options, convertible bonds, futures contracts, and convertible preferred stock are examples of derivatives. A derivative can be either a risky or low-risk investment, depending upon the type of derivative and how it is used.
FEDERAL CREDIT AGENCIES: Guaranteed directly or indirectly by the United States Government. All agency obligations qualify as legal investments and are acceptable as security for public deposits. They usually provide higher yields than regular Treasury issues with all of the same advantages. Examples include Federal Home Loan Bank, Federal Farm Credit Bank, FNMA (Fannie Mae) and Federal Home Loan Mortgage Corp. (Freddie Mac).

FEDERAL FUNDS: Non-interest bearing deposits held by member banks at the Federal Reserve. Also used to denote "immediately available" funds in the clearing sense. "Fed Funds" also used to refer to these funds.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

INTEREST-BEARING ACTIVE DEPOSITS: Money-market accounts at a financial institution, (e.g., bank, savings and loan, credit union). These accounts are demand accounts (i.e., checking accounts) with restricted transaction activity.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LAIF (Local Agency Investment Fund): A special fund in the State Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is $5,000, in multiples of $1,000 above that, with a maximum balance of $40,000,000 for any agency. The City is restricted to a maximum of fifteen transactions per month. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly. The State retains an amount for reasonable costs of making the investments, not to exceed one-quarter of one percent of the earnings.

The interest rates are fairly high because of pooling the State's surplus cash with the surplus cash deposited. This creates a multi-billion dollar money pool and allows diversified investments.
**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase--reverse agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MEDIUM-TERM CORPORATE NOTES:** Unsecured promissory notes issued by a corporation organized and operating in the United States. These are negotiable instruments and are traded in the secondary market. Medium-term corporate notes can be defined as extended-maturity commercial paper.

Local agencies are restricted by the Government Code to investments in corporations rated in the top three note categories by a nationally-recognized rating service. Further restrictions are a maximum term of five years to maturity and total investments in medium-term corporate notes may not exceed 30% of the local agency's surplus funds.

**MONEY MARKET FUNDS:** Open-ended mutual fund that invests in highly liquid and safe securities (bills, commercial paper, bankers' acceptances, CD's, etc.) and pays money market rates of interest. The fund’s net asset value remains a constant $1 a share.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank, as directed by the FOMC, in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve’s most important and most flexible monetary policy tool.

**PASSBOOK SAVINGS ACCOUNTS:** Similar to an inactive deposit except that the period of time is not fixed. The interest rate is much lower than for a certificate of deposit, but the savings account is more flexible. Funds can be deposited and withdrawn according to daily needs.

**PORTFOLIO:** Collection of securities held by an investor.

**PRIMARY DEALER:** A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks, and a few unregulated firms.
PRIME RATE: The rate at which banks lend to their best or "prime" customers. Also, known as the "reference rate."

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state (the so-called legal list). In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

REPURCHASE AGREEMENTS (RP OR REPO): A repo or reverse-repo is a short-term investment transaction. Banks buy temporarily idle funds from a customer by selling U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date. Repurchase agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal funds and the maturity of the repo. Some banks will execute repurchase agreements for a minimum of $100,000 to $500,000, but most banks have a minimum of $1,000,000. A reverse-repo is exactly what the name implies.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SETTLEMENT DATE: The date on which a trade is cleared by delivery of securities against funds. This date may be the same as the trade date or later.

TRADE DATE: The date on which a transaction is initiated or entered into by the buyer and seller.

TREASURY BILLS: Issued weekly with maturity dates up to one year. They are issued and traded on a discount basis with interest figured on a 360-day basis, actual number of days. They
are issued in amounts of $10,000 and up, in multiples of $5,000. They are a highly liquid security.

**TREASURY NOTES:** Initially issued with two- to ten-year maturities. They are actively traded in a large secondary market and are very liquid. The Treasury may issue note issues with a minimum of $1,000; however, the average minimum is $5,000.

**TREASURY BOND:** Long-term U.S. Treasury securities having initial maturities of more than ten years.

**UNIFORM NET CAPITAL RULE (SEC RULE 15C3-1):** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**WHEN-ISSUED TRADES:** Typically, there is a lag between the time a new bond is announced and sold, and the time when it is actually issued. During this interval, the security trades "when, as, and if issued."

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**YIELD TO MATURITY:** The rate of return yielded by a debt security held to maturity when both interest payments and the investor’s capital gain or loss on the security are taken into account.

Approved: 01/12/2011
SECTION 1. A new Chapter 3.12 entitled "Purchasing; Professional Services; Disposition of Surplus Supplies and Equipment" is hereby added to Title 3 of the Eastvale Municipal Code to read as follows:

"Chapter 3.12

PURCHASING; PROFESSIONAL SERVICES;
DISPOSITION OF SURPLUS SUPPLIES AND EQUIPMENT

Sections:
3.12.010 Adoption of purchasing system
3.12.020 Authority and responsibility
3.12.030 Determination of purchasing requirements
3.12.040 Purchasing limitations
3.12.050 Competitive informal bidding procedures
3.12.060 Competitive formal bidding procedures
3.12.070 Exemption from bidding upon determination of Purchasing Officer or City Council
3.12.080 Professional service contracts; exempt from bidding
3.12.090 Change Orders
3.12.100 Disposal of surplus supplies or equipment

3.12.010 Adoption of purchasing system. In order to establish efficient procedures for the purchase of supplies, services and equipment, to secure for the City supplies, services and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function through the use or purchase orders, contracts and other authorized procedures, and to assure the quality of purchases, the purchasing system set forth in this Chapter is adopted for the City of Eastvale. This Chapter does not apply to public works construction contracts. This Chapter shall apply to professional services contracts only as specifically provided here.

3.12.020 Authority and responsibility. The authority and responsibility for the purchase of supplies and equipment, procurement of professional services and disposition of surplus supplies and equipment is vested in the City Manager and City Council. The City Manager is the Purchasing Officer and may designate another City employee to serve as the Purchasing Officer and delegate to that person the duties and responsibilities imposed by this Chapter on the Purchasing Officer. The Purchasing Officer may promulgate rules and procedures necessary to carry out the responsibilities of this Chapter. The head of each City department is responsible for administering and implementing for that department the purchasing policies and procedures set forth in this Chapter.
(a) In addition to administering these policies and procedures, the Purchasing Officer and each department head shall:

(1) In awarding contracts or issuing purchase orders, first consider sources or supplies and equipment located within the City. The City Council has encouraged all residents and businesses located within the City of Eastvale to shop locally at businesses located in the City. In keeping with this policy, the Purchasing Officer shall make every attempt to purchase supplies and equipment from Eastvale businesses in accordance with this Chapter. The Purchasing Officer shall maintain a list of Eastvale vendors offering the types of supplies and equipment used by the City and shall circulate this list to all City departments. The Purchasing Officer or City Council may give preference to local bidders when awarding any contract or issuing any purchase order for the purchase of goods when the bids meet any of the following criteria to the extent allowed by law.

   i. The difference between bids from local bidders and those outside the City is less than the current sales tax benefit the City would receive from the local sales tax: and

   ii. The local bidder will be able to provide goods which are equal in quality and meet all bid specifications of the City and of other competing bidders; or

   iii. A reasonable condition of the contract performance is expeditious delivery of goods and it is reasonably believed that the local bidder will be able to provide its goods more expeditiously than a business located outside the City; or

   iv. Any other reason which would factually justify selection of a local bidder based upon criteria which do not illegally discriminate against outside businesses.

(2) Keep informed of current developments in market conditions and new products and maintain a bidder's list, vendors catalogue files or other records needed for the efficient purchase of supplies and equipment.

(3) Cause supplies and equipment delivered to the City to be inspected to determine their conformance with specifications.

(4) Evaluate contract services performed to determine conformance with the specifications set forth in the contract.

(5) Consider and encourage the purchase and use of environmentally friendly, “green” and recyclable materials and products, whenever practicable.
(6) The term "department head" as used in this division means the person who is designated by the City Manager as being responsible for each particular City department, including, but not limited to, City Manager, City Clerk, Finance, Planning, Community Services, Law Enforcement Services, Fire Protection Services, and Engineering/Public Works.

3.12.030. Determination of purchasing requirements. The adopted budget for each department for each fiscal year shall include funding for the necessary supplies, services, and equipment for that department during the fiscal year. Except in cases of emergency, the City Manager shall not issue any purchase order for supplies, services or equipment unless there exists an unencumbered appropriation in the department account against which such purchase is to be charged.

(a) Each department head or his/her designee shall ensure that sufficient documentation is submitted to the Purchasing Officer, with a request for purchase to demonstrate compliance with these policies and procedures and to justify the acquisition of supplies and equipment.

3.12.040 Purchasing limitations. For the purchase of supplies, equipment, and nonprofessional services, such purchases may be made by the employees designated in this section subject to compliance with the procedures and limitations contained in this section.

(1) For purchases of $100 or less, petty cash may be used and the applicable department head or their designee must approve the purchase. It is not required that bids be obtained for such purchases. No purchase order is necessary; the receipt should be provided to the responsible department head or the Purchasing Officer.

(2) For purchases over $100 but less than $2,000, the applicable department head must approve the purchase. No purchase order is necessary, and it is not required that bids be obtained for such purchases. Requests for purchases shall be made on forms prescribed and provided by the Purchasing Officer (requisition forms).

(3) For purchases that are equal to or exceed $2,000 but are less than $5,000, the Purchasing Officer must approve and execute the purchase order or contract for the purchase. It is not required that bids be obtained for such purchases. Requests for these purchases shall be made on forms prescribed and provided by the Purchasing Officer (requisition forms and purchase orders). Purchase orders shall be reviewed and signed by the Director of Finance.

(4) For purchases that are equal to or exceed $5,000, but are less than $25,000, the Purchasing Officer must approve and execute the purchase order or contract for the purchase. Purchase orders shall be signed by the Director of Finance or the City Manager. Contracts shall be subject to approval as to form by the City Attorney. Before the purchase is made, three
written Informal bids must be obtained from vendors and each of these bids must be documented, all in accordance with Section 3.12.050. Verbal bids will not be accepted in satisfaction of this requirement.

For purchases of $25,000 or more, the City Council must approve the contract for the purchase. Contracts shall be subject to approval as to form by the City Attorney. Prior to City Council approval, three written formal bids must be obtained from prospective vendors, in accordance with Section 3.12.060. Verbal bids will not be accepted in satisfaction of this requirement. The City Council may authorize that such purchase orders or contracts be executed by the City Manager.

### 3.12.050. Competitive Informal bidding procedures.

For purchases of supplies, equipment, or nonprofessional services with a value of $5,000 or more at least three bids must be obtained; and the applicable department shall solicit bids by written request to prospective vendors. Further, the purchase order or contract for such purchases shall be awarded to the lowest responsible vendor, consistent with the quality, quantity and delivery requirements. The lowest responsible bidder shall be determined by such factors as reputation, ability, references, quality of supplies and equipment, and price. Bids shall be submitted to the Purchasing Officer, who shall keep a record of all informal orders and bids for a period of six (6) months after placement of the order. This record, while kept, shall be open to public inspection.

### 3.12.80. Competitive formal bidding procedures.

Contracts for supplies, equipment, and nonprofessional services of estimated value of $25,000 or more shall be let by the formal procedures set forth herein.

1. The Purchasing Officer shall mail notices inviting formal bids. The notices shall be mailed to all qualified vendors on the bid list or who have requested their name to be added thereto unless the products or service is proprietary.

2. The notices shall be mailed no later than ten (10) calendar days before the opening date of the bids. The notices shall describe the supplies and equipment in general terms, how to obtain more detailed information, and state the time and place for submission of bids.

3. The notice inviting bids shall be published at least ten (10) calendar days before the date of opening of the bids. Notice shall be published in a newspaper of general circulation, printed and published in the City or if there is none, it may be posted in at least three (3) public places in the City that have been designated by ordinance as the places for placing public notices or it may be published in a newspaper circulated in the City.
(4) The City Clerk shall also post a notice of pending purchases on a public bulletin board at City Hall.

(5) Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. Bids shall be opened in public by the City Clerk or designee at the time and place stated in the public notices. A tabulation of all bids shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

(6) Contracts shall be awarded by the City Council to the lowest responsible bidder except as otherwise provided herein. The decision of the City Council shall be final.

(7) In its discretion, the City Council may reject any bids presented, abandon the purchase or advertise again. After rejecting the bids submitted, the City Council may either advertise again or adopt a resolution by a four-fifths (4/5) majority declaring that the supplies or equipment can be furnished at a lower price in the open market, and may award the contract in the open market without further compliance with this section.

(8) If two (2) or more bids received are the same and are the lowest, the City Council may accept the one it chooses.

(9) If no bids are received, the purchase may be let in the open market or by the informal procedures set forth in Section 3.12.050.

(10) The City Council shall have the right to waive any defect or informality in the bidding or in the procedures set forth in this section. A waiver of any defect or informality shall not void any contract subsequently entered into.

3.12.70. Exemption from bidding upon determination of Purchasing Officer or City Council. The bidding requirements set forth in this Chapter may be waived at the discretion of the Purchasing Officer, when any of the following is applicable:

(1) The product is proprietary.

(2) After a reasonable attempt has been made to obtain bids, and it has been determined by the Purchasing Officer that three (3) bids cannot be obtained.

(3) The Purchasing Officer finds that emergency conditions require the immediate purchase of supplies or equipment. For the purpose of this section, emergency purchases are those procurements required to prevent the immediate interruption or cessation of necessary City services or to safeguard life, property or the public health and welfare.
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| ORDINANCE NO. 2010-11  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
EASTVALE ADDING CHAPTER 3.12 ENTITLED "PURCHASING; PROFESSIONAL SERVICES;  
DISPOSITION OF SURPLUS SUPPLIES AND EQUIPMENT"  
IN THE EASTVALE MUNICIPAL CODE | 01/12/2011      |

4. The Purchasing Officer determines that due to the nature of the supplies or equipment, formal bidding is not likely to result in the lowest price.

5. Sufficient, satisfactory bids are not received.

6. Supplies or equipment are procured through a cooperative purchasing program with the federal, state, county or other public agencies.

7. The commodity is unique, including, but not limited to, acquisition of data processing, telecommunications and word processing equipment, goods and services.

8. The product or service can be obtained from only one vendor (sole source).

9. The purchase of a specific brand name, make or model is necessary to match existing City equipment or facilitate effective maintenance and support.

The bidding requirements of this Chapter may be waived by the City Council when, in the opinion of the City Council, compliance with the procedures is not in the best interest of the City.

3.12.080. Professional service contracts; exempt from bidding. Professional services are defined as services provided by any specially trained and experienced person or firm, including but not limited to, persons or firms in the areas of accounting, administration, architecture, construction management, economics, environmental analysis, engineering, finance, landscape architecture, law, planning, surveying, or other matters involving specialized expertise or unique skills.

(a) Contracts awarded for the performance of services in the above listed areas shall be awarded by the City Council on the basis of the demonstrated competence of the contractors, and on the contractor's professional qualifications necessary for the satisfactory performance of the services required, and on the fairness and reasonableness of the cost of the services to the City, and shall not be awarded solely on the basis of cost. The competitive formal bidding requirements set forth in Section 3.12.060 are not applicable to the procurement of professional services.

(b) Subject to compliance with the procedures set forth in this section, the Purchasing Officer may enter into and execute contracts or purchase orders for professional services when the cost of such services is less than $25,000 per fiscal year. City Council approval is required for all contracts for professional services when the cost of the services is $25,000 or more per fiscal year. The City Council may authorize that such contracts be executed by the City Manager.
### CITY OF EASTVALE
Administrative Policy

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### ORDINANCE NO. 2010-11
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EASTVALE ADDING CHAPTER 3.12 ENTITLED "PURCHASING; PROFESSIONAL SERVICES; DISPOSITION OF SURPLUS SUPPLIES AND EQUIPMENT" IN THE EASTVALE MUNICIPAL CODE

(c) Notwithstanding the above provisions of this section, all contracts for the performance of the annual audit of the City's financial statements shall be competitively bid by obtaining at least three proposals for providing the required services, evaluating the proposals pursuant to criteria set forth in subsection (b), and awarding the contract based on the best proposal. Further, the award of all such contracts regardless of cost shall be approved by the City Council.

Following the award of a contract or issuance of a purchase order for materials, supplies, equipment, services, or construction contracts, the contract or purchase order may be amended by the issuance of a change order, provided the change which is the subject of amendment is reasonably related to the scope of the original contract. The Purchasing Officer will maintain control relative to the scoping, estimating, and negotiating of the proposed change(s) and the Director of Finance will certify the availability of funds for the proposed change in the event that the change order increases the contract cost. On a regular basis, a report will be submitted to the City Council outlining all change orders that have been issued to contracts governed by this Chapter during the reporting period. Any change order with a total cost less than $25,000 may be approved by the Purchasing Officer, provided the aggregate amount of all changes to a particular contract, including the change order under consideration, does not exceed ten (10) percent of the original contract cost. Any change order in an amount of $25,000 or more or any change order which, when considered with the aggregate amount of all other changes to a contract, exceeds ten (10) percent of the original contract cost, shall be approved by the City Council. Any time extension of the performance deadline up to a total of sixty (60) days may be approved by the Purchasing Officer. Any time extension of a performance deadline that exceeds sixty (60) days shall be approved by the City Council. If a proposed contract modification, change order or request for extra work exceeds the limitations imposed upon the Purchasing Officer by this section or by resolution, and any extended delay in obtaining City Council approval is reasonably determined to subject the city to liability for damages incurred by a contractor, or to jeopardize the public health, welfare, or safety, or to otherwise result in potential detriment to the city, then the Purchasing Officer shall have authority to exceed the dollar amounts or percentage limitations specified herein. All contract modifications shall be subject to approval as to form by the City Attorney.

#### 3.12.100. Disposal of surplus supplies or equipment.
The head of any City department may declare supplies or equipment (collectively “personal property”) held by such department surplus. Such declaration shall be in writing and the written declaration shall be delivered to the City Manager who shall maintain a written inventory of surplus supplies and equipment for circulation to and review by each department. If any department has use for such personal property, the department head may request reassignment of such personal property from the City Manager. The City Manager shall have the authority to assign the personal property to the department best able to make use of such personal property. If no department head makes a request for use of such personal property after the inventory report has been circulated for one month, the personal property shall be deemed surplus.
(a) The City Manager shall have the authority to dispose of surplus supplies or equipment by auction or sale or otherwise after receiving bids or proposals which, in his judgment, provide the best return to the City.

(1) Sale on the open market. The City Manager shall cause to be published at least three days before the sale, in a locally adjudicated newspaper or newspaper circulated in the City, and by posting on any City website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price.

(2) Sale by sealed bid or auction. As an alternative to the sale on the open market, the City Manager may, when in his/her judgment it is in the best interest of the City, sell surplus personal property by means of sealed bid or public auction.

In the case of sale by sealed bid or public auction, the City Manager shall cause to be published at least three days before the sale, in a locally adjudicated newspaper, and by posting on any City website, a notice setting forth a general description of the surplus personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price.

In conducting an auction, the City Manager may contract with a professional auctioneer and allow a flat fee, hourly fee or percentage of the amount of the sale to be paid based upon that which is common and customary method and rate for such auctioneering services.

(b) The City Manager may, when in his/her judgment sale or auction of surplus personal property is infeasible or will result in minimal return to the City, recommend to the City Council that such surplus personal property be donated to any other governmental organization (Including those outside the United States) or non-profit group or corporation exempt from federal taxes pursuant to internal Revenue Code Section 501(c) (3) located within or serving the City of Eastvale. Surplus personal property shall only be donated upon approval by the City Council.

SECTION 2. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases or portions thereof be declared Invalid or unconstitutional.
SECTION 3. The provisions of this ordinance are intended to and do supersede any provisions of the ordinance of the County of Riverside which cover the same matters as in this Ordinance and which are in effect pursuant to Ordinance No. 2010-1 of the City.

SECTION 4. Effective Date. This Ordinance shall take effect thirty days after adoption as provided by Government Code Section 36937.

SECTION 5. The City Clerk shall certify the adoption of this Ordinance and shall cause the same to be posted as required by law.

Approved: 01/12/2011
Purpose.
The purpose of this policy is to provide uniform procedures relating to the performance of travel on City Business by employees and other officials. The policy is issued to advise and assist employees and elected officials in the performance of their official duties and in obtaining advancement and/or reimbursement for travel expenses.

The City recognizes that attendance at meetings and conferences serves a vital forum for the exchange of ideas and methods in all areas of municipal administration, presenting and receiving information, and advocating legislation of benefit to the City. The governing factor in authorizing attendance at these functions is the tangible benefit to accrue to the City as the result of such attendance in relation to the overall expense to the City. Only travel/attendance which serves a municipal purpose and is deemed necessary and/or advantageous to the City of Eastvale shall be approved and reimbursed.

Responsibility.
Authorizing officials have the administrative responsibility to determine the reasonableness of travel costs, as justified by the nature to travel. The intent is to limit reimbursable expenses to the extent that each employee and official accomplishes essential City travel as economically as feasible by:

A. Critically examining each trip to determine necessity. The City does not permit travel when the matter can be handled by mail or telephone.

B. Minimizing the number of people who must travel for a single purpose.

C. Authorizing itineraries which are the most cost-effective.

D. Requiring use of air accommodations less costly than first-class, unless there is a valid or unique reason.

E. Requiring use of available City-owned vehicles when car travel is officially necessary and advantageous to the City.

F. Periodically reviewing these procedures with City staff.

The City Manager shall administer the expenditure of travel funds in accordance with appropriations made by the City Council in the annual adopted budget, with the exception of the appropriations made for the City Council Members' travel. All travel is subject to the availability of funds.

It is the duty of each employee and official to exercise sound and reasonable judgment in the conduct of City travel. Personal and City travel must not be commingled in such a manner as to increase allowable expense or otherwise adversely affect the interest of the City.

When requested by the employee or official, the City will pay advance registration and the first nights lodging to guarantee a room. Except as provided by Section 5 of this policy, in case of
non-attendance or cancellation, the employee or official will reimburse the City any amounts advanced that are non-refundable.

**Travel Authorization.**
Official travel by City employees requires prior written authorization by the appropriate approving authority. The City form for reimbursements shall be used to document authorization. Travel trips of one-day or less shall also require the traveler to use the City form for reimbursements.

Elected official travel or attendance which requires an expense report shall, to the extent possible, provide advance notice prior to or at the regular meeting following the travel, by oral or written presentation.

**Travel Advances.**
Employee and officials may provide their own funding and file claims for reimbursement or may apply for an advance of public funds by utilizing the expense report form. All requests for advance of travel funds are to be submitted through the approving authority to the Finance Department at least five (5) working days before the intended date of departure. All advances must be properly accounted for on termination of travel for which the advance was made; advance payments do not constitute approval to spend the entire amount advanced.

**Advance Reservations - Cancellation.**
City Council Members are encouraged to notify the City Staff of any meeting, convention or dinner for which the city would bear cost, which he or she is planning to attend, in sufficient time to allow for lower airfare or reservation costs to be obtained.

In the event any Council Member who has made, or has caused to be made, a reservation in furtherance of the above policy and is thereafter unable to attend for good cause as determined by the remaining Members of the Council, then the cost of such cancellations will be borne by the City and not by the City Council Member. Any Council Member unable to attend a previously scheduled event shall notify staff promptly upon learning of the inability to attend.

The City Council may annually establish a listing of authorized core conference, meetings, and seminars as defined in the Municipal Budget.

Conference travel for elected officials shall include training and travel expenses for each City Council Member at all core conference as defined in the Municipal Budget. Core conferences shall include, but are not limited to: National League of Cities, National Conference of Mayors, League of California Cities Annual Conference, League of California Inland Empire meetings and annual workshops, League Sponsored workshops, SCAG and WRCOG Workshops and conferences, and CCAC meetings, workshops and conferences. In addition to attendance at core conferences, each Council Member shall be limited to allocated reasonable funds annually for miscellaneous seminars, conferences and "in-service" training. This allocation will include all costs for registration, travel, and lodging, as well as expenses normally taken under "per diem".
Conference travel of employees shall be limited to department heads, division heads or positions of a highly technical or professional nature as designated. In all cases, specific travel expenses must be justified in the annual department budget and approved by the City Manager. Every effort shall be made to avoid the simultaneous absence of both the department head and the assistant department head.

**Modes of Transportation.**
Individuals requesting official travel should attempt to travel by means economical to the City. In selecting a particular method of transportation, consideration shall be given for the total cost to the City which will result, including overtime, lost work, and actual transportation costs.

A. **Travel by Automobile**
When vehicles, either private or City-owned or commercial, are provided for authorized travel, employees shall pool rides whenever possible. Members of the City Council may, at their own discretion and their own convenience, travel by separate automobile.

No employee shall be authorized mileage allowance for privately-owned vehicle travel in performance of official business or approved function unless authorized by the City Manager or appropriate department head.

Mileage reimbursement for privately-owned vehicle use on City business shall be at the current rate set by the Internal Revenue Service. The mileage reimbursement rate covers costs of fuel, oil depreciation, insurance and necessary repairs of said vehicle while on City business. When privately-owned vehicles are used, total payment for mileage will not exceed the cost of tourist class air passage.

1. **Personal Liability**
   When a privately owned vehicle is used, the employee is responsible for:
   a. Possessing a valid California operator's license issued by the State Department of Motor Vehicles; and
   b. Cost of repairs or damages to the privately-owned vehicle as a personal expense of the traveler; and
   c. Insurance coverage for personal and property liability for use of his/her privately owned vehicle in the minimum amounts required by the State of California.

B. **Commercial Auto Rental**
Employees and officials will be reimbursed for the actual and necessary cost of such rental when substantiated by a voucher. Employees will not be reimbursed the additional cost if the waiver of collision damage deductible and/or personal accident insurance offered in car rental agreements is accepted. The City has self-insurance programs which provide protection for these risks. Employees shall, however, be reimbursed for
any loss necessarily sustained by them which is attributable to the fact that a damage waiver was not accepted.

C. Air Travel

When reimbursement is claimed for transportation via scheduled commercial airlines, reimbursement will be limited to the cost of travel by air coach (tourist or economy fare). The advance purchase of airline tickets may be handled via a travel agent or directly through the individual airline.

Lodging

Amounts equivalent to the reasonable cost of accommodations for single occupancy at the hotel or motel in which the employee or official stays will be allowed. "Reasonable cost" shall be determined by taking into account such factors as prevailing lodging rates of the area, proximity of lodging to City-business destination, and potential additional transportation requirements.

A. Regular Lodging

An employee is expected to make reservations well in advance whenever possible and to take other actions to ensure that lodging is secured at moderate rates. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned City business. If an employee or official chooses to arrive earlier or stay later than the length of City business, the additional lodging and other expenses related to this decision are the individual's personal expenses.

B. Shared Lodging

1. Family Member

Where expense for a family member is included on the receipt, the rate reimbursed will be the single occupancy rate. The single occupancy rate shall be noted on the receipt by the motel or hotel.

2. Fellow Employee

When a room is shared with a fellow employee, a duplicate receipt will be obtained and the amount claimed by each employee will be one-half the double occupancy rate.

Other Reasonable Expenses

A. Allowable Expenses

1. Meals, except for those included in the cost of the registration, will be reimbursed at actual costs. Expense Claims for meals including other than the Claimant shall include the following information:
a. Date expense incurred  
b. Parties participating  
c. Purpose of meeting  

2. Incidental transportation expenses, such as a street car, bus, and ferry fares, bridge, toll road and vehicle parking fees  

3. Telephone and telegraph charges for official business  

4. Fees and tips paid to waiters, porters, baggage handlers, bellhops, hotel maids, and other service personnel  

B. Use of Credit Cards  

Designated City Officials may use a City approved credit card, or in emergency situations, personal credit cards for payment of any or all of the travel expenses described herein. Reimbursement for such expenses made on personal credits cards shall be in conformance with reimbursement requirements as established within this policy. However, travelers will be required to reimburse the City immediately for any credit card charges which were also included under any "per diem" issued to the traveler by the City prior to departure. Credit card bills will be audited carefully by Finance staff and matched with travel expense forms to preclude "double-payment" to travelers. Any such overpayment must be promptly reimbursed to the City within 5 working days of notification to traveler.  

C. Business Expense Policy  

Business expense reimbursement for required City business held at a breakfast, lunch or dinner is permissible as deemed necessary and appropriate by the designated Executive Manager. Such business expenses may be charged directly on a City credit card or reimbursed to the employee after the expenditure. In either case, an expense reimbursement form, completed in the appropriate section(s), must accompany the actual receipt and transmitted to the Finance Department in order to receive reimbursement. The date, guest and reason for the business expense must be clearly stated on the expense form. Failure to provide proper documentation for expenses will result in termination of credit card privileges and denial of reimbursement. Expenses incurred by City employees and officials in facilitating City business with other city employees or officials are reimbursable with City Manager approval.  

1. Travel Authorization - Annual Budget  

Business or conference travel requests estimated to exceed $100 shall be submitted with the department's annual budget request. Scheduled business travel within the state, requiring more than three days, and requests for travel out of state require City
Council authorization for elected and appointed officials, and City Manager authorization for City employees.

2. Forms Required

The Finance Director shall establish such forms as are necessary and appropriate to provide accurate records of travel requests and travel expense reimbursement in accordance with City policy and IRS reporting requirements.

a. All travel forms must be completed in advance showing all anticipated expenses and containing the necessary signatory authorizations. Travel forms must be completed within 5 working days after trip to substantiate expenses with receipts for permanent files.

b. Travelers seeking eligible reimbursements, consistent with this policy, must file a travel request form within 5 working days of return. No reimbursements of any kind will be provided without receipts.

3. Signatory Authority

Designated Executive Manager's (EM's) may sign and approve travel requests for subordinates up to $1,000. Travel for City employees in excess of $1,000 must be signed and approved by the City Manager. All “over-night” travel requests for Executive Manager's, regardless of amount, must be approved by the City Manager prior to attendance.

4. Fair Labor Standards Act (FLSA)

Compensation requirements with respect to time spent in attending lectures, meetings, training programs or similar activities during work time shall be counted as working time only if authorized in advance and in writing by the City Manager. No such authorization shall be given unless the lecture, meeting, program or other activity is directly related to improving the employee's ability to perform his/her current job.

a. Time spent in attending lectures, meetings, training programs and similar activities shall not be counted as working time where such attendance is outside of the employee's regular working hours except situations where the employee is directed by his/her department head to attend such lecture, meeting, training program or similar activity. In this case, employees entitled to overtime shall be compensated in accordance with the approved Personnel Rules and Regulations with respect to overtime.

5. Travel Time

Time spent by an employee traveling between the employee's residence and the employee’s work place is not work time and shall not be treated as hours worked.
a. Where an employee is requested by his/her department head to travel outside the City, time spent traveling between the employee’s home and assigned destination shall be treated as time worked only to the extent that it exceeds the amount of time normally taken by the employee to travel between his/her residence and regular City work place.

6. Definitions

a. **City** when used shall mean the City of Eastvale.

b. **Conference Travel** shall be defined as travel to attend meetings or conferences that are primarily for the educational or professional enrichment of the participant and not to transact specific business of the City, but for which the City will receive a secondary or indirect benefit.

c. **Business Travel** shall be defined as travel at which attendance of the participant is required to conduct specific items of City business.

d. **Elected Official** means a member of the City Council.

e. **City Employee** means any person regularly employed by the City on a full-time basis, elected officials and members of advisory commissions or boards.

f. **Council-Appointed Employee** means any person appointed by the City Council to an officially established advisory board, commission, committee or task force of the City.

D. Personal Expenses

Expenses intended for the personal benefit or pleasure of the traveler shall not be reimbursed, such as, but not limited to:

1. Entertainment;

2. Barber and beauty shop charges;

3. Personal telephone calls;

4. Tailors;

5. Fines for traffic violations;

6. Private automobile repairs;
7. Expenses of member(s) of the persons family who may accompany the employee or official on the trip;

8. Purchase of personal items.

Family Member Accompaniment
There is no objection to a spouse and/or other family member(s) accompanying an employee or official on a City business trip, provided that their presence does not detract from the performance of City duties. The attendance at the meetings and conferences by such members of City employee and officials is to be considered a sole expense of the individual employee and/or official, and all differences in cost brought about by the attendance and/or accompanying travel of a family member shall not be borne by the City, except as provided by Section 7 A(5).

Settlement of Travel Expenses
Travelers are responsible for the accurate preparation of their claims, and the responsibility of omission or commission cannot be shifted to another individual. An "Expense Report" form substantiated by receipts which verify the claimed expenditures must be submitted to the City Manager within five (5) working days after returning from the conference and/or trip.

If an employee or official has drawn expense money in advance, a settlement must be made on the basis of actual expenses. If actual expenses exceed the advance, upon approval by the City Manager, said expenses will be reimbursed to the traveler by the Finance Department. If actual expenses do not exceed the expense advance received, said traveler shall return the unused portion of the expense advance to the Finance Department.

To be reimbursed for travel expenditures, an employee or official must sign and submit an "Expense Report" form. No reimbursement shall be made until the Expense Form has been properly executed and approved by the City Manager. The Finance Director will reimburse only those expenses properly approved by the City Manager.

The decision of the City Manager shall be final in all cases where conflicts of opinions on reimbursement or allowable expenses exist.

Approved: 08/10/11
PURPOSE

The purpose of this policy is to define and clarify authorized reimbursable expenses in accordance with California Government Code Section 53232 et seq. It includes travel, business meals, lodging, conference expenses and other related expenditures incurred while conducting City business and to establish procedures for authorization and reimbursement of such expenses.

BACKGROUND

This policy is adopted under the legal requirements of AB 1234, signed by the Governor on October 7, 2005.

POLICY

This policy is applicable to the City Council, and all Commissions, Committees, Boards and Agencies, (hereafter “Agencies”) of the City that are subject to the Brown Act. This Policy is also applicable to City Employees.

It is the policy of the City that no Member or Employee shall sustain personal monetary loss as a result of duties performed in the service of the City. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be “necessary” to accomplish the purposes of such business and shall be “reasonable” in amount.

In accordance with Government Code Section 53232.2(f), all expenses that do not fall within the adopted reimbursement policy must be approved for Members, by the City Council in a public meeting, and for Employees, by the City Manager, before the expense is incurred.

1. **Definitions**

For the purpose of this Policy, the following definitions will be used:

- Elected Officials - those individuals elected by the citizens to office.
CITY OF EASTVALE  
City Council Policy

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Subject

Reimbursement of Expenses Incurred for Official City Business by Elected or Appointed Officials And Employees

- Appointed Officials - members of all City of Eastvale Commissions, Boards and Agencies appointed and subject to the Brown Act.
- Agency - the City Council, and all City of Eastvale Commissions, Boards and Agencies.
- Member - any elected or appointed official subject to this Policy.
- Employee – an individual employed directly and solely by the City, excluding independent contractors, subcontractors, and other persons performing work on behalf of the City but self-employed or employed by other persons, corporations or entities.
- Reimbursable expense – expenses incurred and paid for by Members and Employees pursuant to this Policy.

2. Specific Occurrences Qualifying for Reimbursement of Expenses Incurred in Official City Business

Government Code Section 53232.2(b) requires the City to specify the types of occurrences that qualify a Member or Employee to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses. Accordingly, the following list contains only those expense classifications for determining expenses authorized to be expended for official City business, including travel and related expenses. Members and Employees are expected to exercise good judgment and show proper regard for economy when incurring expenses in connection with official City business. The principle of "reasonable and necessary" should be used when deciding to expend taxpayer money.

- Conferences, training, and educational trips, including visiting other governments to discuss and observe best practices.
- Business-related trips where a benefit to the City can be defined.
3. **Transportation, Meals and Other Reimbursement**

**Transportation**

**Airline Travel**

Domestic Air - All Members and Employees shall utilize coach or tourist class accommodations when traveling within the continental United States by commercial airline. Reservations, where possible, should be made at least 14 days in advance to take advantage of all available discounts. Travel should be arranged through the City charged on a City credit card or, when necessary, charged on a personal credit card. Personal credit card purchases will be reimbursed only for the actual round-trip fare and only after the trip. Members and Employees may, at their own expense, pay to upgrade their airline accommodations.

**Private Automobile**

Members and Employees will be reimbursed for actual mileage, for the use of their private cars in travel to and from designated place(s) on City business outside the City. The reimbursement rate will be at the current Internal Revenue Service rate. Members and Employees will be reimbursed for total round-trip miles.

**Garage and Parking Expenses**

Expenses for necessary parking and storage of private or City vehicles may be authorized. Receipts should be provided to obtain reimbursement.

**Vehicle Rentals, Taxi, and Transit Fare**

Out of town expenses for such transportation may be authorized where reasonable and necessary to conduct City business. Receipts must be provided to obtain reimbursement. When vehicle rental is chosen...
taxi or shuttle service, there should be a business reason or economic benefit to support the rental decision.

Rental car used as the primary source of transportation from a Member or Employee’s home to and from the destination is considered a personal vehicle and will be reimbursed actual expenses not to exceed mileage allowance.

**Lodging**

Expenses will be allowed for adequate lodging. Price is an issue in selecting “adequate lodging”. Prudence and good stewardship should be used when selecting a hotel. Itemized receipts for lodging must be provided to obtain reimbursement. Lodging in connection with a conference or event held in a hotel qualifies as adequate lodging for purposes of this Policy. However, if lodging at the event hotel is not available, lodging is then limited to the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, the Member or Employee shall use comparable lodging that is consistent with the requirements of this Policy.

Lodging expenses are limited to the cost of the room plus related taxes and will be reimbursed after the stay. Advance room deposits may be made directly to the hotel. However, in such instances, the advance deposit MUST appear on the Travel Reimbursement Request form as such. Personal expenses incurred at the hotel, such as movies, laundry, and internet services are not reimbursable.

Local lodging, defined as within 50 miles from City Hall, will not be reimbursed without prior approval by the City Council, or in the case of an Employee, by the City Manager. Specific events that may qualify for approval include being a conference presenter before 9 a.m., or an early morning start following a meeting/function the night before that ends after 9 p.m.

When lodging expenses are incurred, no mileage expenses to and from a Member or Employee’s home will be reimbursed.
Out of Town Meals

Reasonable and customary expenses for meals are authorized for Members and Employees as required to conduct official City duties. Members and Employees traveling on City business shall be entitled to reimbursement of expenses incurred for necessary meals not to exceed breakfast, lunch, and dinner in any one day. The maximum that will be reimbursed for meals in one day is $60, including gratuity. This sum can be split among meals as desired and should be reduced accordingly for business taking less than a full business day. Alcohol will not be reimbursed for Members or Employees. When meals are included in the cost of an event, meal expenses incurred outside of the event will not be reimbursed without City Council approval.

General Business Meals

Members and Employees who, during the normal course of performing their duties, must provide meals for representatives of other governmental agencies or other persons doing business with the City in order to most effectively execute their responsibilities are authorized to exceed the meal allowance, but must use prudent judgment and are subject to challenge for excessive amounts. In such cases, the meal must be documented with a description of the purpose of the meal(s), including an explanation of its necessity to the City; and a list of all persons, including other Members or Employees who were in attendance, specifying their organization and/or title. Expenses for persons not related to the conduct of City business shall not qualify as a reimbursable expense under this Policy.

Tips and Gratuities

Reasonable expenses for tips are allowable for meals (as limited above), hotel, and transportation purposes, with or without a receipt.

Registration Fees

Convention or meeting registration fees qualify for reimbursement. The City may pre-pay conference registrations prior to the date of the event. In cases where early
registration is not possible, a receipt or registration form documenting the fee must be provided with the reimbursement request. In all cases, a brochure or registration document must accompany the payment voucher or petty cash voucher.

No Shows and Late Cancellation

This section addresses situations where a Member or Employee fails to attend a conference or general business meeting, after incurring expenses for that event. Such expenses may include conference fees, prepaid hotel charges, and airline charges. If a Member or Employee is unable to attend a planned trip, including a conference or general business meeting, it is the Member or Employee’s responsibility to ensure that any prepaid fees are refunded to the City. For any fees not fully refunded, the Member or Employee shall attach a written explanation to the Travel Reimbursement Request form addressing the reason(s) the Member or Employee was unable to attend.

Cell Phones and Related Cell Phone Charges

The use of Cell Phones and Related Cell Phone Charges are both widely available and utilized by all Members and Employees; consequently, it is difficult to identify those Cell Phone Charges which may be considered an expense incurred in the Member or Employee’s official City business. Therefore, all Cell Phone charges are not authorized reimbursable expenses under this Policy.

Member Participation in Other Public Agencies

Should any Member receive a stipend or other form of compensation from an outside agency, the City will not reimburse for expenses accrued in that Member’s performance of his/her duties to that agency. The purpose of the stipend is to cover incidentals incurred by the Member to participate in the governmental organization and is reported annually on the Fair Political Practices Form 806.

4. Procedures for Reimbursement of Expenses
Members and Employees shall submit Expense Reports within 30 days after incurring the expense, and the reports shall be accompanied by the receipts documenting each expense. Required documentation may include, but is not limited to:

- Credit card slip or meal receipt.
- Hotel receipt.
- Conference brochure.
- Meeting agenda.
- Statement of trip or meeting purpose.
- Other attendees at a meal or meeting.

The reason for the expenses should be clearly documented on the Expense Report or in the attached documents, if not otherwise obvious.

**Public Trip Meeting Report:**

In accordance with Government Code Section 53232.3(d), a Member requesting reimbursement shall provide a brief report on meetings attended at the expense of the local Agency at the next regular meeting of the Agency. Routine business meetings may be reported in writing on the consent calendar of the agenda.

Approved: 10/24/2012
Amended: 03/12/2014
Purpose:
The Accounts Payable Policies and Procedures relate to the recording and payment of all vendor invoices for the City of Eastvale, including both purchase order and non-purchase order items. These policies are intended to be guidelines for staff responsible for processing invoices and the responsibility to observe these guidelines belongs to all employees who process and/or approve invoices for their departments.

Policy:
It is the policy of the City of Eastvale to pay vendor invoices within 30 days of receipt. In order to process accounts payable the following procedures are to be followed.

General Information:
The City of Eastvale disburses accounts payable checks the day after City Council warrant approval at the 2nd semi-monthly Wednesday night meeting (generally 4th Wednesday of each month except for November and December). The accounts payable/check processing schedule requires that completed and approved invoices be submitted to Finance two weeks prior to the City Council meeting. In the absence of an approved vendor invoice, all vouchers require a Request for Warrant form to be approved and attached to supporting documentation and submitted to Finance two weeks prior to the City Council Meeting.

Under special circumstances, prepaid checks are released prior to Council approval and then included on the next regularly processed warrant run. This weekly process is for invoices related to utilities, employee reimbursements or other recurring bills that require a quick turnaround or will result in late fees, or situations with proper approved documentation.

Accounts Payable is processed on a monthly basis based on the annual Accounts Payable Calendar. Prepaid Accounts Payable run is processed on a weekly basis and is described more fully below.

Procedures:
Invoices are received by the department that initiated the transaction. Invoices are paid only from original invoices and will not be paid by copies or statements received by the vendor.

Each department is responsible for verification of invoices for payment including the following items.
- Comparison of quantities billed on the invoice with quantities listed on the purchase order or shown on the receiving documents.
- Comparison of prices, discounts, and terms with those specified on the purchase order.
- Proof of clerical accuracy of the invoice with respect to extensions, mathematical accuracy and deductions for discounts.

An approved invoice is required for all payments and is used to clearly document the checks to be paid. In the absence of an invoice, an approved Request for Warrant Form is required. The initiating department completes the form, which is then reviewed and approved by the Finance Department.
The Request for Warrant form shall including the following information:

- Date of Request
- Name and title of staff requesting the payment
- Payee - vendor name and address
- Return Date – date on which the check is required to be mailed or returned to requesting staff.
- General Ledger Code - this is the account to which the expenditure is to be charged. If there are insufficient funds in the account a budget adjustment may be required.
- Reason for Warrant Request - provide a brief explanation for the purchase and a description of the services provided.
- Department Head Approval – all payable vouchers must be signed by the initiating department head.
- City Manager Approval – all Invoices and Requests for Warrants require the City Manager's signature. This will be obtained by the Finance Department.

The Finance Department will review and process the request on the next available accounts payable check run after the proper approvals have been secured.

The Finance Department processes invoices for payment in the following manner:

**Process**

Once the invoice is approved, the invoices are entered into the financial system. Invoices are entered into the Accounts Payable Module by Finance staff as assigned by the Finance Director. An Accounts Payable audit report is generated, printed and reviewed and matched to the check run by Finance staff and turned into the Finance Director to audit and approve the invoices for payment.

Once the invoices are reviewed and approved by the Finance Director, staff proceeds according to accounts payable calendar or weekly accounts payable process to process checks for payment.

After the accounts payable checks are processed, the accounts payable run is posted to the accounts payable module in the City’s financial system. The charges automatically post and are reflected in the general ledger. The duplicate check copy is attached to the invoices. During the matching process, a “PAID” stamp is stamped on the supporting documentation prior to filing. A vendor file is created and filed alphabetically in the vendor file according to fiscal year.

**Pre-Pay Schedule:**

When warranted, and in order to avoid unnecessary penalties or late charges, a small accounts payable check run is made available every Thursday.
Prepaid checks processed on a weekly basis are released prior to Council approval and then included on the next regularly processed warrant run. Checks are processed on Thursday and released in the afternoon through the normal mail process.

Wires (Electronic Fund Transfers-EFT):
In order to expedite payment, certain recurring monthly invoices including utility, insurance and retirement invoices may be paid through electronic fund transfers initiated from the Vendor’s website. All invoices must be approved through the normal accounts payable process. A Wire Transfer Form must be attached to the invoice and approved by the City Manager.

Review by Finance Committee
The Finance Committee meets monthly a week before the Council Meeting approving the warrants (generally the third Wednesday of each month, with the exception of November and December) to review the Warrant Register. All checks, subsequent to the previous month’s warrant register are included for their review. After the Finance Committee reviews the Warrant Register, they sign the Council Agenda staff report noting their approval.

Issuance of Accounts Payable Checks
City of Eastvale disbursement checks are released the day after City Council warrant approval at the last regular Council Meeting of each month. Checks are mailed Thursday afternoon. If there are any checks to be held the Finance Director will notify the staff to hold the check.

Check Log
Accounts payable checks are pre-numbered and secured in the safe. Each time a check is used it is recorded into the check register log, including date, number of checks used and initialed by employee receiving the checks. All checks must be accounted for. Any damaged or voided checks are to be turned into the Deputy Finance Director.

Accounts Payable Reports
At the end of the accounts payable process, all audit reports, warrant registers and posted transaction reports will be filed by month approved by City Council and kept in the Finance Department pursuant to the City’s record retention schedule.

Void Checks:
There are times when a check would need to be “voided” out of the financial system. In order for this process to occur a Void Check Authorization Form must be filled out and approved by the Finance Director. The following information must be obtained:

- Check Number
- Amount
- Date
- Issued To
- Reason for void
- Stop Payment Required
**Check being Reissued**

Once approval from the Finance Director is obtained, the void check process is posted in the financial system. In order to reverse the transaction fully in the general ledger system, a void check and credit memo must be processed. A copy of the void check authorization form is kept in the Finance Department indicating the posting date on the void check authorization form.

At the end of the void check process, all authorization forms, audit reports and posted transaction reports are reviewed and filed in the Finance Department.

**Manual Checks**

In extremely rare situations a manual check may be written. To obtain a manual check requires the approval of the Department Head and City Manager.

Approved: 01/09/2013
Purpose:
The City of Eastvale is committed to protecting tax payer dollars and assets from fraud and recovering losses as a result of fraudulent activities. This policy establishes steps to combat fraud and to provide procedures to follow when fraudulent acts are suspected.

Policy:
It is the policy of the City of Eastvale to identify, and promptly investigate, any employee behavior that may be considered “fraud” or misuse of City assets. This policy applies to all employees and contractors of the City of Eastvale.

For the purposes of this policy, fraud is defined as: the intentional perversion of truth in order to induce another to part with something of value or to surrender a legal right. In some instances, intentional fraud may be considered criminal. Behavior considered by the City of Eastvale to be fraudulent includes but is not limited to the following:

- Falsifying job-related expenses.
- Forgery or unauthorized alteration of documents such as checks, promissory notes, time sheets, agreements, purchase orders, etc.
- Misrepresenting facts in order to obtain City equipment including cash, notes, equipment, furniture, etc.
- Knowingly authorizing payments for goods not delivered or receiving payments for services not rendered.
- Knowingly falsifying records of cash or money transactions.
- Misrepresenting accounting/budget numbers/financial statements to conceal employee theft.
- Misrepresenting the cost of a project so that funds may be used otherwise.
- Misrepresenting contractor qualifications to secure an agreement so that the employee receives remuneration from the contractor.

Responsibilities of employees and individual departments:

City Management Responsibilities:
The City’s Finance Department is responsible for developing and maintaining an effective system of internal control that safeguards taxpayer assets. As part of this policy, the Finance Director will implement administrative regulations that will protect assets from being fraudulently misappropriated. The administrative regulation will include a regular review of fraud risks and the creation of internal controls to combat any perceived risks, a process to control reporting of transactions to protect against fraudulent reporting and/or accounting, require management to develop adequate internal controls to prevent and detect fraud.

The City Attorney, is responsible for recovering losses from fraudulent activities. Individual departments are responsible for reporting suspected acts of fraud to the Fraud Review Committee described below.
The City Manager acting as Personnel Director, or her designee, is responsible for implementing this policy and providing this policy to all new employees as part of the Personnel function.

Process for Handling Suspected Acts of Fraud:
A Fraud Review Committee will be formed to review suspected acts of fraud. This committee will include the City Manager, City Attorney and a representative from the Sheriff's Department. This committee will be responsible for reviewing reported suspected acts of fraud. Its primary purpose will be to conduct a preliminary investigation to determine if the suspected act merits further action. If it is determined that the suspected activity warrants further investigation, the Sheriff's Department, and/or City Attorney and City Manager will conduct the investigation.

Suspected Acts of Fraud Reported or Uncovered by City Employees:
If an employee suspects and reports a suspected act of fraud, the first notification should be made to the employee’s immediate supervisor. If the employee suspects that the immediate supervisor is involved, the employee should report their findings directly to the department head. If the employee suspects that the department head is involved, the employee should report their findings directly to the City Manager and the City Attorney.

After a suspected act of fraud is reported the Fraud Review Committee shall be contacted. The Fraud Review committee will meet and determine if the suspected action warrants a further investigation. If the suspected action does not warrant a further investigation, no further action shall be taken. If the suspected act of fraud warrants further investigation, the City Attorney and Sheriff's Department shall determine the appropriate investigation.

Suspected Acts of Fraud Reported or Uncovered by Outside Persons:
If an outside party reports a suspected act of fraud to a City employee the employee shall report this to his or her immediate supervisor. If the outside party reports suspected acts of fraud of a supervisor or department head, to an employee, the employee shall report to the Police Lieutenant or City Attorney.

Suspected Acts of Fraud Reported by Elected Officials or City Commissioners:
If an elected official or member of a City commission suspects fraud, he or she shall report this act to the City Attorney and City Manager.

Reporting Requirements:
Once an individual has reported alleged fraud, the following three processes will be followed:

Level 1 – After a suspected act of fraud has been reported to the appropriate level of City staff, and then to the Fraud Review Committee, the review Committee will determine whether further action is necessary. If the Committee determines the accusation has no merit, no further action will be taken. At this level, employee confidentiality is maintained.

Level 2 – After a suspected act of fraud has been reported to the appropriate level of City staff, and then to the Fraud Review Committee, and if the suspected act of fraud has been
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determined to have merit, an appropriate investigation begins. At this level, only the investigating departments and the City Manager are contacted.

**Level 3** – An investigation has determined that fraud has taken place. All appropriate criminal and/or administrative actions are underway.

The Finance Department shall notify the City’s external auditors of known acts of fraud that have reached the level 3 status.

Approved: 01/09/2013
Purpose:
The City begins each fiscal year with a budget approved and adopted by the City Council. In some instances it may become necessary during the year to amend specific line items within the budget. The purpose of this policy is to describe the procedures necessary to amend the budget subsequent to the Council’s approval and adoption due to changes in revenues and/or the expenditure program during the fiscal year.

Policy:
The City Manager and, when necessary, the City Council, may consider requests for changes in the budget during the fiscal year that have been properly submitted by departments and which are necessitated by changes in circumstances unforeseen at the time of the original budget approval.

The department heads are expected to maintain control of expenditures in order to properly administer their programs. When events occur that require a modification in a budget, the department head should take immediate action to request changes in the budget to reflect the changed situation.

Definitions:
Appropriation – An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources. Budgetary/operating fund appropriations lapse at the end of each fiscal year. Non-operating fund appropriations continue in force until fully expended or until the City has accomplished or abandoned the purpose for which the City Council granted the funds.

Fund Balance – Also known as financial position or reserve, fund balance is the difference between assets and liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

Unappropriated Fund Balance – Unrestricted fund balance reserve to be used as a carryover for the following year's budget.

Criteria:
Budget adjustment requiring City Manager approval:

1. A revenue estimate increase and/or decrease to or from the unappropriated fund balance of a fund involving any amount.

2. An appropriation transfer between two or more line items within a single department/program. The net change to the overall department/program budget resulting from this type of budget amendment is always zero.
3. An appropriation transfer between two or more departments/programs within the same fund. The net change to the overall fund budget resulting from this type of budget amendment is always zero.

4. An appropriation transfer between funds in any amount as long as the net change does not increase the total overall approved appropriated budget. The net change to the overall operating budget resulting from this type of budget amendment is always zero.

5. An appropriation transfer between capital improvement projects within the same fund when the amount is $50,000 or less.

Budget adjustment requiring City Council approval upon City Manager recommendation:

1. An increase in the total amount of appropriations within a fund that result in a net change to the overall operating budget.

2. An appropriation increase for any new capital improvement project.

3. An appropriation transfer between capital improvement projects within the same fund when the amount is $50,000 or more.

Procedure:

A. The department requesting a budget adjustment should submit a written request and explanation in memo form to the City Manager. The explanation should include the amount and the account number(s) along with a reason necessitating the request. In situations where the appropriation is a new appropriation, a revenue source or resource should be indicated.

B. The City Manager shall review the request and approve or deny the request. Should the request meet the criteria for City Council consideration, the initiating department shall prepare a recommendation and arrange for City Council consideration. Should the City Manager deny the request, he/she shall state his/her reasons and return it to the initiating department.

C. After final approval has been granted by either the City Manager or City Council, the City Manager shall return the complete form along with material information to the Finance Department for implementation of the final action.

D. During the fiscal year, the City Council may initiate, through minute motion, changes to programs or activities which will require funding above that in the adopted budget. In such cases, even in the absence of a formal budget appropriation, the Finance Director has implicit authority to amend the budget subject to the City Manager’s approval.

Approved: 01/09/2013
Purpose:
To establish polices related to the budget for the City of Eastvale to guide the development of the City’s budget and help manage financial pressures to address growing demands upon City resources, while preserving long-term fiscal stability.

Policy:
The general fund, which is the main operating fund of the City, is required to annually have a balanced budget. Appropriations will equal revenues in the proposed City Manager’s budget submitted to Council for review and approval. Council will adopt a balanced budget by resolution. This policy assures that the city does not spend beyond its means.

Unreserved fund balance in the general fund will only be appropriated for one-time type expenditures at the request of the City Manager and approval of Council. While in any given year all or a portion of the unreserved balance in a fund may be appropriated for expenditure, the long-term goal is that operating expenditures not exceed operating revenues on an annualized basis such that structural balance is maintained within each fund. Consistent with this long-term goal, the better practice is to appropriate portions of the beginning balance only to the extent they support non-recurring expenditures, replace temporary declines in revenue, or are reasonably anticipated to be offset by increased revenue not yet officially recognized in a revenue estimate.

Budget Process
The purpose of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. The following is a summary of policies that will guide the process.

1. The City Manager and City Council will set parameters/priorities at the beginning of each budget cycle.
2. The Finance Department will publish annually an operating budget calendar approved by the City Manager. Budget worksheets will be provided to each department head that will guide departments with the development of their budgets.
3. The budget process should include financial forecasts to assess financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve Council’s goals.
4. Upon submission of the departmental requests, the City Manager reviews and evaluates all baseline budget requests to determine whether they fulfill City Council goals and objectives, improve management effectiveness, and service delivery.
5. The City Manager submits a proposed budget to City Council for approval.

Revenue Estimates
City departments that generate revenue are required to submit revenue estimates annually for the preceding fiscal year to the Finance Department with supporting documentation identifying the methodology utilized in preparing revenue estimates. The Finance Department will review the estimates and include them in the budget process.
Revenues should be estimated using a conservative approach to avoid any budget shortfalls during the fiscal year. There should be a consensus by the Department, the Finance Director and the City Manager on the estimate prior to inclusion in the proposed budget submitted to Council for adoption.

**Appropriation Estimates**

Appropriations shall be sufficient to provide quality services at a reasonable cost, within available financial resources and according the City’s strategic plan. All new requests for program funding should be accompanied with concise statements of program’s mission, objectives, and intended measurable outcomes.

**Capital Improvement Plan**

A five-year Capital Improvement Program (CIP) will be developed and submitted to Council for approval. The CIP must include:

1. A list of proposed capital improvements with cost estimates, methods of financing, recommended time schedules for each improvement and the estimated income or cost of maintaining the facilities to be constructed. Projects to be included in the CIP are infrastructure or facilities over $50,000 or recurring projects that are part of a capital asset maintenance program.

2. Capital projects presented in the CIP will show related operating and maintenance costs, and will be considered during the operating budget evaluation. Departments shall have a plan developed with adequate funding for further repairs and replacement.

**Budget Adoption:**

The budget shall be adopted by resolution not later than June 30 of each year; but, in the event the budget is not adopted, the appropriation for personnel and essential operating supplies made in the previous year shall be extended until the new budget is adopted. Each department head is ultimately responsible for making sure his/her department does not exceed budget.

Approved: 01/09/2013
Purpose:
Cash represents the City’s most liquid asset. In recognition of the need to safeguard public funds, a series of cash controls and handling policies have been established for uniform application in all departments, including separation of duties, authorization and approval, review and reconciliation, physical controls, and training and supervision.

Policy:
The City of Eastvale’s central cashiering function is performed by the City’s Finance Department. No other department is authorized to receive and process cash, checks and/or credit cards.

Procedures:
General Cash Controls:
The number of employees with access to cash funds shall be limited to assure internal control. The Finance Director shall grant access authority with City Manager approval.

To the extent staffing levels permit, the physical separation of duties from the function of custodian of cash balances and the accounting and record keeping of the same shall be maintained.

Where staffing levels do not permit separation of duties, compensating controls such as strict individual accountability and thorough management review and supervision shall exist. Authorized personnel not assigned the custodial responsibility shall periodically examine, count or perform other reviews of cash funds.

Physical protection of funds through the use of bank facilities and locked cash boxes or drawers shall be practiced at all times.

Cash on the premises will be held to an absolute minimum to insure safety and maximize return on investments.

Cash Receipting:
Because the Finance Department performs the central cashiering function, all evidence of cash/checks received shall be forwarded to the Finance Department as soon as possible to assure timely and proper credit in the receipting process.

The Finance Department shall have a permanent collection record, such as a cash register tape, that has the record of transactions including voids, refunds or cancellations. All revenues collected in cash shall have a receipt issued at the point of sale or collection whether handwritten or electronically generated. All handwritten receipts shall be pre-numbered to account for lapsed sequence.

Departments receiving checks as payments shall require the maker of the check to make it payable to “City of Eastvale.” Under no circumstances shall a check for the City be made payable to an individual or left blank.
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All checks shall be restrictively endorsed (stamped) immediately upon receipt or through the City’s electronic deposit process at end of day.

Each check shall be inspected to ensure the following:
- Current date (post or stale dated checks shall not be accepted).
- Proper signature.
- No alterations.
- Bank name and routing number printed on check.
- If temporary check, payer’s name and address written on check.
- Written amount matches numeric amount.

No checks shall be cashed from cash receipts.

All steps of each counter transaction must be completed, including steps to enter the transaction in the accounting system and to place the receipts in a secured location before a new transaction is started.

**Overages and Shortages:**
It is the responsibility of the cash account holder to ensure cash on hand and cash deposited equal actual receipts at all times. Significant shortages and overages shall be reported to the Finance Department and City Manager immediately. Cash overages and shortages, as well as any known circumstances surrounding the overage/shortage, shall be recorded and kept on file.

**Deposits:**
The general operating standard for deposits of cash to the bank shall be at the end of week via secured armored transport. Departments shall weigh reasonableness and practicality versus security in determining the timing for the deposit of small amounts. All deposits not made until end of week shall be held in a secured location such as a safe.

All checks shall be deposited daily by the Finance Department via remote electronic deposit. All deposited checks shall be kept in the safe for no less than 90 days and shall be shredded thereafter.

All security and bid deposits received in negotiable form and escrow funds or other funds requiring specialized handling shall be held in the Finance Department's safe until final disposition is made.

All deposits shall be made intact; departmental receipts shall never be used to replenish petty cash or other funds.

**Petty Cash**
Petty cash funds shall be established by the issuance of a check from the Finance Department restricted to a level appropriate to conduct City business in an efficient but responsible manner.
Petty cash transactions shall be subject to the same authorized expenditure controls as any other invoice presented for payment through the accounts payable process.

Petty cash funds shall be maintained on an imprest basis, that is, the amount of the fund will remain constant with the custodian of the fund requesting a reimbursement check from the Finance Department for amounts disbursed. A check will be issued only upon the presentation and surrender of satisfactory evidence of such disbursements. The amount of the reimbursement will always be the exact amount of the aggregated disbursements made from the fund.

Reimbursements will be made only as frequently as the fund requires replenishment. No check shall be cashed from petty cash funds. Authorized personnel can make unannounced counts of petty cash or any other working fund, e.g. postage fund, at any time.

**Change or Temporary Cash Boxes:**
Change funds shall be established and controlled in the same manner as petty cash funds; There shall be no commingling of petty cash or cash receipts with change or other working funds. No checks shall be cashed from change or other working funds. When change or temporary cash boxes are no longer needed to conduct the business for which they were established, the funds shall be deposited with the Finance Department the next business day.

**Check Cashing Policy:**
No personal checks shall be cashed.

**Returned Checks:**
Occasionally a deposited check may not clear the bank for one or several reasons; such as non-sufficient funds, account closed, stop payment, funds held, stolen checks, forgery, endorsement, or signature. The Finance Department assumes responsibility for collections with cooperation from the receipting department.

**Foreign and Mutilated Coins:**
Foreign coin and currency, including Canadian coin, shall not be accepted. Only coins and currency issued by the United States Federal Reserve Board are legal tender. Traveler’s checks must state “U.S. Dollars”. No bent or mutilated coin shall be accepted.

**Banking Services and Account Opening Policy:**
The Finance Department is responsible for the City’s banking relationships. Approval for establishing new or closing bank accounts shall be coordinated through the Finance Department. Use of the City’s federal employer identification number to open bank accounts for other than legal, authorized City business is prohibited.

Approved: 01/09/2013
Purpose:
To establish a safeguard for the City’s cash and provide procedures on how cash is to be processed.

Policy:
It is the policy of the City of Eastvale to process cash and checks on the date received.

Procedures:
Cash receipts are comprised of cash, credit card payment, and wire transfers and checks. All cash transactions are recorded through the Finance Department personnel as assigned by the Finance Director. To the extent staffing levels permit, the physical separation of duties from the function of custodian of cash balances and the accounting and record keeping of the same shall be maintained. Where staffing levels do not permit separation of duties, compensating controls such as strict individual accountability and thorough management review and supervision shall exist.

The cashier records cash transactions, balances the cash drawer, and closes out the daily cash receipts in the cash receipts log. The cashier prepares the bank deposit and remits it to the Finance Department at the end of the day. The deposit held in the safe and picked up at the end of week by an armored car service. Thursday’s cash deposit is held in the City’s safe and included with the following week deposit. The City utilizes an electronic deposit service, therefore the City does not hold checks, and they are processed the same day as received.

The cashier prints the day’s cash receipt log for all of the day’s cash activities. The cash receipts and the receipt log are then transferred to the Finance Department. A second count of the cash is completed and the Finance Department staff places the cash drawer in the safe at the end of the day. Finance Department staff is also responsible for opening the safe and giving it to the cashier each business day.

After the Finance completes the daily cash review, a new cash receipts batch is created and entered in the financial system. The cash receipts audit report is given to the Finance Director, or his designee, for review. Any revisions to account numbers, descriptions, or amounts are given back to the staff to make changes as appropriate. A new audit report is printed. The cash receipts with reports are then returned to the Finance Director, or his designee, again to review for completeness and accuracy. The Finance Director signs off of the review and returns it to Finance staff who then posts the batch to the General Ledger.

After the cash receipts are posted to the general ledger, cash receipts are filed by day and labeled with the date and the content. A copy of the posted cash receipts report is placed in a three ring binder by fiscal year. The daily cash receipt batches are filed by fiscal year. At the end of each fiscal year, cash receipts are boxed, labeled and stored according to the City’s record retention schedule.

Approved: 01/09/2013
Purpose:
The purpose of this policy is to provide direction on the method used to process change orders to existing contracts, professional services agreements and capital improvement projects.

Policy:
Change order authorization will be given in accordance with the City’s adopted Purchasing Policy Section 3.12.090 Change Orders as follows:

1. The City Manager's approval is required for all Change Orders less than $25,000, provided that the aggregate amount of all changes to a particular contract does not exceed 10% of the original contract cost. Any time extension of the performance deadline up to a total of 60 days may be approved by the City Manager.

2. City Council approval is required when an individual Change Order or the sum of all Change Orders on a City Council awarded contract/agreement equals or exceeds 10% of the original contract/agreement amount or when the total amended contract/agreement now exceeds the threshold of $25,000 requiring Council award. For contracts/agreements now exceeding the $25,000 threshold, future Change Orders approval limits shall comply with the above requirements. Any time extension that exceeds 60 days shall be approved by the City Council.

3. If a proposed contract modification, change order or request of extra work exceeds the limitations imposed upon the City Manager by the Purchasing Policy or by resolution, and any extended delay in obtaining City Council approval is reasonably determined to subject the City to liability for damages incurred by a contractor, or to jeopardize the public health, welfare, or safety, or to otherwise result in potential detriment to the City, the City Manager shall have authority to exceed the dollar amounts or percentage limitations specified herein and submit to City Council at the next available City Council meeting.

4. All contract modifications shall be subject to approval as to form by the City Attorney.

Procedures:
The Department requesting the change order is to provide written documentation on the rationale for the change order. The vendor must supply in writing the request for the change order, the reason the change order is required and a fixed dollar amount of the requested change. The Department will verify the availability of funds prior to submitting the request for Change Order (On annual contracts, changes apply to the "per year" contract amount.) Where funds are not available, a budget adjustment will first be required and approved.

All change orders will be documented and submitted to purchasing in order to process the request.

After obtaining appropriate approvals, the Finance Department will issue a written Purchase Order Change Order to the contract/agreement, which will be distributed and processed in the same manner as a regular Purchase Order.

Approved: 01/09/2013
Purpose:
To establish a uniform policy for the efficient handling of all types of liability claims.

Policy:
All accidents or incidents involving property damage, bodily injury or potential City liability shall be reported immediately to the supervisor and City Clerk department. The incident report is to be retained on file in the City Clerk department.

The City Clerk shall be the recipient of all Claims, Summons and Applications for Leave to Present Late Claim (Ref. G.C. Section 916).

Procedures:
Claimant has six months from the date of incident to file a claim against the City (Ref. G.C. Section 911.2). The following procedure shall apply to all claims that are presented within this time.

1. Affix date stamp on upper right corner of claim document.
2. Set up a claim file with the City Claim number.
3. Check to see if an incident report was prepared.
4. Contact the department involved for any background reports and information.
5. Forward a copy of the claim and incident report with original transmittal letter to the Claims Administrator.
6. Copies to City Attorney.
7. The original claim, incident report and transmittal letter is retained in City Clerk files.
8. After recommendation is received from the Claims Administrator either send a claim rejection letter (City Manager signature) or process a settlement check. City Manager has $10,000.00 settlement authority.

City has 45 days after the claim has been presented to accept or reject a claim.

Approved: 01/09/2013
Purpose.

This administrative policy establishes a procedure for the procurements, processing, and maintenance of City contracts. The primary purpose of this administrative policy is to ensure that City contracts are reviewed and renewed appropriately and contain appropriate insurance requirements.

Applicability.

“Contract” as used herein means any lease or agreement wherein the City is to receive funds or services.

Compliance with Law.

All contracts procured shall be entered into in accordance with all ordinances, resolutions, code, statutes, rules and regulations of the City and any Federal, State and/or local government agency of competent jurisdiction. Please reference Chapter 3.12 of the Eastvale Municipal Code for Purchasing requirements.

Process and Procedures.

All applicable contracts are subject to the following requirements.

A. Approvals:

1. Approval by the respective Department Head is required for all contracts.

2. Budgetary approval by the Finance Department is required for all contracts.

3. The City Attorney will review and approve all contracts for proper risk transfer and required insurance limits.

4. Approval by the City Manager is required for all contracts.

5. Approval by the City Council is required for any contract exceeding $25,000.

B. Responsibilities:

1. Department Heads/Managers will be responsible for procuring contracts under their respective areas, including overseeing or performing the procedures set forth below.

C. Procedures:

1. Department Heads/Managers are responsible for obtaining approval of City
contracts pursuant to this policy.

2. Projects should be reviewed as to scope, contract sum, terms of payments, licensing, and insurance requirements. The Project Manager is responsible for any performance bond related to the project. All original bond documents should be filed with the City Clerk. The contracting party should be notified promptly of all requirements and should agree on the terms and conditions for each contract.

3. City contracts must be prepared on the City’s standard Professional Services Agreement Form. Certain types of services such as architectural or design services have additional requirements. The City Attorney must approve any changes to the standard Professional Services Agreement Forms.

4. The Contract Insurance Requirement Checklist (Attachment A) must be completed by the Project Manager and submitted to the City Clerk’s Department together with the original contract and the evidence of insurance documents issued by the contracting party prior to approval by City Manager or City Council.

5. If the contract requires Council Action, the Department Head/Manager will process the contract pursuant to existing City Council Agenda procedures.

6. The City Clerk’s Office is responsible for the proper filing of the contract as set forth below:

   a. Original fully executed contracts shall be filed with the City Clerk’s Office.

   b. A copy of the fully executed contract will be entered into the digital records management software for City-wide reference.

7. Contractor invoices received by the Finance Department will be verified with the contract terms and conditions on file. Invoices received by the Finance Department will not be processed for payment without a fully executed contract. The responsible department will review and approve invoices for payment.

8. At least thirty (30) days prior to the expiration of any contract insurance requirement, the respective Project Manager shall procure renewal insurance certificates as appropriate. Automatic renewal of insurance certificates should be requested from the contracting party for any ongoing contracts.

9. If a contract is to be renewed, the Department Manager will follow the same procedures as outlined in this policy.
Purpose:
To establish a procedure for the acceptance, reporting, depositing and disbursement of monetary and property donations.

Policy:
The City has the authority to accept or reject gifts, bequests and devises of money or property. Appropriations are required if a department wishes to make an expenditure due to the receipt of monetary gifts to the City. All gifts, monetary donations and any in-kind donations with a value over $250 are to be reported directly to the Finance Department. Gifts in excess of $5,000 are to be accepted by the City Council. All donations shall become City property upon formal acceptance by the City Council or appropriate City Department.

Definitions:
Donations - A voluntary contribution from private entities for a specific program and without expectation of a specific good or service from the City.

Restricted Donation - A donation to the City for a specific purpose.

Unrestricted Donation – A donation to the City without any limitation being placed on its use.

Monetary Donation - Monetary donations include currency, checks, money orders, etc.

In-kind Donation – Any item or object other than cash or real property which would serve a useful purpose in the provision of City services.

Procedures:
Unrestricted Donations
The receiving department shall forward all unrestricted monetary donations and other related documentation to the Finance Department with a memo outlining the donation and its purpose signed by the Department Head. Monetary gifts will be deposited into the City's General Fund. The receiving department shall acknowledge the acceptance of a gift by giving the donor a cash receipt or a letter of acceptance. Unrestricted monetary donations greater than $5,000 require City Council approval for acceptance.

In-Kind Donations
All in-kind donations greater than $250 in value must be approved by the Finance Department prior to its acceptance. The Finance Department will inform the City Manager of the donations to insure that the donation is acknowledged and that suitable recognition is afforded the donor.

Restricted Donations
Restricted personal property donations may be made to the City for specific purposes. These donations may be cash or in-kind contributions. The receiving department shall forward the donation and other related documentation to the Finance Department with a memo outlining the donation and its purpose signed by the Department Head.
For donations less than $5,000, the Finance Department will forward the donation to the City Manager for review of the conditions of the restrictive donations and determine if the benefits to be derived warrant the acceptance of the donations. Accepted donations will be deposited in the appropriate fund for future expenditure on the restricted purpose. Unaccepted donations will be returned to the donor.

The City Council shall be responsible for accepting all restricted donations which create an immediate or initial City expenditure of $5,000 or more which has not been included in the approved City budget or will materially affect or change any aspect of City operations. The Department Head will request a budget adjustment for an appropriation of the funds for the program which the donation was made. The Department responsible for spending the donation will prepare the City Council agenda report if warranted.

Real Property Donations
Before acceptance by the City, real property donations shall be reviewed and a legal opinion rendered thereto by the City Attorney. The City Council shall be responsible for the acceptance of all real property donations.

Approved 01/09/2013
Purpose:
The purpose of this policy is to ensure adequate control and appropriate use of the City’s fixed assets. The procedures contained herein define fixed assets and establish guidelines for their purchase, use, accounting, inventory, transfer, disposal and replacement.

Policy:
It is the policy of the City of Eastvale that fixed assets be properly accounted for and used for appropriate City uses. It is the responsibility of City Department Heads to ensure that:

- The Purchasing Policy is followed;
- Fixed assets are adequately controlled and used appropriately; and
- The Finance Department is notified when fixed assets are acquired, transferred or otherwise subject to disposal.

It is the responsibility of the Finance Department to ensure that fixed assets are to be financially managed to meet the following criteria:

- The financial management of the assets is to be in compliance with generally accepted governmental accounting principles;
- The financial reporting of the assets will be in compliance with Governmental Accounting Standards Board (GASB) Statement 34;
- Fixed assets which are “movable” in nature (i.e., equipment and furniture) will be marked with an inventory tag which will be reviewed and verified by the department using the asset and accounted for in the Finance Department;
- Equipment replacement records and schedules are maintained so that funding will be available wherever possible to replace obsolete, outdated and worn-out equipment.

Compliance:
The City Manager is authorized to grant exceptions to specific provisions on a case-by-case basis within the intent of the overall policy.

It is the intention of the City that the valuation and disclosure of all city assets be in accordance with all Governmental Accounting Standards Board Statements and Generally Accepted Accounting Principles. It is the responsibility of the Finance Department to ensure that the City’s financial records remain in compliance with these requirements. The Finance Department is authorized to adjust its procedures to maintain this compliance as the Governmental Accounting Standards Board Statements and Generally Accepted Accounting Principles may change from time to time.

General Provisions:
“Fixed” regular assets defined as items of capital expenditure (equipment, computers, vehicles, etc.) which have a cost greater than $5,000, and a useful life longer than one year, will be subject to accounting and reporting (capitalization). Specific capitalization requirements are described below:
• All costs associated with the purchase should be considered, including ancillary costs such as freight and transportation charges, installation charges, professional fees, and legal costs directly attributable to asset acquisition.

• The capitalization threshold is applied to individual units of fixed assets. For example, ten desks purchased through a single purchase order each costing $1,000 will not qualify for capitalization even though the total cost of $10,000 exceeds the threshold of $5,000.

• The capitalization threshold will generally not be applied to components of fixed assets. For example, a keyboard, monitor, and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single fixed asset.

• Replacement is accounted for per piece. For example, should a monitor be replaced due to upgrading then the purchase price of the monitor is used to capitalize that item.

• Repairs to fixed assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. In this case, it represents an improvement and is subject to the capitalization policy and should be evaluated separately.

• Improvements to existing fixed assets will be presumed (by definition) to extend the useful life of the related fixed asset and, therefore, will be subject to capitalization only if the cost of the improvement meets the $5,000 threshold. In theory, an improvement to a fixed asset that had an original cost of less than $5,000, but now exceeds the threshold as a result of the improvement, should be combined as a single asset at the total cost (original cost plus the cost of the improvement) and capitalized.

• Land, structures and improvements, and infrastructures that have a cost greater than $50,000 will be subject to accounting and reporting (capitalization). All costs associated with the purchase, construction, site preparation expenditures, professional fees, and legal costs directly attributable to asset acquisition should be considered. Capital projects will be capitalized as “construction in progress” until completed. Costs to be capitalized include direct costs, such as labor, materials, and transportation, indirect costs such as engineering and construction management, and ancillary costs such as construction period interest.

Depreciation
Property, plant and equipment of the primary government are depreciated using the straight-line method over the following estimated useful lives:

- Infrastructure-Bridges: 65 years
- Infrastructure-Curb and Gutter: 50 years
- Infrastructure-Sidewalks: 50 years
- Infrastructure-Storm Drains: 50 years
- Buildings: 50 years


Infrastructure-Streets 40 years  
Infrastructure-Signs and Posts 15 years  
Infrastructure-Traffic Signals 10 years  
Infrastructure-Striping 7 years  
Improvements 10 years (or the life of the leasehold if less than 10 years)  
Software 7 years  
Equipment 5 years

Depreciation shall be calculated at half of a year (0.5) years during the first year of the asset’s acquisition or completion.

Procedures:
The Finance Department is responsible for categorizing expenditure for assets generally into the following categories:

- Land Acquisition  
- Infrastructure  
- Improvements  
- Software  
- Equipment (including Furniture)  
- Repairs

All of the above assets are to be capitalized with the exception of repairs which do not prolong the life of the asset. The accounting procedures used for identification, classification and, where appropriate, depreciation of these assets will be those in conformity with Generally Accepted Accounting Principles as they apply to government.

“Improvements” generally refer to buildings and infrastructure assets which either increase the value or prolong the useful life of the asset beyond the original life established at construction.

“Equipment” is differentiated from infrastructure assets by both size and, generally, mobility. Because of these issues, equipment shall be subject to inventory control which includes the application of a number tag on each piece of equipment meeting these criteria. The management of the inventory control system will be the responsibility of the Finance Department.

Disposal of Assets:

Transfers of Equipment
It is in the City’s best interest to use its fixed assets for the best and highest use at all times. Some assets, which may have outlived their useful lives for the purpose for which they have been originally acquired, may have residual use in another capacity in another City Department. Equipment which has been replaced (using Fixed Asset Replacement Funds) and transferred
from one department to another is routinely removed from the Fixed Asset Replacement Schedule.

**Surplus, Sale, Disposal and/or Destruction of Fixed Assets**
Periodically, equipment which has become obsolete, broken or otherwise unusable needs to be disposed of. It is the individual department's responsibility to notify the Finance Department to authorize the surplus, disposal, or recycle of said equipment. It is the responsibility of the Finance Department to dispose of all such property, update the City's fixed asset records and record the transaction in accordance with the asset's remaining useful life and residual value.

Upon the sale of any fixed assets, any proceeds will be returned to the General Fund or to the fund which acquired the assets in the first place unless federal or state law precludes this and requires a specific use of the money.

Approved: 01/09/2013
<table>
<thead>
<tr>
<th>CITY OF EASTVALE</th>
<th>Policy No: A-19</th>
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<tbody>
<tr>
<td>Administrative Policy</td>
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<tr>
<td><strong>Subject</strong></td>
<td><strong>Effective Date:</strong></td>
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<tr>
<td>Month End Closing Procedures</td>
<td>01/09/2013</td>
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<td>Page 1 of 1</td>
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**Purpose:**
The purpose of this policy is to maintain complete and accurate accounting records for the City of Eastvale.

**Policy:**
It is the policy of the City of Eastvale that the Finance Department will close the financial records at the end of each month. This closing will allow for all transactions for the month to be recorded in the City’s financial records.

**Procedure:**

**Journal entries:**
Journal entries are the responsibility of the Deputy Finance Director in the Finance Department. Journal entries can occur at the request of another department if there is a need for a correction to the accounting records or can be requested by the Deputy Finance Director during the month end closing process.

In order to process a journal entry, adequate support documentation must be provided to the Deputy Finance Director to support the request. Typical journal entries include: corrections to expenditures or revenues that occurred during the initial processing, insufficient funds, credit card fees, recording of investment activity, and bank charges.

The Deputy Finance Director prepares the monthly journal entries. The Finance Director reviews and approves the journal entries. Once the journal entries are approved by the Finance Director, the Deputy Finance Director posts the journal entries and attaches the journal entry proof list to the journal entry. The same procedures are done for the year end journal entries.

**Bank Reconciliation:**
The Deputy Finance Director reconciles the monthly bank statements. The Finance Director reviews and approves the bank reconciliations.

Approved: 01/09/2013
Purpose:
The purpose of this policy is to ensure that all City employees are paid accurately and on-time.

Policy:
It is the policy of the City of Eastvale to pay all City employees on a bi-weekly basis.

General Information:
The City processes payroll on a bi-weekly basis with twenty six (26) pay periods each calendar year. Each payroll cycle will consist of a two week period beginning on a Sunday and ending on a Saturday. Pay day will be the Friday following the close of the period and is paid on Friday. Council Members are paid a monthly stipend and are paid on the first pay period of the month.

New Hires and Employee Changes:
The Finance Department provides all applicable personnel forms to each new employee. This includes: IRS Form W-4, health insurance authorization forms and direct deposit authorization form. The Finance Director, or his designee, prepares Personnel Action Form (PAF) for all newly hired employees. Personnel Action Forms are also required for any employee changes including, but not limited to, position change, salary increase, benefit change, etc. The PAF identifies programs and account numbers the employee’s time will be charged and must be approved by the City Manager, Finance Director, Department Head, and Personnel Department. Finance Staff enters new employee data into the payroll system. The Finance Director, or his designee, reviews the entries (additions, deletions and changes) for completeness and accuracy.

Timecards:
A hard copy timesheet is required for all employees, excluding council members and City Manager. Each employee prepares a timesheet with their time worked for the pay period. Each timesheet is approved by the Department Head each pay period. All employee time off is documented with a request for time off form. The timesheets are provided to Finance and the Deputy Finance Director verifies the data. Hours worked are entered into the payroll system on an exception basis. Only hours other than the regular hours are entered for each full time regular employee. Examples of hours other than regular hours are vacation, sick, overtime, etc. For part time employees, the actual hours worked are entered into the payroll system. The Deputy Finance Director verifies the timesheet input before processing the paychecks. The City Manager reviews work for completeness and accuracy. Once City Manager approval has been obtained, the Deputy Finance Director processes the paychecks.

Each City Council Member receives a stipend for attending Council meetings and a timesheet is not required. Commissioners are exempt from payroll. All commissioner stipends are processed through accounts payable.

Deductions
Any benefit/insurance deductions associated with payroll will be withheld from the first and second paycheck of each month. Cafeteria cash outs will occur on the second paycheck of each month. With bi-weekly pay periods, there are two months during the year that a third pay
check will be received. There will not be any benefit/insurance deductions on the third paycheck of a month.

Payroll Reports:
At the end of the payroll process, the following reports are reviewed and filed by the Deputy Finance Director:

- Labor Distribution Report
- Payroll Summary Report
- Check Register
- Tax Liability vs. Deposits Report
- Accrual Balance Report

Issuance of Paychecks:
After all entries have been verified and corrected if needed, payroll checks are processed. The paychecks are scanned and kept in the safe until payday. The Finance Department distributes the pay stubs to all employees. All paystubs are distributed the Monday following pay day.

The only instance when a check is issued prior to the regular payday is at termination. The final check is issued on the termination day. The Deputy Finance Director prepares and processes the final paycheck including payoff for unused vacation and any other vested leave after receipt of the approved PAF and approved timesheet. The City Manager reviews the calculations and proof list before the paycheck is cut.

Reconciliation of Bank Account:
The semi-monthly payroll is recorded to the City's Financial System through the journal entry process using the labor distribution report. The monthly payroll is reconciled to the City's general checking account by the Finance Department Staff and reviewed and approved by the Finance Director.

Approved: 01/09/2013
Purpose.

The purpose of this Administrative Policy is to establish a process for City Proclamations, Endorsements, Resolutions, Certificates, City Tiles and Letters of Support or Opposition for Causes, Policies, Legislation, Groups, Individuals and Other Matters.

The City of Eastvale finds that a significant amount of time during its business meetings is devoted to hearing requests by the public who request the City's support for various causes, policies, groups and legislation. The City Council also spends a significant amount of staff and meeting time preparing and presenting proclamations, resolutions, certificates, City Tiles and letters of support or opposition to various issues and matters.

Scope.

This policy applies to all requests City Permissible Subjects of City Proclamations, Endorsements, Resolutions, Certificates, City Tiles and Letters of Support or Opposition for Causes, Policies, Legislation, Groups, Individuals and Other Matters.

Definitions.

Permissible Subjects of City Proclamations, Endorsements, Resolutions, Certificates, City Tiles and Letters of Support or Opposition for Causes, Policies, Legislation, Groups, Individuals and Other Matters:

1. Matters involving the operation of municipal government or the provision of municipal services to the citizens and businesses of the City.
2. County, state or federal legislation directly affecting municipal funding sources, operations or services.
3. County or state initiative measures directly affecting municipal funding sources, operations and services.
4. Requests submitted by the Board of the League of California Cities or other legislative group in which the City is a member.
5. Requests to honor public officials from other public entities who have served on boards, commissions, committees on which the Eastvale City Council also serve, upon the completion of their term of office or membership.
6. Any other request in which the full City Council votes to provide a City Proclamations, Endorsements, Resolutions, Certificates, City Tiles and Letters of Support or Opposition for Causes, Policies, Legislation, Groups, Individuals and Other Matters.

B. Impermissible Subjects of City Proclamations, Endorsements, Resolutions, Certificates, City Tiles and Letters of Support or Opposition for Causes, Policies,
<table>
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<th>Subject</th>
<th>Effective Date: 01/23/2013</th>
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<tr>
<td>Policy for Consideration of Requests for City Proclamations, Endorsements, Resolutions, Certificates, City Tiles and Letters of Support or Opposition for Causes, Policies, Legislation, Groups, Individuals and Other Matters</td>
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Legislation Groups, Individuals and Other Matters. City staff shall not process to the City Council requests for the following subjects:
1. Matters of county, state, national or international public policy that do not have a direct and immediate relationship to municipal funding sources, operations and services.
2. Requests to support or oppose candidates for elected public office.
3. Requests for support, endorsement or protection of religious, spiritual or philosophical practices, groups, theories or practices.

**Processing Requests**

A. All requests for proclamations, resolutions, endorsements, certificates, City Tiles or letters of support or opposition from the public must be submitted on a Proclamation Request Form and submitted to the City Manager prior to submittal to the City Council. The requestor shall be responsible for providing wording for the proclamation, resolution, endorsement, certificate, letter of support or opposition.

B. The City Manager shall place on the City Council agenda only those items which are within the scope of permissible subjects as provided above. Requests shall be submitted to the City Manager's Office not less than 30 days prior to the City Council meeting at which the item is to be considered by the City Council. Exceptions to the deadline may be granted by the City Manager, provided sufficient time is permitted to place the item on the agenda of the City Council meeting. Any proclamation or certificate prepared under this policy shall list the names of the current council members as the person issuing the proclamation or certificate on behalf of the City.

C. If it is unclear whether a proclamation, resolution, endorsement, certificate, City Tile or letter of support or opposition falls inside or outside of a permissible category as provided in this policy, the City Manager may, but is not required to submit the matter to the City Council for its consideration. The City Council may, by majority vote, place matters that are outside the permissible categories specified above on a future City Council agenda for consideration, provided the request has first been submitted to the City Manager for review and evaluation.

D. No subordinate commission or committee of the City and no individual council members or other official of the City shall issue a proclamation, endorsement, resolution, certificate, City tile, or letter of support or opposition on behalf of the City of Eastvale without prior approval and consent of the City Council.

Approved: 01/23/2013
**EXHIBIT A**  
**REQUEST FOR CITY PROCLAMATION, RESOLUTION, ENDORSEMENT, CERTIFICATE, CITY TILE LETTER OF SUPPORT OR OPPOSITION**

<table>
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<th>Date of Event:</th>
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<tbody>
<tr>
<td>Date Needed by:</td>
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<tr>
<td>Type of support (i.e. proclamation, resolution, endorsement, certificate, city tile, letter):</td>
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<tr>
<td>Name of requestor and organization:</td>
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<tr>
<td>Address/Phone/Email:</td>
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<tr>
<td>Mailing address if different from above:</td>
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<tr>
<td>Purpose of request:</td>
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<td>Wording for request: (may be attached as a separate document)</td>
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Proclaiming a Day, Week or Month (circle one)

Reissue Request from Previous Year(s)? Yes No (circle one) Date(s)

Briefly Describe your group, organization or cause:

Briefly describe the purpose(s) you would like a proclamation to serve, or the message that you would like to convey:

Will you be submitting the proclamation to any publication(s) Yes No (circle one)

Name of Publication(s)

Briefly describe display/distribution plans for this proclamation:
PURPOSE

This policy establishes the procedures for reporting, within the annual financial statements, unrestricted fund balance (comprised of Committed, Assigned, and Unassigned categories) within the City's governmental funds: General Fund, Special Revenue Funds, Debt Service Fund, and Capital Projects Funds.

BACKGROUND

In March 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, to address issues related to how fund balance was being reported in governmental financial statements. The intent of the Statement is to bring greater transparency and consistency to fund balance reporting in the governmental sector.

This new standard does not change the total amount of a given fund balance, but it substantially alters the categories and terminology used to describe the components of a fund balance. The new categories and terminology reflect an approach that focuses, not on financial resources available for appropriation within a fund, but on the extent to which the City is bound to honor constraints on the use of the funds. In the past, fund balances have been classified into three separate components: Reserved, Designated, and Undesignated. There are almost always important limitations on the purpose for which all or a portion of the resources can be used. The force of these limitations can vary significantly depending on their source. The various components of the new fund balance reporting standard are designed to indicate the extent to which the City is bound by these limitations placed upon the resources.

Definitions

Fund balance is the difference between the assets and liabilities reported in the City’s governmental funds. There are generally limitations on the purpose for which all or a portion of the resources of a governmental fund may be used. The force behind these limitations can vary significantly, depending upon their source. Consequently, the fund balance reported in the annual financial statements is categorized into five components whereby each component identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the fund can be spent. The five components of fund balance are as follows:

Nonspendable: Resources that are 1) not in spendable form, such as inventories, prepaids, long-term receivables, or non-financial assets held for resale, or 2) required to be maintained intact such as an endowment. However, nonspendable items that are restricted, committed or assigned when they become spendable are included in those respective categories.

Restricted: Resources that are subject to externally enforceable legal restrictions; these restrictions would be either 1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or 2) imposed by law through constitutional provisions or enabling legislation.
Committed: Resources that are constrained to specific purposes by a formal action of the City Council such as an ordinance or resolution. The constraint remains binding unless removed in the same formal manner by the City Council. Council action to commit fund balance must occur within the fiscal reporting period while the amount committed may be determined subsequently.

Assigned: Resources that are constrained by the City's intent to be used for specific purposes, but that are neither restricted nor committed.

Unassigned: Within the General Fund, the residual resources, either positive or negative, in excess of what can be properly classified in one of the other four fund balance categories. Within all other governmental funds, the negative residual resources in excess of what can be properly classified as nonspendable, restricted, or committed.

**POLICY**

1. When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balances are available, the City's policy is to first apply restricted fund balance. When expenditures are incurred for purposes for which committed, assigned, or unassigned fund balances are available, the City's policy is to first apply committed fund balance, then assigned fund balance, and finally unassigned fund balance.

2. This policy delegates to the City Manager, the City Manager's designee, the authority to assign unrestricted fund balance amounts where the City’s intent is for those amounts to be used for specific purposes. This delegation of authority is for the sole purpose of reporting these amounts in the annual financial statements.

3. The City has established a General Fund minimum fund balance policy. At the end of each fiscal year, the General Fund should have a minimum fund balance of 50% of the next year’s General Fund annual budgeted operating expenditures, as calculated by the Finance Director. This target amount has been established in order to provide a reasonable level of assurance that the City’s day-to-day operations will be able to continue even if circumstances occur where revenues are insufficient to cover expenditures. The General Fund’s minimum fund balance policy is reported in the notes to the annual financial statements. The minimum fund balance is shown in the annual financial statements as unassigned fund balance.

This policy has been prepared in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

Approved: 06/23/2013
**Purpose.**

It is the purpose of this policy to provide for the protection and the administration of the City’s urban forest and establish a process that allows for the management of trees within the City’s purview.

**Applicability.**

This policy applies to all trees located within the City’s public right-of-way in which the City is ultimately responsible for maintaining either by City staff or through a contract.

**Process and Procedures.**

The following provisions shall apply tree management within the City of Eastvale:

**Parkway Trees**  
Parkway trees are defined as trees planted in residential or commercial areas located between the curb and the sidewalk.

- These trees are the responsibility of the homeowner. The homeowner shall maintain trees with the parkway including watering, trimming and maintenance to insure the long term health of the tree.

**Public Right-of-Way**  
Trees in the public right-of-way are defined as those trees located on major arterial and secondary roadways which are the responsibility of the City.

- The City shall maintain said trees in the public right-of-way. This includes all major pruning/trimming or other tree surgery and control/treatment of insects, pests and disease.

**Tree Removal**  
There are many reasons why trees need to be removed in the urban area and staff will evaluate each tree considered for removal on a case by case basis. The criteria listed below will be used when evaluating trees for possible removal.

**Tree Removal Criteria**
- The tree is dead or dying
- The tree is deemed hazardous, when the hazardous condition cannot be corrected through pruning or other reasonable arboricultural practices.

**When trees are not deemed dead, dying or hazardous, the following criteria will be considered:**
- Life expectancy of the tree
Requests by Property Owners for removal of trees

If a property owner requests the removal of a healthy tree from the public right-of-way for personal reasons (leaves, blocking of views, dislike of the species, etc.) the following procedure will be followed:

a. Staff will evaluate the request to determine if the request falls within the policy.

b. If the tree is within the policy to be removed, the contractor will remove the tree as budget permits.

c. If the tree does not qualify for removal, the property owner may choose to pay contractor for the removal and replacement of the tree with a tree approved by the City and contractor not less than a 24” box tree.

d. All appeals to the tree policy shall be heard by the Parks Commission and their decision shall be final.

Approved: 08/27/14
Purpose:
To establish a uniform policy on the chain of command when the City Manager is absent from the office for more than 24 hours.

Policy:
The City Manager, from time to time, is out of the office for longer than a 24 hour period. This typically occurs during vacations, when attending out-of-town conferences, and may also occur during times of illness where an absence may be necessary ranging from 24 hours up to a longer extended period of time. During absences from the office, the City Manager, when able, will check in periodically to provide support and guidance to staff as needed.

The purpose of this policy is to provide a process in which to designate an employee to be in charge during the City Manager’s absence to handle any questions of the City Council, staff or the public. It is intended that the designated employee would have authority to deal with the immediate needs of the City and to provide direction and assistance, consistent with the City Manager’s approach, City Council direction, and standard operating procedures. Designated employees do not have authority to change direction, policy and/or to deviate from the City Manager or City Council’s direction without discussing with the City Manager, unless such emergency situation requires such decision to be made. In such cases, the designated employee shall discuss changes in direction with the Mayor, when the City Manager is unable to be reached.

In consideration of employees within the organization to be placed “in charge” during the City Manager’s absence, several factors shall be considered including: 1) supervisory experience, 2) proven ability to solve problems and issues, 3) City Manager’s trust in the employee, 4) willingness and desire of employee to be in charge for a period of time; and 5) respect of other staff members.

The City Manager is authorized and has sole discretion to select and designate an employee to serve as Acting City Manager during an absence of 24 hours or longer. In such cases, the City Manager will inform the City Council of the absence, and the employee so designated. The Acting City Manager designation may be rotated, or may be assigned on a regular basis to a position. Such assignment may also be removed and reassigned at the City Manager’s discretion.

Procedures:

1. City Manager shall inform City Council of the need for an absence of 24 hours or longer.

2. City Manager shall consider eligible employees to serve in charge during an upcoming absence.

3. City Manager shall utilize sole discretion to designate an employee to serve in charge during an upcoming absence, and inform City Council and City staff of the selection.
4. City Manager may designate a position such as an Assistant City Manager, Assistant to City Manager, or department head to serve as second in command at the City Manager’s sole discretion.

Approved: Add Date
RESOLUTION NO. 17-XX


WHEREAS, the City’s Personnel Policies and Procedures were last amended and adopted by the City Council on January 14, 2014 via Resolution Number 15-01; and

WHEREAS, the City Council last approved a Chain of Command policy on August 13, 2014 and all other administrative policies have been maintained internally under the City Manager’s authority; and

WHEREAS, a comprehensive review and update of the City’s Personnel Policies and Procedures has been completed to include various legal updates and other best practices; and

WHEREAS, it is recommended to rescind Policy A-6 use of City Technology Resources, A-7 Acceptance of Money or Gifts, A-22 Workers’ Compensation Reporting Procedures/Forms, and A-25 Personnel Complaint Policy which have been incorporated into the newly revised Personnel Policies and Procedures Manual; and

WHEREAS, a new policy, A-25 Chain of Command is proposed for approval to provide the City Manager with authority to designate a second in command during absences;

NOW THEREFORE, BE IT RESOLVED THAT:

The "Personnel Policies and Procedures Manual” attached hereto is hereby adopted effective October 26, 2017; and


PASSED, APPROVED AND ADOPTED by the City Council of the City of Eastvale on this 25th day of October, 2017.

_________________________
Joseph Tessari, Mayor

APPROVED AS TO FORM: ATTEST:

Suzanne Bryant, Interim City Attorney

_________________________
Steven D. Aguilar, Assistant City Clerk
STATE OF CALIFORNIA  )
COUNTY OF RIVERSIDE   ) §
CITY OF EASTVALE     )

I, Steven D. Aguilar, Assistant City Clerk of the City Council of the City of Eastvale, California, do hereby certify that the foregoing City Council Resolution, No. 17-XX, was duly adopted by the City Council of the City of Eastvale, California, at a regular meeting thereof held on the 25th day of October, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_______________________________
Steven D. Aguilar, Assistant City Clerk
City of Eastvale
AGENDA STAFF REPORT
City Council Meeting
October 25, 2017
Agenda Item No. 6.11
Consent Calendar

Proposed Resolution Ending the City Attorney Services Agreement
With the Cavanaugh Law Group, ALPC

Contact(s) for Further Information
Steven Aguilar, Assistant City Clerk  saguilar@eastvaleca.gov  951.703.4421
City Clerk’s Office

Summary
The proposed Resolution No. 17-XX will affirm the City Council’s action to discontinue City Attorney services with the Cavanaugh Law Group, APLC.

RECOMMENDED ACTION(S)
Adopt Resolution No. 17-XX, Ending the City Attorney Services Agreement with the Cavanaugh Law Group, ALPC.

Prior City Council/Commission Action
At the Monday, October 16, 2017, Special meeting of the City Council, the Council voted 4-0 to end the City Attorney Services agreement with Cavanaugh Law Group, ALPC.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
Not Applicable.

Background
The City Council approved the Retainer Agreement for City Attorney Services with the Cavanaugh Law Group, APLC, on June 8, 2011, in Resolution No. 11-37. Since the Council approved the agreement by Resolution, it is recommended that the Council adopt the proposed Resolution No. 17-XX to affirm the City Council’s action to discontinue the services.

Attachment(s)
1. Resolution No. 11-37
2. Proposed Resolution No. 17-XX
RESOLUTION NO. 11-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EASTVALE, CALIFORNIA, APPOINTING THE CAVANAUGH LAW GROUP, APLC AS CITY ATTORNEY AND APPROVING THE CITY ATTORNEY SERVICES AGREEMENT

WHEREAS, the City of Eastvale has incorporated on October 1, 2010, as a general law city of the State of California; and

WHEREAS, state law requires that each California city appoint a City attorney; and

WHEREAS, the City Council-elect appointed the Cavanaugh Law Group, APLC for Interim City Attorney services on July 22, 2010; and

WHEREAS, the City Council wishes to appoint John E. Cavanaugh as City Attorney and approve an Agreement with The Cavanaugh Law Group, APLC.

NOW, THEREFORE, the City Council of the City of Eastvale, California, does resolve, determine and order as follows:

SECTION 1. That Agreement entered into on July 22, 2010 by and between City and The Cavanaugh Law Group, APLC is terminated.

SECTION 2. John E. Cavanaugh of The Cavanaugh Law Group, APLC is hereby appointed City Attorney of the City of Eastvale to serve at the pleasure of the City Council.

SECTION 3. The City Council hereby approves the Agreement with The Cavanaugh Law Group, APLC attached hereto as Exhibit "A" and incorporated herein by this reference.

PASSED, APPROVED AND ADOPTED this 8th day of June, 2011.

Adam Rush, Mayor

Attest: Approved as to Form:

Ariel Berry, Deputy City Clerk

John E. Cavanaugh, City Attorney
I, Judy L. Haughney, INTERIM CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Resolution Number 11-37 was duly and regularly adopted by the City Council of the City of Eastvale at a REGULAR meeting held the 8th day of June, 2011, by the following called vote:

AYES: Council members Howell, Welch, Bootsma, Mayor Pro Tem DeGrandpre and Mayor Rush
NOES: None
ABSENT: None
ABSTAIN: None

[Signature]
Ariel Berry, Deputy City Clerk
Exhibit “A”

RETAINER AGREEMENT FOR CITY ATTORNEY SERVICES

THIS AGREEMENT is made and entered into as of the 8th day of June, 2011, by and between the CITY OF EASTVALE, (hereinafter "Client"), and THE CAVANAUGH LAW GROUP, a Professional Law Corporation, (hereinafter "the Attorneys").

RECITALS

1. Client desires to engage Attorneys as City Attorney of the City of Eastvale, pursuant to the authority as set forth in applicable state law.

2. The Client and Attorneys desire to set forth in this Agreement the terms, conditions, and benefits of such engagement.

3. Attorneys desire to accept engagement as City Attorney as set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Term.

This Agreement shall be effective on June 8, 2011 and continuing thereafter unless sooner terminated by the parties as set out in Section 6 below.

2. Retention of Attorneys.

Client hereby retains and employs the Attorneys to provide all legal services incident to City Attorney representation of the City Council and the City of Eastvale. In this regard, John E. Cavanaugh will be the primary attorney responsible for providing legal advice to the City of Eastvale and will act as the City Attorney. Mr. Cavanaugh will be assisted by special legal counsel attorneys, including contract attorneys as necessary.

3. Scope of Duties.

Client retains and employs the Attorneys to provide legal services required in connection with City's operation as a general law City as directed by Client. The legal services to be performed shall include those generally understood to be within the field of municipal law, including civil litigation and criminal code enforcement matters. The Attorneys shall provide those legal services reasonably required to advise and represent Client and shall take reasonable steps to keep Client informed of the progress of the representation and to respond to the inquiries of Client regarding pending matters.

{00005257.DOC V1}
A. It is understood that the legal services shall include, but are not limited to, the following:

(i) The preparation of ordinances, resolutions, orders, agreements, forms, notices, declarations, certificates and other documents;

(ii) The attendance at all meetings of the City Council and Planning Commission and other meetings as directed by Client;

(iii) The rendering of legal advice and opinions concerning legal matters that affect Client;

(iv) The representation of Client in litigation involving it, as authorized and directed by Client;

(v) The consultation with City Council and City staff as needed and rendering of legal advice and opinions (both oral and written) concerning legal matters that affect the Client including new legislation and court decisions;

(vi) Providing guidance and advice to the City Council and City Manager regarding what position the Client (and associated bodies) and its advocate (e.g., lobbyist) should take on matters pending before legislative bodies;

(vii) Researching and interpreting laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the City Council and management staff on legal matters pertaining to Client operations;

(viii) The performance of legal work pertaining to property acquisition, property disposal, public improvements, public rights of way and easements, and matters relating to public utilities;

(ix) Oversee coordination with special legal counsel on all Client litigation including oversight of the Client’s risk management program and liability claims (both general and transit);

(x) File criminal complaints and prosecute violations of the City Code.

(xi) Providing other legal services as needed.

4. **Fees, Costs and Expenses.**

A. Client agrees to pay the Attorneys at the hourly rates set forth on Exhibit "A", attached hereto and incorporated herein by this reference. On July 1, 2012 and every July 1st thereafter during the term of this Agreement, all rates shall be adjusted for the change in the cost of living for the most recently published twelve (12) month period,
as shown by the U.S. Department of Labor in its All Urban Consumers Index set forth for the Los Angeles – Riverside – Orange County area, up to a maximum of four percent (4%).

B. The Attorneys shall not bill for travel time to the Client.

C. Client agrees to pay the following out-of-pocket costs and expenses associated with the Attorneys' work pursuant to this Agreement: messenger deliveries; actual copying costs in excess of 25 pages; long-distance telephone calls; process servers' fees; filing fees fixed by law or assessed by the courts and other agencies; computer assisted legal research, including Federal statutes and regulations; deposition and other court reporting fees; parking at courthouse; jury fees, witness fees; costs to obtain copies of documents in litigation, and other litigation-related costs and expenses as may be required to adequately represent Client, such as transportation, mileage, meals and lodging associated with out-of-county depositions or court appearances.

D. Matters for which Client may recoup its expenses through cost recovery to include but not necessarily limited to:

1. Code Enforcement;

2. Development Issues;

3. CEQA and Environmental Issues;

4. Those other matters for which Client may pass payment on to a third party.

5. **Statements/Task-Billing.**

The Attorneys shall prepare and present detailed monthly statements for services rendered to Client for the month preceding the statement, indicating each discrete task performed by the Attorneys. Statements are rendered monthly and are due and payable within 30 days of the statement date.

6. **Discharge and Withdrawal.**

A. The Attorneys shall serve under the terms of this Agreement at the pleasure of Client, and Client hereby reserves the right to terminate this Agreement at any time or to require substitute attorney personnel.

B. When the Attorneys' services are terminated, all unpaid charges shall be due and payable as provided for in Section 5.
7. **Notices.**

Notices pursuant to this Agreement shall be given by deposit in the United States Postal Service, postage prepaid, as follows:

**CLIENT:**
City Manager  
City of Eastvale  
12363 Limonite Ave. Suite 910  
Eastvale, CA 91752

**ATTORNEYS:**
The Cavanaugh Law Group, APLC  
John E. Cavanaugh  
23120 Alicia Parkway, Suite 200  
Mission Viejo, CA 92692

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as applicable to civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

8. **Insurance.**

Attorneys maintain errors and omissions insurance coverage with policy limits of minimum of One-Million Dollars ($1,000,000.00) per policy term.

9. **General Provisions.**

A. The text herein shall constitute the entire agreement between the parties. There are no oral agreements or understandings or any other written agreements, which directly or indirectly affect the terms and conditions of this Agreement.

B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

C. No addition, modification, amendment, or deletion to this Agreement shall be valid unless it is in writing and executed by the parties to this Agreement.

D. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Attorneys.

E. The Client and Attorneys agree that the construction and interpretation of this Agreement and the rights and duties of Client and Attorneys hereunder shall be governed by the laws of the State of California.
F. Attorneys shall act as an independent contractor in providing the services described in this Agreement. Attorneys shall be solely responsible for the supervision, payment and protection of its agents, employees, experts or consultants, if any, and furnish the services in Attorneys’ own manner and method. In no respect shall Attorneys, their agents, employees, experts or consultants, if any, be considered employees of the Client.

G. Ethical Requirements; Potential Conflicts Of Interest: Attorneys know of no conflicts of interest that would preclude Attorneys from representing the City. Nevertheless, from time to time conflicts may arise that require disclosure to the City which may require either a request for a conflict waiver or disqualification of Attorneys from representing either the City or the other client or both. At all times Attorneys will follow the ethical requirements for attorneys within the State of California. As required by Business & Professions Code Section 7149 (a) (4), Attorneys have legal malpractice insurance applicable to the services to be rendered pursuant this Agreement.

H. Attorneys agree to comply with all federal, state and local laws, rules, and regulations, now or hereafter in force, pertaining to the services performed pursuant to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date indicated in the preamble to this Agreement.

"Client"

CITY OF EASTVALE

By: __________________________
Adam Rush, Mayor

ATTEST:

_______________________________
Judy Haughney, City Clerk

"The Attorneys"

THE CAVAUGH LAW GROUP, APLC

By: __________________________
John E. Cavanaugh, President
EXHIBIT "A"

THE CAVANAUGH LAW GROUP, APLC
RATES AND BILLING PRACTICES

Hourly Rates for Legal Personnel (Transactional and Litigation)

| Attorneys   | $189.00 |
| Paralegals  | $85.00  |

Hourly Rates for Legal Personnel on those Matters for Which Client May Recoup its Expenses Through Cost Recovery (as defined above)

| Attorneys | $225.00 |

Hourly Rates for Special Counsel (Transactional and Litigation)

| Attorneys | $210.00 - $220.00 |

Billing Increment

We bill in increments of one-tenth of an hour (six minutes).

Costs and Expenses

In accordance with those costs identified under Section 4 C. of this Agreement.
RESOLUTION NO. 17-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EASTVALE,
CALIFORNIA ENDING THE CITY ATTORNEY SERVICES AGREEMENT
WITH THE CAVANAUGH LAW GROUP, APLC

WHEREAS, the City Council of the City of Eastvale, California, approved the Retainer Agreement for City Attorney Services ("Agreement") with The Cavanaugh Law Group, APLC, on June 8, 2011, in Resolution No. 11-37; and,

WHEREAS, the City Council of the City of Eastvale, California appointed John E. Cavanaugh of The Cavanaugh Law Group, APLC as City Attorney of the City of Eastvale on June 8, 2011, in Resolution No. 11-37; and,

WHEREAS, pursuant to section 6 (A) of the Agreement with The Cavanaugh Law Group, APLC, the City of Eastvale reserved the right to terminate the Agreement at any time; and,

WHEREAS, during a noticed Special Meeting held on October 16, 2017, the City Council of the City of Eastvale, California voted 4-0 to end the Agreement.

NOW, THEREFORE, the City Council of the City of Eastvale, California does resolve, determine, and order as follows:

SECTION 1: Effective October 16, 2017, John E. Cavanaugh will no longer be City Attorney;

SECTION 2: Pursuant to Section 6(A) of the Agreement the City Council ends the Agreement with The Cavanaugh Law Group, effective October 16, 2017.

PASSED, APPROVED AND ADOPTED THIS 25TH DAY OF OCTOBER, 2017.

ATTEST: _______________________________ _______________________________
Joseph Tessari, Mayor

Resolution No. 17-XX
City of Eastvale
AGENDA STAFF REPORT

City Council Meeting
October 25, 2017
Agenda Item No. 6.12
Consent Calendar

Supplemental Retainer Agreement for Varner & Brandt, LLP

Contact(s) for Further Information
Steven Aguilar, Assistant City Clerk saguilar@eastvaleca.gov 951.703.4421
City Clerk’s Office

Summary
On Wednesday, October 18, the City advertised a Request for Proposals for City Attorney Services. The purpose of the Supplemental Retainer Agreement with Varner & Brandt, LLP, is to provide temporary assistance with City Attorney matters as requested while the City completes the RFP process.

RECOMMENDED ACTION(S)
Approve the Supplemental Retainer Agreement for Varner & Brandt, LLP, to provide Temporary Assistance with City Attorney Services.

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
Not Applicable.

Background
Not Applicable.

Attachment(s)
Supplemental Retainer Agreement for Varner & Brandt
October 19, 2017

VIA EMAIL (JTessari@eastvaleca.gov)

Joseph Tessari, Mayor
City of Eastvale
12363 Limonite Ave., Suite 910
Eastvale, CA 91752

Re: Supplemental Retainer Agreement for Varner & Brandt LLP

Dear Mayor Tessari:

The purpose of this letter is to confirm our retention by the City of Eastvale to provide temporary assistance with City Attorney matters as requested (the “Matter”). The terms of our October 12, 2017 agreement will also apply to this Matter. We appreciate your confidence and thank you for selecting us as counsel.

Very truly yours,

[Signature]

Bradley E. Neufeld, of
VARNER & BRANDT LLP

The undersigned has read and understood this retention letter and agrees that it correctly sets forth the terms upon which Varner & Brandt LLP has been retained by the undersigned in connection with the representation described herein.

CITY OF EASTVALE

Dated: _____________, 2017

By: Joseph Tessari
Its: Mayor
City of Eastvale
AGENDA STAFF REPORT

City Council Meeting
October 25, 2017

Weekly Electronic Newsletter

Contact(s) for Further Information
Alia Rodriguez, Sr. Management Analyst  arodriguez@eastvaleca.gov  951.703.4412
City Manager’s Office
Alexandre Nguyen, Communications Intern  anguyen@eastvaleca.gov  951.703.4415
City Manager’s Office

Summary
City staff was tasked with researching email marketing platforms intended to generate a weekly electronic newsletter. The document would provide the community a comprehensive bulletin summarizing important City public information.

RECOMMENDED ACTION(S)
Discuss and provide direction on the weekly electronic newsletter.

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Goal 2.3: Create a regional identity and reputation for Eastvale (brand)
• 2.3.1 Design and implement a communications and marketing program that includes timely press releases, feature articles, advertising, social media feeds, direct mailings and events as appropriate

Fiscal Impact
Depending on the direction of City Council, costs incurred for this service can range from $99.00 - $661.44 per year, which would impact the general fund.

<table>
<thead>
<tr>
<th>Platform</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>MailChimp</td>
<td>$600.00 / year</td>
</tr>
<tr>
<td>Constant Contact</td>
<td>$661.44 / year</td>
</tr>
<tr>
<td>Paper.Li</td>
<td>$99.00 / year</td>
</tr>
<tr>
<td>Vision Live – Weekly Digest</td>
<td>$0.00 / year</td>
</tr>
</tbody>
</table>
**Background**

In early 2017, City Council recommended staff research various programs to explore a weekly electronic newsletter platform that could be sent out to the community. The purpose of the newsletter would be to send out weekly highlights of top stories, current events, and/or general information to residents that may have missed important information throughout the week.

City staff researched various email marketing services for City Council to discuss and provide direction for the Weekly Electronic Newsletter. Listed below are the details of the services:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Details</th>
<th>Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>MailChimp</td>
<td>- Unlimited email distribution</td>
<td>Free: 12,000 emails per month / 2,000 subscribers</td>
</tr>
<tr>
<td></td>
<td>- Easy to use</td>
<td>Monthly: 2,801-5,000 subscribers = $50.00; price increases as # of subscribers increase</td>
</tr>
<tr>
<td></td>
<td>- Basic template options</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Track performance with analytic options</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- No 24/7 customer support</td>
<td></td>
</tr>
<tr>
<td>Constant Contact</td>
<td>- Unlimited email distribution</td>
<td>Subscriber based. Price increases as # of subscribers increase</td>
</tr>
<tr>
<td></td>
<td>- Easy to use &amp; customizable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Variety of templates and functions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Access to free image gallery stock photos</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- File storage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 24/7 customer support via phone, email, and/or chat</td>
<td></td>
</tr>
<tr>
<td>Paper Li</td>
<td>- Draws information from news articles</td>
<td>Free: basic features</td>
</tr>
<tr>
<td></td>
<td>- Lack of customization: Offers only 2 layout options</td>
<td>Pro: $9 / month OR $99 / year (saves $9)</td>
</tr>
<tr>
<td></td>
<td>- Information automation – Saves time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Content is automatically generated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- No customization is available – Standard format</td>
<td></td>
</tr>
</tbody>
</table>

**Attachment(s)**

1. MailChimp - Newsletter email example
2. Constant Contact – Newsletter email example
3. Paper.Li – Newsletter email example
4. Vision Live – Weekly Digest example
September 26, 2017

Announcements

- JHBC Resource Network
- JHBC Ambassador Program
- Risk Management Association Scholarship
- Be a Coyote Alpha!

Important Dates

**September 27**
Last Day to add Open classes via MyCoyote

**September 28**
Week 2 - Open classes require Instructor signature
Closed classes
(Instructor & Dept. Chair Signature)

JHBC EVENTS

- College to Career Workshops
- Center for Global Management - Global
Path Seekers
- Social Media & Security Workshop
- Cyber Security Virtual Career Fair

Internship Opportunities
- CSUSB Accounting Services Director's Office
- County of San Bernardino Economic Development Agency
- Omnitrans Emergency Management Intern
- Car Craft Inc. Accounting Intern

Student Organizations - Meetings & Events
- Toastmasters @ CSUSB
- Beta Alpha Psi & Accounting Association
- Society for Human Resource Management (SHRM)
- American Marketing Association (AMA)

October 5
Week 3 - Open and Closed classes require both Instructor & Department Chair signature

October 11
Census Day
(Last day to Add/Drop classes)

Get connected with our Student Success Center!
WHAT IS JHBC RESOURCE NETWORK?

JHBC Resource Network is your connection to:

- Schedule appointments for academic advising, JHBC Writing Center, and receive résumé assistance
- Register for workshops and events
- Search for internships
HOW TO LOG IN:

- Visit [jhbc.csusb.edu](https://jhbc.csusb.edu)

- Click on JHBC Resource Network link on the left- side menu

- Sign in with your MyCoyote ID and Password

- Complete steps 1 and 2

- Click on Go to Dashboard
Risk Management Association Scholarship

Do you know students interested in a career in banking? Tell them about the Risk Management Association Foundation Scholarship!

$200,000 in renewable scholarships, ranging from $2,000 to $5,000 each, to current undergraduates interested in pursuing a career in the banking industry after graduation. The deadline to apply is October 22, 2017.

To be eligible, students must:

- Have completed a minimum of two years of college.
- Be enrolled full-time at an accredited four-year college or university.
- Have a minimum GPA of 3.0 on a 4.0 scale (or its equivalent).
- Be interested in a career in banking.

For more information, please click on the following links:

[Scholarship Website](#)
[Fact Sheet](#)

Be a Coyote Alpha!
JHBC Ambassador Program

We are looking for motivated and enthusiastic students who are willing to share what the College has to offer as well as learn what students need to be successful. In addition to being a representative for the College, duties include presenting guest speakers at JHBC events and workshops, assisting with special projects, conducting research, marketing of college events, coordinating events for students, and being a resource for current and future colleagues.

For more information contact the Student Success Center at (909) 537-3358 or jhbc.svcs@csusb.edu.
JHBC Events

College to Career Workshops
Share your story

Be a Coyote Alpha

Coyote Alphas
Showcase your Coyote Pride
Be part of an elite group of student leaders
Build your resume
Volunteer and get involved
Network with fellow and future Coyotes

Informational:
October 9, 2017 6PM-7PM in UH 250
October 10, 2017 6PM-7PM in UH 250
November 1, 2017 6PM-7PM in UH 240
November 2, 2017 6PM-7PM in UH 240

For more info or to RSVP, e-mail jacqueline.garza@csusb.edu
COLLEGE TO CAREER
BUSINESS & PUBLIC ADMINISTRATION STUDENT WORKSHOPS

FALL 2017 WORKSHOPS

ALL WORKSHOPS 12PM-2PM IN JB-111
Free pizza (first come first serve)

OCT 6 | RÉSUMÉS 101
Review the structure and design of winning resumes.

OCT 13 | INTERVIEW SKILLS
Prepare yourself to answer any questions - learn the etiquette of interviewing.

OCT 20 | INTRO TO INTERNSHIPS
Learn how to find and prepare for an internship. Find out how you can gain practical experience and earn elective course credit towards your degree.

OCT 27 | LINKEDIN / NETWORKING BASICS
Make LinkedIn your job/networking tool-get connected and build career opportunities.

Accommodation Information:
If you are in need of an accommodation to participate in a workshop, please contact us at (909) 537-3358 or jhbc.svcs@csusb.edu at least 72 hours in advance.
Kids Eat Free
12 AND UNDER

KIDS EAT FREE
12 AND UNDER

We know you're busy and finding time to cook isn't always easy. That's why we've re-introducing "Kids Night" where kids eat free, every Tuesday, from 5-7 p.m.

Kids aren't the only lucky ones though! You'll receive a free appetizer if you spend $30 or more on dinner. Order Online.

MAKE A RESERVATION

Perfect Pairings
Delicious Fresh Salads, So Many Options!

Delicately prepared with special sauce.
Chopped lettuce tossed with black bean corn salsa, roasted red and green peppers and onions.

$12.99

VIEW MENU

Did you know we now offer catering?
It's the perfect solution for office lunches,
birthday, and more.

VIEW CATERING MENU

Don't forget about
happy hour.
Come in and get half-priced drinks and appetizers from 4-6 p.m.
Check out our drink list.

WANT IN ON THE ACTION?
To receive special offers and promotion highlights, join our newsletter.

Join Our Mailing List

Stay Connected

RESOURCES	EVENTS	SHOP	CONTACT

Bisque Imports

re-stocking sale

10% off $50 orders
15% off $125 orders
25% off $250 orders
FREE SHIPPING on all orders

Valid January 1-31 only. Discounts will be applied during order processing. May not be combined with other offers.

Stock up and Save!

This is it, people! The Restocking Sale has reached its final day. Trust us when we say you do not want to miss these savings—they're pretty much the greatest.

So go ahead, treat yourself. Stock up, save, and smile. Repeat as needed. Stock up until you're happy or until midnight.

SHOP NOW!

Rockin' Boppin' Ceramajam 2013
March 13-14

Now Registering for Ceramajam 2013!
Exciting news, past and future Ceramajamers! Rockin' Boppin' Ceramajam is now moved and growing! We're accepting registrations. Whether you've joined us at a past event, or you're thinking about attending for the first time, now's the time to sign up!

These two days will be positively jam packed with workshops, projects, and networking to send you home and roll into a brand new year of success. Trust us when we say this—It's going to be amazing.

Sign Up Now!

OUR MISSION
Bisque Imports exists to make our customers, company, and industry successful through determination, creativity, & passion.

Voted CCSA Supplier of the Year 2009-2010-2011-2012
Jingle Cruise docked for the holiday season at Disneyland Resort

[Image] www.ocregister.com - The Christmas holiday at Disneyland is right around the corner but one popular attraction is not returning this year. Jingle Cruise, a holiday overlay of the classic Jungle Cruise, is staying on the ...

Here Are Twitter's Latest Rules for Fighting Hate and Abuse

[Image] www.wired.com - When Twitter could take credit for revolutionary political movements like the Arab Spring, it was easy for the company's executives to joke about their liberal stance on free speech. (Twitter, they s...

All the creepy, true details behind Mindhunter's serial killers

[Image] www.newsweek.com - Netflix's Mindhunter is loosely based on the non-fiction book Mindhunter by John Douglas, a former FBI agent, and Mark Olshaker, a writer and filmmaker. Douglas helped to pioneer the idea of profilin...

Reports: Electric Vehicles Are Poised to Reshape Global Power Consumption

[Image] www.powermag.com - The rapid adoption of electric vehicles (EVs)—both battery electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs)—is expected to transform global electricity consumption through 2040, ...

Trump's judge picks: ‘Not qualified,’ prolific bloggers
www.politico.com - President Donald Trump has nominated 50 candidates to lifetime appointments to the federal bench — including a man who asserted transgender children were evidence of “Satan’s plan,” one deemed unequal...
Calendar

Parks & Recreation 5th-7th Grade Basketball League Registration Deadline
Boys and girls in 5th - 7th grade can now register for Ankeny Parks & Recreation Youth Basketball Leagues. Practices begin week of Oct. 22 and games are Nov. 4 through Jan. 27. Cost is $71 for Ankeny residents and $85 for non-residents. Additional information and registration available online.
Event Date/Time: 10/02/2017

Social Bridge
What is fun, stimulating, and a great way to meet new friends?
If you are new to the game or a little rusty after years without a fourth, this is the perfect place for you.
Partners are not necessary. There is place at the table for you.
Event Date/Time: 10/02/2017 1:00 PM - 3:00 PM

Poke'mon Club
Pokémon enthusiasts come and enjoy playing Pokémon cards with other players. There will be instruction available too and no registration needed.
Event Date/Time: 10/02/2017 4:00 PM - 5:30 PM

City Council Meeting

View Agenda

Public Hearing - Development Agreement - Integrity Technology Systems, Inc.
View Notice of Hearing

Public Hearing - Vacate Sanitary Sewer Easement - Bill Kimberley Plat 1
View Notice of Hearing

View Minutes

Event Date/Time: 10/02/2017 5:30 PM

Preschool Story Time
Preschool Story Time is a 20-25 minute theme based story time is designed for 3-5 year olds and their parents/caregivers. Participants of this story time will enjoy books, rhymes, counting activities, and songs. There are multiple opportunities to attend this story time each week.
Event Date/Time: 10/03/2017 10:00 AM - 10:30 AM
Event Date/Time: 10/03/2017 1:00 PM - 3:30 PM

Books & a Bite
This book club is for children in 3rd-5th grade who love books! Participants will have the opportunity to share about books they are reading and enjoy a snack. This book club meets once per month. Sign up at the Children's Reference Desk to participate.

Event Date/Time: 10/03/2017 3:30 PM - 4:30 PM

Teen Hatch
This program is designed for participants 6th-12th grade who are interested in learning more about the library's makerspace "Hatch". Participants will have an opportunity to work on the 3-D printer, green screen and more. Registration at the Kid's Desk is required as space is limited.

Event Date/Time: 10/03/2017 4:00 PM - 5:00 PM

Alzheimer's Caregiver Support Group
Support group meetings are a family caregiver's opportunity to learn more about Alzheimer's disease and caregiving from peers who have had similar experiences or have the same questions and concerns. Led by Kathy Davis, volunteer facilitator.

This group is free and open to the public.

Event Date/Time: 10/03/2017 4:45 PM - 6:00 PM

Zoning Board of Adjustment

View Agenda
(posted Friday prior to the meeting)

Public Hearing(s):
#17-07 Portion of Lot 1, John Deere Acres - Paving Variance
  view notice (pdf)

View Minutes

Event Date/Time: 10/03/2017 5:00 PM

Family Night with Storybook Adventures
Meet superheroes Spiderman, Wonder Woman and Captain America and enjoy a night of family fun at the Library!

Event Date/Time: 10/03/2017 6:00 PM - 7:00 PM

Plan & Zoning Commission

View Agenda
City of Eastvale
AGENDA STAFF REPORT

City Council Meeting  
October 25, 2017

AGENDA STAFF REPORT

City Council Meeting  
October 25, 2017

Formation of Community Facilities District No. 2017-1  
(Goodman Commerce Center)

Contact(s) for Further Information
James Riley, Interim Finance Director  
jriley@eastvaleca.gov
Finance Department  
951.703.4431

Summary
In previous years, property owners of new developments requested annexation into the County of Riverside Landscaping and Lighting Maintenance District (LLMD) 89-1 for the purposes of levying an assessment to pay for specified maintenance and services on improvements related to their development. In order to best serve the property owners and to simplify the administration process, Community Facilities Districts (“CFDs”) will be used as the financing mechanism for specified maintenance and services on improvements related to new development.

RECOMMENDED ACTION(S)
Adopt Resolution No. 2017-XX, A Resolution of Intention of the City Council of the City of Eastvale, California, to Establish a Community Facilities District

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Goal 1: Establish a Solid Fiscal Foundation.

Fiscal Impact
Costs associated with the consultant services related to the CFD formation are to be paid by the developer. The annual levy and collection of special taxes and CFD administration is charged to the CFD. Failure to approve the accompanying resolution would result in an inability to collect the annual special taxes, totaling approximately $86,900 annually at buildout, and the maintenance and service costs would have to be paid from the City’s General Fund.

Background
The Goodman Commerce Center (commercial) development projects include provisions for providing funding for maintenance and operation of specific improvements. The developers have provided funds for the establishment of Community Facilities Districts as the mechanism to provide this ongoing funding.
The City’s consultant, NBS, has prepared the attached Resolution which includes the Rate and Method of Apportionment (“RMA”) for Community Facilities District No. 2017-1 (Goodman Commerce Center). The RMA describes the rates and methods special taxes may be levied within the CFD beginning in Fiscal Year 2018/19. The RMA specifies that non-residential property for which a building permit has been issued by June 1, 2018 will be taxed at a rate of $475.00 per acre for Fiscal Year 2018/19. Estimated revenue for 2018/19, assuming no additional building permits are issued prior to June 1, 2018, is approximately $26,800. Estimated annual revenue once all building permits are issued for CFD property is approximately $86,900, which will increase by the greater of 2% or CPI.

Attachment(s)

1. Resolution No. 2017-XX: Resolution of Intention of the City Council of the City of Eastvale, California to Establish a Community Facilities District.
2. Exhibit A: Description of Services.
3. Exhibit B: Rate and Method of Apportionment of Special Tax and Attachment
4. CFD 2017-1 Signed Petition and Waiver.
5. CFD 2017-1 Map of Proposed Boundaries
RESOLUTION NO. 2017-XX

RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF EASTVALE TO ESTABLISH A COMMUNITY FACILITIES DISTRICT

CITY OF EASTVALE
Community Facilities District No. 2017-1
(Goodman Commerce Center)

WHEREAS, in response to petitions submitted on behalf of Tarpon Prop Ownership 2, a California Limited Liability Company, this City Council proposes to establish a community facilities district within the City of Eastvale (the “City”) under the terms of the Mello-Roos Community Facilities Act of 1982 (Sections 53311 and following, California Government Code; hereafter referred to as the “Mello-Roos Act”), and the proposed boundaries of the proposed community facilities district are shown on the boundary map (the “Boundary Map”) on file with the City Clerk of the City (the “Clerk”); and

WHEREAS, this City Council wishes by this resolution to approve the Boundary Map and to thereby establish the proposed boundaries of the proposed community facilities district, to be known as “Community Facilities District No. 2017-1 (Goodman Commerce Center), City of Eastvale, County of Riverside, State of California,” referred to hereafter in this resolution as “CFD No. 2017-1”; and

WHEREAS, in accordance with the provisions of Sections 53320 and 53321 of the Mello-Roos Act, having received petitions from the owners of not less than 10% of the area of land proposed to be included in the proposed community facilities district, this City Council desires by this resolution to declare its intention to establish proposed CFD No. 2017-1.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF EASTVALE, AS FOLLOWS:

1. Authority. This Council proposes to conduct proceedings to establish a community facilities district pursuant to the Mello-Roos Act.

2. Name of CFD. The name proposed for the community facilities district is “Community Facilities District No. 2017-1 (Goodman Commerce Center), City of Eastvale, County of Riverside, State of California” (“CFD No. 2017-1”).

3. Boundaries. This City Council hereby approves the Boundary Map and thereby establishes the proposed boundaries of CFD No. 2017-1. The City Clerk is hereby authorized and directed to cause the respective certificates on the Boundary Map to be completed and executed and to cause the recordation of the Boundary Map in the official records of the Riverside County Recorder within 15 days of the date of adoption of this Resolution.
4. **Services.** The type of services (the “Services”) proposed to be financed by CFD No. 2017-1 and by proceeds of the special tax of CFD No. 2017-1 (the “Special Tax”) are set forth in Exhibit A hereto, which is hereby incorporated herein. The Council hereby determines that the Services are necessary to meet increased demands for such services placed upon local agencies as the result of development occurring within the area of CFD No. 2017-1. The Services are in addition to those provided in the territory of CFD No. 2017-1 as of the date hereof and will not supplant services already available within the territory of CFD No. 2017-1 as of the date hereof.

5. **Special Tax.** Except to the extent that funds are otherwise available to CFD No. 2017-1 to pay for the Services, the Special Tax will be annually levied within CFD No. 2017-1. Upon recordation of a notice of special tax lien pursuant to Section 3114.5 of the California Streets and Highways Code, a continuing lien to secure each levy of the Special Tax shall attach to all nonexempt real property within CFD No. 2017-1, and this lien shall continue in force and effect until the Special Tax obligation is prepaid and permanently satisfied and the lien cancelled in accordance with law or until levy and collection of the Special Tax by the City ceases. The rate and method of apportionment of the special tax (the “Rate and Method of Apportionment”) is set forth in the Exhibit B attached to this resolution. All matters pertaining to the calculation, levy and collection, administration and duration of the Special Tax shall be governed by the applicable provisions of the Rate and Method of Apportionment as supplemented, if necessary, by the applicable provisions of the Mello-Roos Act.

6. **Billing for Special Tax.** It is anticipated that the Special Tax will be billed as a separate line item on the regular property tax bill of the County of Riverside. However, this City Council reserves the right, under Section 53340, to utilize any method of collecting the Special Tax which it shall, from time to time, determine to be in the best interests of the City, including, but not limited to, direct billing by the City to the property owners and supplemental billing.

7. **Exempt Property.** Except as may otherwise be provided by law or by the rate and method of apportionment of the Special Tax for CFD No. 2017-1, all lands owned by any public entity, including the United States, the State of California, the County, the City, or any departments or political subdivisions thereof, shall be omitted from the levy of the Special Tax.

8. **Election and Unanimous Approval.** It is the intention of this City Council that the electors will be the landowners within proposed CFD No. 2017-1 in accordance with Section 53326 of the Mello-Roos Act. The proposed voting procedure shall be by mailed or hand-delivered ballot among the landowners in the proposed CFD, with each owner having one vote for each acre or portion of an acre such owner owns within the boundaries of CFD No. 2017-1.

9. **CFD Report.** The City Manager (or deputy or designee thereof) is hereby directed to study the proposed Services and make, or cause to be made, and file with the City Clerk a report in writing (the “CFD Report”), that shall be a part of the record of the public hearing hereinafter specified and which report shall present the following:

   (a) A description of the Services that will be required to adequately meet the needs of CFD No. 2017-1.
(b) An estimate of the fair and reasonable cost of the Services and incidental expenses in connection therewith, and all other related costs.

10. Public Hearing. This City Council hereby sets December 13, 2017, at 6:30 p.m. or as soon as possible thereafter, at the City of Eastvale, City Council, Rosa Parks Elementary 13830 Whispering Hills Drive, Eastvale, California, as the time and place to conduct a public hearing on the establishment of CFD No. 2017-1. At the hearing, testimony of all interested persons for or against establishment of CFD No. 2017-1, the extent of CFD No. 2017-1, the proposed list of Services to be authorized, the proposed Rate and Method of Apportionment, or any other aspect of the proposed CFD No. 2017-1 will be heard and protests will be considered. As provided by the Mello-Roos Act, written protests by the owners of a majority in area of the land within the proposed CFD No. 2017-1 will constitute a “majority protest” and will require the suspension of proceedings for at least one year. Written protests must be filed with the Clerk at or before the time fixed for the hearing. If such majority protests are directed only against certain elements of the proposed improvements or proposed special tax, only those elements shall be deleted from the proceedings.

11. Notice of Hearing. The City Clerk is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of CFD No. 2017-1. The publication shall be completed at least seven days before the date of the public hearing specified above. The notice of the public hearing shall be substantially in the form specified in Section 53322 of the Mello-Roos Act.

The City Clerk may also cause notice of the hearing to be given to each property owner within CFD No. 2017-1 by first class mail, postage prepaid, to each such owner’s address as it appears on the most recent tax records of the County or as otherwise known to the City Clerk to be correct. Such mailing shall be completed not less than 15 days before the date of the public hearing.

11. Effective Date. This resolution shall take effect upon its adoption.
I, Steven D. Aguilar, Assistant City Clerk of the City Council of the City of Eastvale, California, do hereby certify that the foregoing City Council Resolution, No. 17-XX, was duly adopted by the City Council of the City of Eastvale, California, at a regular meeting thereof held on the XX day of MONTH, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

______________________________
Steven D. Aguilar, Assistant City Clerk
EXHIBIT A

CITY OF EASTVALE
Community Facilities District No. 2017-1
(Goodmant Commerce Center)

DESCRIPTION OF SERVICES

The services to be funded by CFD No. 2017-1 include the costs of providing funding relating to facilities dedicated by the Petitioner including Goodman Way and traffic signals at the following intersections: Bellegrave/Hamner, Cantu-Galleano, Goodman Way/The Station, Hamner/The Station, Hamner/Commerce/Eucalyptus, and Bellegrave/Homecoming for the following and all related administrative costs, expenses and reserves for replacement of equipment and facilities:

Facilities Maintenance – Ongoing maintenance and operation of public roads and streets, bike lanes, parking bays, bridges/culverts, medians, street lights, traffic signals, traffic signs, striping and legends, frontage improvements such as curbs, gutters, paths, sidewalks, driveways, bus pads, ADA ramps, street signs; landscaping; drainage facilities including ditches.
EXHIBIT B

CITY OF EASTVALE
Community Facilities District No. 2017-1
(Goodman Commerce Center)

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

See Exhibit B Attachment
RATE AND METHOD OF APPORTIONMENT
FOR CITY OF EASTVALE
COMMUNITY FACILITIES DISTRICT NO. 2017-1
(GOODMAN COMMERCE CENTER)

A Special Tax as hereinafter defined shall be levied on each Assessor's Parcel of Taxable Property within the City of Eastvale Community Facilities District No. 2017-1 (Goodman Commerce Center) ("CFD No. 2017-1") and collected each Fiscal Year commencing in Fiscal Year 2018/19 in an amount determined by the City Council through the application of the appropriate Special Tax for Taxable Property as described below. All of the real property in CFD No. 2017-1, unless exempted by law or by the provisions hereof, shall be taxed for purposes of CFD No. 2017-1, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meaning:

“Acre or Acreage” means the land area of an Assessor’s Parcel as shown on County records, such as an Assessor’s Parcel Map and secured roll data, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable final subdivision map, record of survey, or other recorded document creating or describing the Assessor’s Parcel. If the preceding maps for a land area are not available, the Acreage of such land area may be determined utilizing available spatial data and GIS.

“Administrative Expenses” means the actual or reasonably estimated costs directly related to the administration of CFD No. 2017-1 including, but not limited to, the following: the costs of computing the Special Tax and preparing the annual Special Tax collection schedules (whether by the City, the CFD Administrator, or both); the costs of collecting the Special Taxes (whether by the County, the City, or otherwise); the costs to the City, CFD No. 2017-1, or any designee thereof of complying with disclosure requirements; the costs associated with preparing Special Tax disclosure statements and responding to public inquiries regarding the Special Taxes; the costs of the City, CFD No. 2017-1, or any designee thereof related to any appeal of the levy or application of the Special Tax; and the City’s annual administration fees and third party expenses. Administrative Expenses shall also include amounts estimated or advanced by the City or CFD No. 2017-1 for any other administrative purposes, including, but not limited to, attorney’s fees.

“Assessor’s Parcel” means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number.

“Assessor’s Parcel Map” means an official map of the County Assessor, designating an Assessor’s Parcel by an Assessor’s Parcel number.

“CFD Administrator” means an official of the City, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

“CFD No. 2017-1” means the City of Eastvale Community Facilities District No. 2017-1 (Goodman Commerce Center).

“City” means the City of Eastvale.

“City Council” means the City Council of the City, acting as the legislative body of CFD No. 2017-1.

“County” means the County of Riverside.

“County Assessor” means the County Assessor of the County.
“Exempt Property” means all Assessors’ Parcels that are exempt from the Special Tax pursuant to Section E.

“Fiscal Year” means the period starting July 1 and ending on the following June 30.

“Maximum Annual Special Tax” means the maximum annual Special Tax, determined in accordance with the provisions of Section C, which may be levied in any Fiscal Year on any Assessor’s Parcel of Taxable Property.

“Non-Residential Property” means all Assessor’s Parcels of Taxable Property within the boundaries of CFD No. 2017-1 for which a building permit has been issued prior to June 1 preceding the Fiscal Year for which the Special Tax is being levied and located within the boundaries of CFD No. 2017-1 which is not otherwise Exempt Property.

“Open Space Property” means property within the boundaries of CFD No. 2017-1 which (i) has been designated with specific boundaries and Acreage on a final subdivision map as open space, (ii) is classified by the County Assessor as open space, (iii) has been irrevocably offered for dedication as open space to the federal government, the State, the County, the City, or any other public agency, or (iv) is encumbered by an easement or other restriction required by the City limiting the use of such property to open space.

“Proportionately” means for Taxable Property that the ratio of the Special Tax levy to the Maximum Annual Special Tax is equal for all Assessors’ Parcels of Taxable Property levied within each property land use classification (Non-Residential Property and Undeveloped Property) within CFD No. 2017-1.

“Public Property” means any property within the boundaries of CFD No. 2017-1 which (i) is owned by a public agency, (ii) has been irrevocably offered for dedication to a public agency, or (iii) is designated with specific boundaries and Acreage on a final subdivision map as property which will be owned by a public agency. For purposes of this definition, a public agency includes the federal government, the State, the County, the City, or any other public agency.

“Special Tax” means the annual special tax to be levied in each Fiscal Year on each Assessor’s Parcel of Taxable Property to fund the Special Tax Requirement.

“Special Tax Requirement” means that amount of Special Tax revenue required in any Fiscal Year for CFD No. 2017-1 to: (i) pay directly for the costs of operation and maintenance of traffic signals, streets, streetscapes, drainage facilities, curbs, gutters and sidewalks; (ii) pay Administrative Expenses; (iii) pay any amounts required to establish or replenish any repair and contingency funds, capital improvement replacement funds, or reserve funds for CFD No. 2017-1; (iv) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year; and (v) a credit for funds available to reduce the annual Special Tax levy, as determined by the CFD Administrator.

“State” means the State of California.

“Tax Escalation Factor” means the greater of two percent (2.0%) or the percentage increase, if any, in the Consumer Price Index for all Urban Consumers (“CPI-U”) for the Los Angeles-Riverside-Orange County California Standard Metropolitan Statistical area (“Index”) published by the Bureau of Labor Statistics of the United Stated Department of Labor. The annual CPI-U adjustment will be based on the increase, if any, in the Index as it stands on March of each year over the base Index for March of 2018.

“Taxable Property” means all of the Assessor’s Parcels within the boundaries of CFD No. 2017-1 that are not exempt from the Special Tax pursuant to law or Section E below.
“Undeveloped Property” means all of the Assessor’s Parcels of Taxable Property within the boundaries of CFD No. 2017-1 not classified Non-Residential Property.

B. ASSIGNMENT TO LAND USE CATEGORIES

On, or around, July 1 of each Fiscal Year, all Assessor’s Parcels of Taxable Property within CFD No. 2017-1 shall be classified as Residential Property, Non-Residential Property, or Undeveloped Property and shall be subject to the levy of annual Special Taxes determined pursuant to Sections C and D below.

C. MAXIMUM ANNUAL SPECIAL TAX RATE

The Maximum Annual Special Tax for each Assessor’s Parcel of Taxable Property shall be assigned below:

1. Maximum Annual Special Tax

   The Maximum Annual Special Tax for each Assessor’s Parcel of Taxable Property shall be assigned according to the table below:

<table>
<thead>
<tr>
<th>Property Land Use</th>
<th>2018/19 Maximum Annual Special Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Residential Property</td>
<td>$475.00 per Acre</td>
</tr>
<tr>
<td>Undeveloped Property</td>
<td>$0.00 per Acre</td>
</tr>
</tbody>
</table>

2. Assignment of Maximum Annual Special Tax to Newly Created Assessor’s Parcel(s)

   When an Assessor’s Parcel(s) changes or subdivides, the Maximum Annual Special Tax shall be assigned to each newly created Assessor’s Parcel(s) so that there is no net loss in the Maximum Annual Special Tax revenue as a result of changes in the planned development. The process for assigning the Maximum Annual Special Tax to each newly created Assessor’s Parcel(s) is as follows:

   Step 1: Sum the Maximum Annual Special Tax assigned to each Assessor’s Parcel(s) that is being changed or subdivided.

   Step 2: Identify the newly created Assessor’s Parcel(s) created by the change or subdivision and assign the Maximum Annual Special Tax to each newly created Assessor’s Parcel(s) according to the table in Section C.1 above. Sum the Maximum Annual Special Tax assigned to each newly created Assessor’s Parcel(s).

   Step 3: Divide the Maximum Annual Special Tax assigned in Step 2 for each newly created Assessor’s Parcel(s) by the total Maximum Annual Special Tax in Step 2 to arrive at a fraction.

   Step 4: Apportion the total Maximum Annual Special Tax from Step 1 to each newly created Assessor’s Parcel(s) by multiplying each newly created Assessor’s Parcel(s) fraction, determined in Step 3, by the total Maximum Annual Special Tax from Step 1.

   Step 5: The Maximum Annual Special Tax assigned to each newly created Assessor’s Parcel(s) shall be the greater of the Maximum Annual Special Tax assigned in Step 2 or the Maximum Annual Special Tax calculated in Step 4.
Once created, if a newly created Assessor’s Parcel(s) further changes or subdivides, the above steps shall be repeated to determine the Maximum Annual Special Tax for the additional newly created Assessor’s Parcel(s) created from the change or subdivision.

On July 1 of each Fiscal Year, commencing on July 1, 2018, the Maximum Annual Special Tax shall be increased by the application of the Tax Escalation Factor.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

Commencing with Fiscal Year 2018/19 and for each subsequent Fiscal Year, the CFD Administrator shall determine the Special Tax Requirement and shall levy the Special Tax until the amount of Special Taxes equals the Special Tax Requirement. The Special Tax shall be levied each Fiscal Year as follows:

First: The Special Tax shall be levied Proportionately on all Non-Residential Property at a rate up to 100% of the applicable Maximum Annual Special Tax.

Second: If additional monies are needed to satisfy the Special Tax Requirement after the first step has been completed, the Special Tax shall be levied Proportionately on all Undeveloped Property at a rate up to 100% of the Maximum Annual Special Tax.

E. EXEMPTIONS

The CFD Administrator shall classify the following as Exempt Property: Public Property, Open Space Property, and Assessor's Parcels with public or utility easements making impractical their utilization for any use other than the purposes set forth in the easement.

If the use of an Assessor's Parcel of Exempt Property changes so that such Assessor's Parcel is no longer classified as one of the uses set forth above that would make such Assessor's Parcel eligible to be classified as Exempt Property, such Assessor's Parcel shall cease to be classified as Exempt Property and shall be deemed to be Taxable Property.

F. REVIEW/APPEAL

Any landowner who feels that the amount of the Special Tax levied on their Assessor's Parcel is in error shall first consult with the CFD Administrator regarding such error. If following such consultation, the CFD Administrator determines that an error has occurred; the CFD Administrator may amend the amount of the Special Tax levied on such Assessor's Parcel. If following such consultation and action (if any by the CFD Administrator), the landowner or resident believes such error still exists, such person may file a written notice with the City appealing the amount of the Special Tax levied on such Assessor's Parcel. The City may establish such procedures, as it deems necessary to undertake the review of any such appeal. The City shall interpret this Rate and Method of Apportionment and make determinations relative to the annual administration of the Special Tax and any landowner or resident appeals, as herein specified. The decision of the City shall be final and binding as to all persons.

G. INTERPRETATIONS

The City may make minor administrative and technical changes to this Rate and Method of Apportionment that do not materially affect the rate and method of apportioning Special Taxes. In addition, the interpretation and application of any section of this Rate and Method of Apportionment
shall be left to the City’s discretion. Interpretations may be made by resolution of the City Council for purposes of clarifying any vagueness or ambiguity in this Rate and Method of Apportionment.

**H. MANNER OF COLLECTION**

The annual Special Tax shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that CFD No. 2017-1, may directly bill the Special Tax, and may collect Special Taxes at a different time or in a different manner as necessary to meet its financial obligations.

**I. PREPAYMENT OF SPECIAL TAX**

The Special Tax may not be prepaid.

**J. REPEAL OF SPECIAL TAX**

If the levy of the Special Tax is repealed by initiative or any other action participated in by the owners of Assessor’s Parcels in CFD No. 2017-1, the City shall cease to levy the Special Tax and shall cease to be obligated to provide the authorized services for which the Special Tax was levied. The obligations to provide the authorized services previously funded by the repealed Special Tax shall become the joint obligations of the property owners of Assessor’s Parcels within CFD No. 2017-1.

**K. TERM OF SPECIAL TAX**

The Maximum Special Tax shall be levied commencing in Fiscal Year 2018/19 and shall be levied in perpetuity, unless and until such time the City determines that revenues are no longer needed to pay the Special Tax Requirement.
CITY OF EASTVALE
Community Facilities District No. 2017-1
(Goodman Commerce Center)

PETITION
(With Waivers)
To Create a Community Facilities District
and Related Matters

October 19, 2017

To The City Council
City of Eastvale
12363 Limonite Ave, Suite 910
Eastvale, CA 91752

Members of the City Council:

This is a petition to create a community facilities district and related matters under the Mello-Roos Community Facilities Act of 1982 (the “Act”), and it states as follows:

1. **Petitioner.** This petition (“Petition”) is submitted by the persons (each, a “Petitioner,” and together, the “Petitioners”) identified below as the record owner(s) of the parcels of land identified below (the “Property”), who have signed this Petition in separate counterparts. Each Petitioner warrants to the City of Eastvale (the “City”) that the Petitioner is such owner. The Assessor Parcels comprising the Property are listed on the attached Exhibit A and contain 192.07 Acres.

2. **Procedings Requested.** This Petition asks that the City Council (the “Council”) undertake proceedings under the Act to create a community facilities district to be designated “City of Eastvale Community Facilities District No. 2017-1 (Goodman Commerce Center)” (the “CFD”) to levy special taxes in the CFD.

3. **Boundaries.** This Petition asks that the territory to be included in the boundaries of the CFD consist of that shown on a map of the proposed boundaries of the CFD filed with the City Clerk and which map is shown in Exhibit C attached hereto and made a part hereof and includes the Property.

4. **Purpose.** This Petition asks that the CFD be created and that the special taxes be levied to finance all or a part of the public services (the “Services”) shown in Exhibit B attached hereto and made a part hereof.

5. **Special Tax.** Each Petitioner agrees that the City will, subject to the approval of the Petitioner in the proceedings for the CFD, be authorized to levy a Special Tax in the CFD to pay for the Services, subject to the completion of all proceedings by the City under the Act.
6. **Election.** Each Petitioner asks that the special property-owner election to be held under the Act to authorize the Special Tax and establish any appropriations limits for the CFD be conducted by the City and its officials using a mailed or hand-delivered ballot, and that such ballot be canvassed and the results certified at the same meeting of the Council as the public hearing relating to the CFD under the Act, or as soon thereafter as possible.

7. **Waivers.** To expedite the completion of the proceedings for the CFD, each Petitioner waives notices of election, applicable waiting periods under the Act for the holding of any public hearing and for election and all ballot arguments and analysis for the election, it being acknowledged by the Petitioner that all such timing for notices are for the benefit of the Petitioner and may be waived.

8. **Authority Warranted.** Each Petitioner warrants to the City that the presentation of this Petition, any waivers contained herein, casting of ballots at the property owner election and other actions mandated by the City for the formation of the CFD shall not constitute or be construed as events of default or delinquencies under any existing or proposed financing documents entered into or to be entered into by the Petitioner for the Property, including any “due-on-encumbrance” clauses under any existing security instruments secured by the Property. If requested by the City, the Petitioner agrees, at its expense, to supply to the City current title evidence so that the City may supply any notice and ballot required under the Act for the establishment of the CFD.

9. **Due-Diligence and Disclosures.** Each Petitioner agrees to cooperate with the City, its attorneys and consultants and to provide all information and disclosures required by the City about the Special Tax to purchasers of the Property or any part of it.

10. **Agreements.** Each Petitioner further agrees to execute such additional or supplemental agreements as may be required by the City to provide for any of the actions and conditions under this Petition, including any amount of cash deposit required to pay for the City’s costs in establishing the CFD. Petitioner agrees that this Petition shall not be considered as filed with the City for purposes of commencing proceedings for the CFD under the Act unless and until deemed filed by the City in its absolute discretion.

The Petitioners (record owners) are:

Tarpon Prop Ownership 2

By:

By: ___________________________

Address:
18201 Von Karman, Suite 1170
Irvine, CA  92612
EXHIBIT A

CITY OF EASTVALE
Community Facilities District No. 2017-1
(Goodman Commerce Center)

ASSESSORS PARCEL NUMBERS

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</tr>
<tr>
<td>19</td>
<td>160-480-007</td>
<td>5.97</td>
</tr>
</tbody>
</table>
EXHIBIT B

CITY OF EASTVALE
Community Facilities District No. 2017-1
(Goodman Commerce Center)

DESCRIPTION OF SERVICES

The services to be funded by CFD No. 2017-1 include the costs of providing funding for the following and all related administrative costs, expenses and reserves for replacement of equipment and facilities:

Facilities Maintenance – Ongoing maintenance and operation of public roads and streets, bike lanes, parking bays, bridges/culverts, medians, street lights, traffic signals, traffic signs, striping and legends, frontage improvements such as curbs, gutters, paths, sidewalks, driveways, bus pads, ADA ramps, street signs; landscaping; drainage facilities including ditches.
EXHIBIT C

CITY OF EASTVALE
Community Facilities District No. 2017-1
(Goodman Commerce Center)

MAP OF PROPOSED BOUNDARIES

The map of proposed boundaries of the CFD is shown on the following page.
MAP OF PROPOSED BOUNDARIES OF
CITY OF EASTVALE
COMMUNITY FACILITIES DISTRICT NO. 2017-1
(GOODMAN COMMERCE CENTER)

CITY OF EASTVALE
COUNTY OF RIVERSIDE
STATE OF CALIFORNIA

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF EASTVALE THIS ________ DAY OF __________, 20__, BY ITS RESOLUTION NO._____.

CITY CLERK

FILED THIS ________ DAY OF __________, 20__, AT THE HOUR OF _______ O'CLOCK _______ M., IN BOOK ______ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE ______ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

COUNTY RECORDER,
COUNTY OF RIVERSIDE

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF DISTRICT PARCELS, REFERENCE IS MADE TO THE MAPS OF THE ASSESSOR, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

Source: Riverside County GIS & San Bernardino County GIS
Geographic Coordinate Reference: GCS North American 1983
Projection: NAD 1983 StatePlane California VI FIPS 0406 Feet

District Boundary
District Parcels
District Parcel ID
Parcels
MAP OF PROPOSED BOUNDARIES OF
CITY OF EASTVALE
COMMUNITY FACILITIES DISTRICT NO. 2017-1
(GOODMAN COMMERCE CENTER)

CITY OF EASTVALE
COUNTY OF RIVERSIDE
STATE OF CALIFORNIA


COUNTY RECORDER,
COUNTY OF RIVERSIDE

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF DISTRICT PARCELS, REFERENCE IS MADE TO THE MAPS OF THE ASSESSOR, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

Source: Riverside County GIS & San Bernardino County GIS
Geographic Coordinate Reference: GCS North American 1983
Projection: NAD 1983 StatePlane California VI FIPS 0406 Feet
Formation of Community Facilities District No. 2017-2 (Sendero)

Contact(s) for Further Information
James Riley, Interim Finance Director  jriley@eastvaleca.gov  951.703.4431
Finance Department

Summary
In previous years, property owners of new developments requested annexation into the County of Riverside Landscaping and Lighting Maintenance District (LLMD) 89-1 for the purposes of levying an assessment to pay for specified maintenance and services on improvements related to their development. In order to best serve the property owners and to simplify the administration process, Community Facilities Districts (“CFDs”) will be used as the financing mechanism for specified maintenance and services on improvements related to new development.

RECOMMENDED ACTION(S)
Adopt Resolution No. 2017-XX, A Resolution of the City Council of the City of Eastvale, California, to Establish a Community Facilities District

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Goal 1: Establish a Solid Fiscal Foundation.

Fiscal Impact
Costs associated with the consultant services related to the CFD formation are to be paid by the developer. The annual levy and collection of special taxes and CFD administration is charged to the CFD. Failure to approve the accompanying resolution would result in an inability to collect the annual special taxes, totaling approximately $40,000 annually at buildout, and the maintenance and service costs would have to be paid from the City’s General Fund.

Background
The Sendero (Tract 36775) development projects include provisions for providing funding for maintenance and operation of specific improvements. The developer has provided funds for the establishment of Community Facilities Districts as the mechanism to provide this ongoing funding.
The City’s consultant, NBS, has prepared the attached Resolution which includes the Rate and Method of Apportionment ("RMA") for Community Facilities District No. 2017-2 (Sendero). The RMA describes the rates and methods special taxes may be levied within the CFD beginning in Fiscal Year 2018/19. The RMA specifies that non-residential property for which a building permit has been issued by June 1, 2018 will be taxed at a rate of $128.00 per acre for Fiscal Year 2018/19. Estimated annual revenue once all building permits are issued for CFD property is approximately $40,000, which will increase by the greater of 2% or CPI.

Attachment(s)
1. Resolution No. 2017-XX: Resolution of Intention of the City Council of the City of Eastvale, California to Establish a Community Facilities District
2. Exhibit A: Description of Services
3. Exhibit B: Rate and Method of Apportionment of Special Tax
4. CFD 2017-2 Signed Petition and Waiver
5. CFD 2017-2 Map of Boundaries
RESOLUTION NO. 2017-XX

RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF EASTVALE TO ESTABLISH A COMMUNITY FACILITIES DISTRICT

CITY OF EASTVALE
COMMUNITY FACILITIES DISTRICT No. 2017-2
(SENDERO)

WHEREAS, in response to petitions submitted on behalf of Tarpon Prop Ownership 2, a California Limited Liability Company, this City Council proposes to establish a community facilities district within the City of Eastvale (the “City”) under the terms of the Mello-Roos Community Facilities Act of 1982 (Sections 53311 and following, California Government Code; hereafter referred to as the “Mello-Roos Act”), and the proposed boundaries of the proposed community facilities district are shown on the boundary map (the “Boundary Map”) on file with the City Clerk of the City (the “Clerk”); and

WHEREAS, this City Council wishes by this resolution to approve the Boundary Map and to thereby establish the proposed boundaries of the proposed community facilities district, to be known as “Community Facilities District No. 2017-2 (Sendero), City of Eastvale, County of Riverside, State of California,” referred to hereafter in this resolution as “CFD No. 2017-2”; and

WHEREAS, in accordance with the provisions of Sections 53320 and 53321 of the Mello-Roos Act, having received petitions from the owners of not less than 10% of the area of land proposed to be included in the proposed community facilities district, this City Council desires by this resolution to declare its intention to establish proposed CFD No. 2017-2.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF EASTVALE, AS FOLLOWS:

1. Authority. This Council proposes to conduct proceedings to establish a community facilities district pursuant to the Mello-Roos Act.

2. Name of CFD. The name proposed for the community facilities district is “Community Facilities District No. 2017-2 (Sendero), City of Eastvale, County of Riverside, State of California” (“CFD No. 2017-2”).

3. Boundaries. This City Council hereby approves the Boundary Map and thereby establishes the proposed boundaries of CFD No. 2017-2. The City Clerk is hereby authorized and directed to cause the respective certificates on the Boundary Map to be completed and executed and to cause the recordation of the Boundary Map in the official records of the Riverside County Recorder within 15 days of the date of adoption of this Resolution.
4. **Services.** The type of services (the “Services”) proposed to be financed by CFD No. 2017-2 and by proceeds of the special tax of CFD No. 2017-2 (the “Special Tax”) are set forth in Exhibit A hereto, which is hereby incorporated herein. The Council hereby determines that the Services are necessary to meet increased demands for such services placed upon local agencies as the result of development occurring within the area of CFD No. 2017-2. The Services are in addition to those provided in the territory of CFD No. 2017-2 as of the date hereof and will not supplant services already available within the territory of CFD No. 2017-2 as of the date hereof.

5. **Special Tax.** Except to the extent that funds are otherwise available to CFD No. 2017-2 to pay for the Services, the Special Tax will be annually levied within CFD No. 2017-2. Upon recordation of a notice of special tax lien pursuant to Section 3114.5 of the California Streets and Highways Code, a continuing lien to secure each levy of the Special Tax shall attach to all nonexempt real property within CFD No. 2017-2, and this lien shall continue in force and effect until the Special Tax obligation is prepaid and permanently satisfied and the lien cancelled in accordance with law or until levy and collection of the Special Tax by the City ceases. The rate and method of apportionment of the special tax (the “Rate and Method of Apportionment”) is set forth in the Exhibit B attached to this resolution. All matters pertaining to the calculation, levy and collection, administration and duration of the Special Tax shall be governed by the applicable provisions of the Rate and Method of Apportionment as supplemented, if necessary, by the applicable provisions of the Mello-Roos Act.

6. **Billing for Special Tax.** It is anticipated that the Special Tax will be billed as a separate line item on the regular property tax bill of the County of Riverside. However, this City Council reserves the right, under Section 53340, to utilize any method of collecting the Special Tax which it shall, from time to time, determine to be in the best interests of the City, including, but not limited to, direct billing by the City to the property owners and supplemental billing.

7. **Exempt Property.** Except as may otherwise be provided by law or by the rate and method of apportionment of the Special Tax for CFD No. 2017-2, all lands owned by any public entity, including the United States, the State of California, the County, the City, or any departments or political subdivisions thereof, shall be omitted from the levy of the Special Tax.

8. **Election and Unanimous Approval.** it is the intention of this City Council that the electors will be the landowners within proposed CFD No. 2017-2 in accordance with Section 53326 of the Mello-Roos Act. The proposed voting procedure shall be by mailed or hand-delivered ballot among the landowners in the proposed CFD, with each owner having one vote for each acre or portion of an acre such owner owns within the boundaries of CFD No. 2017-2.

9. **CFD Report.** The City Manager (or deputy or designee thereof) is hereby directed to study the proposed Services and make, or cause to be made, and file with the City Clerk a report in writing (the “CFD Report”), that shall be a part of the record of the public hearing hereinafter specified and which report shall present the following:

(a) A description of the Services that will be required to adequately meet the needs of CFD No. 2017-2.
(b) An estimate of the fair and reasonable cost of the Services and incidental expenses in connection therewith, and all other related costs.

10. Public Hearing. This City Council hereby sets December 13, 2017, at 6:30 p.m. or as soon as possible thereafter, at the City of Eastvale, City Council, Rosa Parks Elementary 13830 Whispering Hills Drive, Eastvale, California, as the time and place to conduct a public hearing on the establishment of CFD No. 2017-2. At the hearing, testimony of all interested persons for or against establishment of CFD No. 2017-2, the extent of CFD No. 2017-2, the proposed list of Services to be authorized, the proposed Rate and Method of Apportionment, or any other aspect of the proposed CFD No. 2017-2 will be heard and protests will be considered. As provided by the Mello-Roos Act, written protests by the owners of a majority in area of the land within the proposed CFD No. 2017-2 will constitute a “majority protest” and will require the suspension of proceedings for at least one year. Written protests must be filed with the Clerk at or before the time fixed for the hearing. If such majority protests are directed only against certain elements of the proposed improvements or proposed special tax, only those elements shall be deleted from the proceedings.

11. Notice of Hearing. The City Clerk is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of CFD No. 2017-2. The publication shall be completed at least seven days before the date of the public hearing specified above. The notice of the public hearing shall be substantially in the form specified in Section 53322 of the Mello-Roos Act.

The City Clerk may also cause notice of the hearing to be given to each property owner within CFD No. 2017-2 by first class mail, postage prepaid, to each such owner’s address as it appears on the most recent tax records of the County or as otherwise known to the City Clerk to be correct. Such mailing shall be completed not less than 15 days before the date of the public hearing.

11. Effective Date. This resolution shall take effect upon its adoption.
STATE OF CALIFORNIA  )
COUNTY OF RIVERSIDE   ) §
CITY OF EASTVALE      )

I, Steven D. Aguilar, Assistant City Clerk of the City Council of the City of Eastvale, California, do hereby certify that the foregoing City Council Resolution, No. 17-XX, was duly adopted by the City Council of the City of Eastvale, California, at a regular meeting thereof held on the 25th day of October, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

___________________________________
Steven D. Aguilar, Assistant City Clerk
EXHIBIT A

CITY OF EASTVALE
Community Facilities District No. 2017-2
(Sendero)

DESCRIPTION OF SERVICES

The services to be funded by CFD No. 2017-2 include the costs of providing funding for the following and all related administrative costs, expenses and reserves for replacement of equipment and facilities:

Facilities Maintenance – Ongoing maintenance and operation of public roads and streets, bike lanes, parking bays, bridges/culverts, medians, street lights, traffic signals, traffic signs, striping and legends, frontage improvements such as curbs, gutters, paths, sidewalks, driveways, bus pads, ADA ramps, street signs; trees; landscaping; drainage facilities including ditches.
A Special Tax as hereinafter defined shall be levied on each Assessor's Parcel of Taxable Property within the City of Eastvale Community Facilities District No. 2017-2 (Sendero) (“CFD No. 2017-2”) and collected each Fiscal Year commencing in Fiscal Year 2018/19 in an amount determined by the City Council through the application of the appropriate Special Tax for Taxable Property as described below. All of the real property in CFD No. 2017-2, unless exempted by law or by the provisions hereof, shall be taxed for purposes of CFD No. 2017-2, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meaning:

“Acre or Acreage” means the land area of an Assessor’s Parcel as shown on County records, such as an Assessor’s Parcel Map and secured roll data, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable final subdivision map, record of survey, or other recorded document creating or describing the Assessor’s Parcel. If the preceding maps for a land area are not available, the Acreage of such land area may be determined utilizing available spatial data and GIS.

“Administrative Expenses” means the actual or reasonably estimated costs directly related to the administration of CFD No. 2017-2 including, but not limited to, the following: the costs of computing the Special Tax and preparing the annual Special Tax collection schedules (whether by the City, the CFD Administrator, or both); the costs of collecting the Special Taxes (whether by the County, the City, or otherwise); the costs to the City, CFD No. 2017-2, or any designee thereof of complying with disclosure requirements; the costs associated with preparing Special Tax disclosure statements and responding to public inquiries regarding the Special Taxes; the costs of the City, CFD No. 2017-2, or any designee thereof related to any appeal of the levy or application of the Special Tax; and the City’s annual administration fees and third party expenses. Administrative Expenses shall also include amounts estimated or advanced by the City or CFD No. 2017-2 for any other administrative purposes, including, but not limited to, attorney’s fees.
“Assessor’s Parcel” means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number.

“Assessor’s Parcel Map” means an official map of the County Assessor, designating an Assessor’s Parcel by an Assessor’s Parcel number.

“CFD Administrator” means an official of the City, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

“CFD No. 2017-2” means the City of Eastvale Community Facilities District No. 2017-2 (Sendero).

“City” means the City of Eastvale.
“City Council” means the City Council of the City, acting as the legislative body of CFD No. 2017-2.

“County” means the County of Riverside.

“County Assessor” means the County Assessor of the County.

“Developed Property” means, for each Fiscal Year, all Taxable Property for which a building permit for new construction was issued prior to June 1 of the prior Fiscal Year.

“Exempt Property” means all Assessors’ Parcels that are exempt from the Special Tax pursuant to Section E.

“Fiscal Year” means the period starting July 1 and ending on the following June 30.

“Maximum Annual Special Tax” means the maximum annual Special Tax, determined in accordance with the provisions of Section C, which may be levied in any Fiscal Year on any Assessor’s Parcel of Taxable Property.

“Open Space Property” means property within the boundaries of CFD No. 2017-2 which (i) has been designated with specific boundaries and Acreage on a final subdivision map as open space, (ii) is classified by the County Assessor as open space, (iii) has been irrevocably offered for dedication as open space to the federal government, the State, the County, the City, or any other public agency, or (iv) is encumbered by an easement or other restriction required by the City limiting the use of such property to open space.

“Proportionately” means for Taxable Property that the ratio of the Special Tax levy to the Maximum Annual Special Tax is equal for all Assessors’ Parcels of
Taxable Property levied within each property land use classification (Residential Property and Undeveloped Property) within CFD No. 2017-2.

“Public Property” means any property within the boundaries of CFD No. 2017-2 which (i) is owned by a public agency, (ii) has been irrevocably offered for dedication to a public agency, or (iii) is designated with specific boundaries and acreage on a final subdivision map as property which will be owned by a public agency. For purposes of this definition, a public agency includes the federal government, the State, the County, the City, or any other public agency.

“Single Family Residential Property” means all Assessor’s Parcels of Developed Property within the boundaries of CFD No. 2017-2 for which a building permit has been issued for purposes of construction of a residential structure that has a single residential unit.

“Special Tax” means the annual special tax to be levied in each Fiscal Year on each Assessor’s Parcel of Taxable Property to fund the Special Tax Requirement.

“Special Tax Requirement” means that amount of Special Tax revenue required in any Fiscal Year for CFD No. 2017-2 to: (i) pay directly for the costs of operation and maintenance of traffic signals, streetlights, streets, medians, landscaping, trees, streetscapes, drainage facilities, curbs, gutters and sidewalks; (ii) pay Administrative Expenses; (iii) pay any amounts required to establish or replenish any repair and contingency funds, capital improvement replacement funds, or reserve funds for CFD No. 2017-2; (iv) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year; and (v) a credit for funds available to reduce the annual Special Tax levy, as determined by the CFD Administrator.

“State” means the State of California.

“Tax Escalation Factor” means the greater of two percent (2.0%) or the percentage increase, if any, in the Consumer Price Index for all Urban Consumers (“CPI-U”) for the Los Angeles-Riverside-Orange County California Standard Metropolitan Statistical area (“Index”) published by the Bureau of Labor Statistics of the United States Department of Labor. The annual CPI-U adjustment will be based on the increase, if any, in the Index as it stands on March of each year over the base Index for March of 2018.

“Taxable Property” means all of the Assessor’s Parcels within the boundaries of CFD No. 2017-2 that are not exempt from the Special Tax pursuant to law or Section E below.

“Undeveloped Property” means all of the Assessor’s Parcels of Taxable Property within the boundaries of CFD No. 2017-2 not classified as Developed
Property or Exempt.

“Unit” means each separate residential dwelling unit, which comprises an independent facility capable of conveyance separate from adjacent residential dwelling units.

B. ASSIGNMENT TO LAND USE CATEGORIES

On, or around, July 1 of each Fiscal Year, all Assessor’s Parcels of Taxable Property within CFD No. 2017-2 shall be classified as Residential Property or Undeveloped Property and shall be subject to the levy of annual Special Taxes determined pursuant to Sections C and D below.

C. MAXIMUM ANNUAL SPECIAL TAX RATE

The Maximum Annual Special Tax for each Assessor’s Parcel of Taxable Property shall be assigned below:

1. Maximum Annual Special Tax

   The Maximum Annual Special Tax for each Assessor’s Parcel of Taxable Property shall be assigned according to the table below:

<table>
<thead>
<tr>
<th>Property Land Use</th>
<th>2018/19 Maximum Annual Special Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Residential Property</td>
<td>$128.00 per Unit</td>
</tr>
<tr>
<td>Undeveloped Property</td>
<td>$0.00 per Acre</td>
</tr>
</tbody>
</table>

   On July 1 of each Fiscal Year, commencing on July 1, 2018, the Maximum Annual Special Tax shall be increased by the application of the Tax Escalation Factor.

2. Assignment of Maximum Annual Special Tax to Newly Created Assessor’s Parcel(s)

   When an Assessor’s Parcel(s) changes or subdivides, the Maximum Annual Special Tax shall be assigned to each newly created Assessor’s Parcel(s) so that there is no net loss in the Maximum Annual Special Tax revenue as a result of changes in the planned development. The process for assigning the Maximum Annual Special Tax to each newly created Assessor’s Parcel(s) is as follows:

   Step 1: Sum the Maximum Annual Special Tax assigned to each Assessor’s Parcel(s) that is being changed or subdivided.

   Step 2: Identify the newly created Assessor’s Parcel(s) created by the change or subdivision and assign the Maximum Annual Special Tax to each newly createdParcel(s).
Assessor’s Parcel(s) according to the table in Section C.1 above. Sum the Maximum Annual Special Tax assigned to each newly created Assessor’s Parcel(s).

Step 3: Divide the Maximum Annual Special Tax assigned in Step 2 for each newly created Assessor’s Parcel(s) by the total Maximum Annual Special Tax in Step 2 to arrive at a fraction.

Step 4: Apportion the total Maximum Annual Special Tax from Step 1 to each newly created Assessor’s Parcel(s) by multiplying each newly created Assessor’s Parcel(s) fraction, determined in Step 3, by the total Maximum Annual Special Tax from Step 1.

Step 5: The Maximum Annual Special Tax assigned to each newly created Assessor’s Parcel(s) shall be the greater of the Maximum Annual Special Tax assigned in Step 2 or the Maximum Annual Special Tax calculated in Step 4.

Once created, if a newly created Assessor’s Parcel(s) further changes or subdivides, the above steps shall be repeated to determine the Maximum Annual Special Tax for the additional newly created Assessor’s Parcel(s) created from the change or subdivision.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

Commencing with Fiscal Year 2018/19 and for each subsequent Fiscal Year, the CFD Administrator shall determine the Special Tax Requirement and shall levy the Special Tax until the amount of Special Taxes equals the Special Tax Requirement. The Special Tax shall be levied each Fiscal Year as follows:

First: The Special Tax shall be levied Proportionately on all Residential Property at a rate up to 100% of the applicable Maximum Annual Special Tax.

Second: If additional monies are needed to satisfy the Special Tax Requirement after the first step has been completed, the Special Tax shall be levied Proportionately on all Undeveloped Property at a rate up to 100% of the Maximum Annual Special Tax.
E. **EXEMPTIONS**

The CFD Administrator shall classify the following as Exempt Property: Public Property, Open Space Property, and Assessor's Parcels with public or utility easements making impractical their utilization for any use other than the purposes set forth in the easement.

If the use of an Assessor's Parcel of Exempt Property changes so that such Assessor's Parcel is no longer classified as one of the uses set forth above that would make such Assessor's Parcel eligible to be classified as Exempt Property, such Assessor's Parcel shall cease to be classified as Exempt Property and shall be deemed to be Taxable Property.

F. **REVIEW/APPEAL**

Any landowner who feels that the amount of the Special Tax levied on their Assessor's Parcel is in error shall first consult with the CFD Administrator regarding such error. If following such consultation, the CFD Administrator determines that an error has occurred; the CFD Administrator may amend the amount of the Special Tax levied on such Assessor's Parcel. If following such consultation and action (if any by the CFD Administrator), the landowner or resident believes such error still exists, such person may file a written notice with the City appealing the amount of the Special Tax levied on such Assessor's Parcel. The City may establish such procedures, as it deems necessary to undertake the review of any such appeal. The City shall interpret this Rate and Method of Apportionment and make determinations relative to the annual administration of the Special Tax and any landowner or resident appeals, as herein specified. The decision of the City shall be final and binding as to all persons.

G. **INTERPRETATIONS**

The City may make minor administrative and technical changes to this Rate and Method of Apportionment that do not materially affect the rate and method of apportioning Special Taxes. In addition, the interpretation and application of any section of this Rate and Method of Apportionment shall be left to the City’s discretion. Interpretations may be made by resolution of the City Council for purposes of clarifying any vagueness or ambiguity in this Rate and Method of Apportionment.

H. **MANNER OF COLLECTION**

The annual Special Tax shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that CFD No. 2017-2, may directly bill the Special Tax, and may collect Special Taxes at a different time or in a different manner as necessary to meet its financial obligations.

I. **PREPAYMENT OF SPECIAL TAX**
The Special Tax may not be prepaid.

J. **REPEAL OF SPECIAL TAX**

If the levy of the Special Tax is repealed by initiative or any other action participated in by the owners of Assessor’s Parcels in CFD No. 2017-2, the City shall cease to levy the Special Tax and shall cease to be obligated to provide the authorized services for which the Special Tax was levied. The obligations to provide the authorized services previously funded by the repealed Special Tax shall become the joint obligations of the property owners of Assessor’s Parcels within CFD No. 2017-2.

K. **TERM OF SPECIAL TAX**

The Maximum Special Tax shall be levied commencing in Fiscal Year 2018/19 and shall be levied in perpetuity, unless and until such time the City determines that revenues are no longer needed to pay the Special Tax Requirement.
CITY OF EASTVALE
Community Facilities District No. 2017-2
(Sendero)

PETITION
(With Waivers)

To Create a Community Facilities District
and Related Matters

October 10, 2017

To The City Council
City of Eastvale
12363 Limonite Ave, Suite 910
Eastvale, CA 91752

Members of the City Council:

This is a petition to create a community facilities district and related matters under the Mello-Roos Community Facilities Act of 1982 (the “Act”), and it states as follows:

1. **Petitioner.** This petition (“Petition”) is submitted by the persons (each, a “Petitioner,” and together, the “Petitioners”) identified below as the record owner(s) of the parcels of land identified below (the “Property”), who have signed this Petition in separate counterparts. Each Petitioner warrants to the City of Eastvale (the “City”) that the Petitioner is such owner. The Assessor’s Parcel comprising the Property are listed on the attached Exhibit A and contain 40.81 Acres.

2. **Proceedings Requested.** This Petition asks that the City Council (the “Council”) undertake proceedings under the Act to create a community facilities district to be designated “City of Eastvale Community Facilities District No. 2017-2 (Sendero)” (the “CFD”) to levy special taxes in the CFD.

3. **Boundaries.** This Petition asks that the territory to be included in the boundaries of the CFD consist of that map on the proposed boundaries of the CFD filed with the City Clerk and which map is shown in Exhibit C attached hereto and made a part hereof and includes the Property.

4. **Purpose.** This Petition asks that the CFD be created and that the special taxes be levied to finance all or a part of the public services (the “Services”) shown in Exhibit B attached hereto and made a part hereof.

5. **Special Tax.** Each Petitioner agrees that the City will, subject to the approval of the Petitioner in the proceedings for the CFD, be authorized to levy a Special Tax in the CFD to pay for the Services, subject to the completion of all proceedings by the City under the Act.

Page 1
6. **Election.** Each Petitioner asks that the special property-owner election to be held under the Act to authorize the Special Tax and establish any appropriations limits for the CFD be conducted by the City and its officials using a mailed or hand-delivered ballot, and that such ballot be canvassed and the results certified at the same meeting of the Council as the public hearing relating to the CFD under the Act, or as soon thereafter as possible.

7. **Waivers.** To expedite the completion of the proceedings for the CFD, each Petitioner waives notices of election, applicable waiting periods under the Act for the holding of any public hearing and for election and all ballot arguments and analysis for the election, it being acknowledged by the Petitioner that all such timing for notices are for the benefit of the Petitioner and may be waived.

8. **Authority Warranted.** Each Petitioner warrants to the City that the presentation of this Petition, any waivers contained herein, casting of ballots at the property owner election and other actions mandated by the City for the formation of the CFD shall not constitute or be construed as events of default or delinquencies under any existing or proposed financing documents entered into or to be entered into by the Petitioner for the Property, including any “due-on-encumbrance” clauses under any existing security instruments secured by the Property. If requested by the City, the Petitioner agrees, at its expense, to supply to the City current title evidence so that the City may supply any notice and ballot required under the Act for the establishment of the CFD.

9. **Due-Diligence and Disclosures.** Each Petitioner agrees to cooperate with the City, its attorneys and consultants and to provide all information and disclosures required by the City about the Special Tax to purchasers of the Property or any part of it.

10. **Agreements.** Each Petitioner further agrees to execute such additional or supplemental agreements as may be required by the City to provide for any of the actions and conditions under this Petition, including any amount of cash deposit required to pay for the City's costs in establishing the CFD. Petitioner agrees that this Petition shall not be considered as filed with the City for purposes of commencing proceedings for the CFD under the Act unless and until deemed filed by the City in its absolute discretion.

The Petitioners (record owners) are:

SC LIMONITE, LLC

Executed On: October 11th 2017,

By: [Signature]

Keyvan Razi, Authorized Signer
Name, Title

Address:
2201 Dupont Drive, Suite 300
Irvine, CA 92612
EXHIBIT A

CITY OF EASTVALE
Community Facilities District No. 2017-2
(Sendero)

ASSESSOR’S PARCEL NUMBERS

<table>
<thead>
<tr>
<th>ID</th>
<th>APN</th>
<th>Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>164-010-025</td>
<td>40.81</td>
</tr>
</tbody>
</table>
EXHIBIT B

CITY OF EASTVALE
Community Facilities District No. 2017-2
(Sendero)

DESCRIPTION OF SERVICES

The services to be funded by CFD No. 2017-2 include the costs of providing funding for the following and all related administrative costs, expenses and reserves for replacement of equipment and facilities:

Facilities Maintenance -- Ongoing maintenance and operation of public roads and streets, bike lanes, parking bays, bridges/culverts, medians, street lights, traffic signals, traffic signs, striping and legends, frontage improvements such as curbs, gutters, paths, sidewalks, driveways, bus pads, ADA ramps, street signs; landscaping; drainage facilities including ditches.
EXHIBIT C

CITY OF EASTVALE
Community Facilities District No. 2017-2
(Sendero)

MAP OF PROPOSED BOUNDARIES

The map of proposed boundaries of the CFD is shown on the following page.
MAP OF PROPOSED BOUNDARIES OF
CITY OF EASTVALE
COMMUNITY FACILITIES DISTRICT NO. 2017-2
(SENDERO)

CITY OF EASTVALE
COUNTY OF RIVERSIDE
STATE OF CALIFORNIA

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF EASTVALE THIS _____ DAY OF __________, 20__.  
_______________________  
CITY CLERK

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF THE CITY OF EASTVALE COMMUNITY FACILITIES DISTRICT NO. 2017-2 (SENDERO), COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF EASTVALE, AT A MEETING THEREOF HELD ON THE _____ DAY OF __________, 20__, BY ITS RESOLUTION NO._____.  
_______________________  
CITY CLERK

FILED THIS _____ DAY OF __________, 20__, AT THE HOUR OF _____ O'CLOCK _____ M., IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.  
_______________________  
COUNTY RECORDER,  
COUNTY OF RIVERSIDE

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF DISTRICT PARCELS, REFERENCE IS MADE TO THE MAPS OF THE ASSESSOR, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

Source: Riverside County GIS & San Bernardino County GIS
Geographic Coordinate Reference: GC5 North American 1983
Projection: NAD 1983 StatePlane California VI FIPS 0406 Feet
General Plan Update and Vacant Lands in Eastvale

Contact(s) for Further Information
Eric Norris, Planning Director  enorris@eastvaleca.gov  530.574.4875
Planning Department

Summary
At the request of the City Council, staff has prepared this report to address the following:
1. Summary of General Plan land use categories (e.g. Commercial, Industrial, and Residential for all land (Page 1)
2. Overview of “vacant” property (Page 3)
3. Total percentage of privately owned vacant, underutilized, unentitled property versus developed and entitled property (Page 7)
4. Parcels where Zoning and General Plan land use designations are inconsistent (Page 8)
5. Projects currently under development plan review (Page 10)

RECOMMENDED ACTION(S)
1. Receive and File the General Plan Update and Vacant Lands in Eastvale.
2. If Desired, Provide Direction to Staff to Update the General Plan and/or Zoning Plans

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
The City has historically relied on private developers to fund the cost of processing changes to the General Plan and Zoning maps. Should the Council wish to proceed with City-initiated changes, staff could provide estimates of the cost for any given parcel(s) before beginning work. Depending on the cost of technical studies and required environmental documentation, these costs can easily exceed $50,000 per application.

Background
See attached detailed staff analysis.

Attachment(s)
None.
Please note that “vacant” is a non-exact term that is used in different ways by different persons and agencies. In its simplest form, “vacant” land is land which has no buildings or improvements—the classic “vacant lot” on a street. In Eastvale, this type of land is relatively rare; as discussed later in this report, there are relatively few parcels in Eastvale that do not have some type of building on them. “Vacant” land can also include land which is being used in a way that does not require structures—for growing field crops, for instance.

Therefore, the term “underutilized” is used in this report to denote land where minimal improvements exist on the property or where the existing use is substantially less than what the General Plan designation envisions.

The differences in the ways different agencies use “vacant” makes an analysis of “underutilized” land more difficult. For instance, staff would normally rely on land use data from the County Assessor, whose data includes information on the use of each parcel in the entire county. However, the County Assessor’s tax rolls generally does not show even minimally improved parcels as “vacant,” which is why field verification and judgment were used in staff’s analysis.

To prepare this report, staff reviewed and updated similar research that had been conducted and presented to Council in 2014. The 2014 research included computerized GIS mapping information, review of the General Plan and Zoning Maps, and “truthing” of conditions in some areas of the city via drive-by surveys. The 2017 data presented is based on updated GIS mapping and known projects entitled or in the entitlement process.

**Summary of General Plan Land Use Categories**

The General Plan as a whole was adopted by the City Council in 2012. As development has occurred during the intervening years, City Council granted changes in land use designations for some projects, the largest of which was the Goodman Commerce Center in November 2014.

**Table 1** shows the acreage and percentage of land use categories as they existed in 2014, compared with the current 2017 General Plan. Seven land use categories have seen changes in the last three years.
Three projects were the primary drivers of these changes: Goodman Commerce Center, Eastvale Crossings (Walmart) and Stratham Homes’ Sendero residential project.

- Prior to the approval of the Goodman Commerce Center project in November of 2014, the entire site was planned for residential at a density of 8.1 to 22 dwelling units per acre. The Goodman project totals over 200 acres which means that 3.8 percent of the 5,289 acres that was planned as residential development within the City was changed to commercial/retail, light industrial, business park and mixed use.

- The approval of the Walmart project earlier this year created a loss in land planned for light industrial, and an increase in land designated for commercial/retail.

- Under the Sendero project (at the northwest corner of Harrison and Limonite Avenues) the General Plan land use designation remained residential, but the overall density was increased.

<table>
<thead>
<tr>
<th>GENERAL PLAN LANDUSE</th>
<th>Percentage of Total City</th>
<th>Difference</th>
<th>Acres</th>
<th></th>
<th></th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014</td>
<td>2017</td>
<td>2014</td>
<td>2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agriculture</td>
<td>1.4%</td>
<td>1.4%</td>
<td>0.0%</td>
<td>122</td>
<td>122</td>
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</tr>
<tr>
<td>Residential (.5 ace min lot)</td>
<td>3.5%</td>
<td>3.5%</td>
<td>0.0%</td>
<td>297</td>
<td>297</td>
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</tr>
<tr>
<td>Residential (2.1-5 du/ac)</td>
<td>51.1%</td>
<td>50.6%</td>
<td>-0.5%</td>
<td>4314</td>
<td>4273</td>
<td>Sendero</td>
</tr>
<tr>
<td>Residential (5.1-8 du/ac)</td>
<td>3.3%</td>
<td>3.8%</td>
<td>0.5%</td>
<td>282</td>
<td>323</td>
<td>Sendero</td>
</tr>
<tr>
<td>Residential (8.1-14 du/ac)</td>
<td>4.6%</td>
<td>2.2%</td>
<td>-2.4%</td>
<td>386</td>
<td>183</td>
<td>Goodman</td>
</tr>
<tr>
<td>Residential (14.1-20 du/ac)</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Residential (20.1-40 du/ac)</td>
<td>0.1%</td>
<td>0.1%</td>
<td>0.0%</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Commercial Retail</td>
<td>3.0%</td>
<td>3.7%</td>
<td>0.7%</td>
<td>253</td>
<td>313</td>
<td>Goodman and Walmart</td>
</tr>
<tr>
<td>Business Park</td>
<td>4.8%</td>
<td>5.1%</td>
<td>0.3%</td>
<td>405</td>
<td>431</td>
<td>Goodman</td>
</tr>
<tr>
<td>Light Industrial</td>
<td>7.3%</td>
<td>8.3%</td>
<td>0.9%</td>
<td>619</td>
<td>698</td>
<td>Goodman and Walmart</td>
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<tr>
<td>Mixed Use</td>
<td>0.0%</td>
<td>0.4%</td>
<td>0.4%</td>
<td>0</td>
<td>37</td>
<td>Goodman</td>
</tr>
<tr>
<td><strong>SUB-TOTAL DEVELOPABLE LAND</strong></td>
<td>79.2%</td>
<td>79.2%</td>
<td>0.4%</td>
<td>6,688</td>
<td>6,688</td>
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<tr>
<td>Conservation</td>
<td>9.9%</td>
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<td>0.0%</td>
<td>835</td>
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</tr>
<tr>
<td>Open Space Recreation</td>
<td>4.0%</td>
<td>4.0%</td>
<td>0.0%</td>
<td>338</td>
<td>338</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>4.0%</td>
<td>4.0%</td>
<td>0.0%</td>
<td>342</td>
<td>342</td>
<td></td>
</tr>
<tr>
<td>Freeway</td>
<td>2.0%</td>
<td>2.0%</td>
<td>0.0%</td>
<td>169</td>
<td>169</td>
<td></td>
</tr>
<tr>
<td>Public Facility</td>
<td>0.9%</td>
<td>0.9%</td>
<td>0.0%</td>
<td>72</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100.0%</td>
<td>100.0%</td>
<td>0.0%</td>
<td>8444</td>
<td>8444</td>
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</tr>
</tbody>
</table>
Overview of “Vacant” Properties

Figure 1 (pages 4 and 5) illustrates “vacant” land, as defined below. Three of the four categories are available for development.

For the purposes of this analysis, the term “vacant” land includes public, underutilized, and vacant land, which are defined as follows:

1. **Public Land**—land owned by flood control districts or other public agencies where buildings may or may not be allowed to be built

2. **Underutilized** and/or agricultural land—land with some improvements and/or active agricultural operations that is planned for development

3. **Vacant with Entitlement**—land that is entitled, or currently being processed by staff for entitlement, which may be vacant land with no buildings or may have improvements. This category includes approved projects (not yet under construction), and projects currently being proposed/reviewed.

4. **Vacant with No Entitlements**—land with no buildings or improvements
Figure 1: Vacant Lands By Category

Legend
- City Limits Boundary
- "Vacant" Land Categories
  - Public Land
  - Underutilized
  - Vacant With Entitlement
  - Vacant With No Entitlement
Figure 1: Vacant Lands By Category (cont.)

Legend:
- City Limits Boundary
- "Vacant" Land Categories
  - Public Land
  - Underutilized
  - Vacant With Entitlement
  - Vacant With No Entitlement

Map 2 of 2

Locator Map

City of Eastvale

Flood Control Channel

Treatment Plant
Table 2 provides the acreages for the categories shown on Figure 1 for both 2014 and 2017. Overall, there are approximately 423 fewer acres available for development than when these categories were evaluated in 2014.

The greatest change from 2014 to 2017 occurred in the Vacant with Entitlement category where there are 435 fewer acres. This change is a result of projects being built, projects initiating or never completing the entitlement process, and properties that have been acquired by a public entity.

Projects that have been or are being constructed since 2014 include:

- The Nexus townhomes,
- About 120 acres of the 205-acre Goodman Commerce Center,
- The Trails residential tract at Archibald/65th,
- Most of the Enclave shopping center at Schleisman and Archibald,
- A portion of The Ranch industrial project at Hellman and Kimball,
- The Chevron gas station and retail/restaurant buildings at Riverside and Hamner Avenues, and
- The LBA industrial building north of Cantu Galleano Ranch Road at the I-15

Other projects have been built, such as the two industrial buildings adjacent to Chevron on Riverside Avenue, but these were not designated in this category in 2014.

The former nursery on Hamner Avenue north of Silverlakes (known as the Polopolus property) is an addition to the Vacant with Entitlement category, while other properties that were in the entitlement process in 2014 were never completed or withdrawn, including the Leal Master Plan and the Stratham homes site at the southeast corner of Schleisman and Scholar.

The Underutilized and Vacant with No Entitlement categories saw adjustments both large and small that resulted in little change overall. For example, most of the site at Hellman/Walters that was purchased by the Corona Norco Unified School District for a new elementary school was in the Underutilized category in 2014 but has been removed from this table entirely in 2017 because schools and parks are not considered “Vacant” land so are not included in the Public Land category in this table. Other property that was in these categories, such as the industrial buildings on Riverside Avenue, are now constructed.

The largest changes in the Underutilized category from the 2014 mapping were the addition of the Leal property to this category (because the entitlement process is on hold) and the deletion of much of the Chandler area from this category. In 2014, the Chandler area was in the process of...
being planned by the City and it was thought that perhaps it was underutilized. The Chandler Area Vision Plan did not end up modifying land uses and therefore, much of Chandler is now considered consistent with its planned land use.

Of the approximately 1,170 acres of vacant and underutilized land in Eastvale, approximately 500 acres (over 40%) is held by public agencies for purposes other than development. About half of these lands are owned by Orange County Flood Control District (OCFCD). The OCFCD holds this land because it will be located within the flood zone of the Prado Basin after the dam is raised. The OCFCD and federal land within the flood zone cannot be used for buildings; however, open space, trails and recreation uses are generally acceptable.

<table>
<thead>
<tr>
<th>Table 2: Vacant Lands Acreage Summary</th>
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<tbody>
<tr>
<td><strong>Category</strong></td>
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<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td><strong>PUBLIC LAND</strong>*</td>
</tr>
<tr>
<td>• Orange County Flood Control District</td>
</tr>
<tr>
<td>• Federal (e.g. US Army Corp of Engineers)</td>
</tr>
<tr>
<td>• Other Public Land (e.g. Eastvale, RCFD, CBDA)</td>
</tr>
<tr>
<td><strong>Public Land Subtotal</strong></td>
</tr>
<tr>
<td><strong>LAND FOR DEVELOPMENT</strong></td>
</tr>
<tr>
<td>• Underutilized/Agriculture</td>
</tr>
<tr>
<td>• Vacant - Entitled or in the Entitlement Process</td>
</tr>
<tr>
<td>• Vacant – no entitlement</td>
</tr>
<tr>
<td><strong>Land Available for Development Subtotal</strong></td>
</tr>
<tr>
<td><strong>TOTAL VACANT LAND</strong></td>
</tr>
</tbody>
</table>

* No schools or parks are included in Public Land category.

**Percentage of Privately-owned Vacant Property Versus Developed Property**

About 10 percent of the vacant land in Eastvale—677 acres—is available for development. Table 3 presents the total acreages of each General Plan land use category for the 677 acres of land available for development. The Leal Master Plan area is included in the table and subsequent discussion using its existing General Plan land use categories (residential and business park) because City Council has not yet approved the Leal Master Plan and changed the site’s General Plan land use designations.
Table 3: General Plan Acreage Summary for Land Available for Development

<table>
<thead>
<tr>
<th>General Plan Land Use Category</th>
<th>Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Density Residential (1.1-2 du/ac)</td>
<td>68</td>
</tr>
<tr>
<td>Medium Density Residential (2.1-5 du/ac)</td>
<td>161</td>
</tr>
<tr>
<td>Medium High Density Residential (5.1-8 du/ac)</td>
<td>0</td>
</tr>
<tr>
<td>High Density Residential (8.1-14 du/ac)</td>
<td>60</td>
</tr>
<tr>
<td>Very High Density Residential (14.1-20 du/ac)</td>
<td>0</td>
</tr>
<tr>
<td>Highest Density Residential (20.1-40 du/ac)</td>
<td>0</td>
</tr>
<tr>
<td>Commercial Retail</td>
<td>143</td>
</tr>
<tr>
<td>Light Industrial</td>
<td>140</td>
</tr>
<tr>
<td>Business Park</td>
<td>105</td>
</tr>
<tr>
<td>Agriculture</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>677</strong></td>
</tr>
</tbody>
</table>

Inconsistent Zoning and General Plan Designations

Figure 2 identifies all privately-owned parcels where the zoning and General Plan designations are inconsistent.¹

The parcels shown in Figure 2 include two types of inconsistency:

- Lands where the General Plan is apparently reflective of the City Council’s long-term land use policy but where the zoning does not match the General Plan (for example, the parcel south of the home of former Mayor Ike Bootsma, which is designated for High Density Residential on the General Plan but zoned for Agriculture); and

- Lands where the zoning designation seems to reflect the Council’s long-term policy (for instance, the “Al’s Corner” site at Hamner/Riverboat, which is designated for Medium Density Residential on the General Plan land use map but zoned for retail use) but where the General Plan does not.

Note that applications are currently in process that would make the GP and Zoning consistent on the following parcels:

- Al’s Corner (Riverboat/Hamner)
- Polopolus property (Schleisman/Hamner)
- South Milliken Industrial (Millken north of Hwy 60 freeway)
- Leal Master Plan (Hamner/Limonite)

¹ With the exception of the “Al’s Corner” site, which is owned by the City.
Other than these parcels, no other changes are currently in process to provide consistency between the General Plan and Zoning maps.

**Figure 2: Parcels with Inconsistent General Plan/Zoning Designations**
Projects Currently Under Development Plan Review

Every month, Planning Department staff provides City Council with a list and map of all active projects within some kind of development review process. These include everything from large development projects to cell towers.

For the purposes of this report, our monthly map, Figure 3, has been simplified to include only those projects located on vacant land (as shown in Figure 1). The monthly Project Status Report list is provided as a part of the September 27, 2017 City Council Agenda packet, for reference.
Figure 3: Projects Currently Under Development Plan Review
POTENTIAL CITY-INITIATED CHANGES TO THE GENERAL PLAN AND/OR ZONING

The City Council, through the City’s land use authority, has the ability to change the General Plan and Zoning on land in Eastvale to show the desired future land use (residential, commercial, industrial, etc.). As with any decision made by the City Council must be supported by evidence in the record, but in general the Council has broad discretion in determining the appropriate land use designation and zoning.

The Council should note that state law (see below) requires that the Zoning Map be consistent but does not provide a firm timeline for bringing the two maps into conformance. This is reflected by the fact that the General Plan/Zoning inconsistencies highlighted in this report have existed since before cityhood; many have been in place for decades.

GOVERNMENT CODE - GOV
TITLE 7. PLANNING AND LAND USE [65000 - 66499.58]

65860.
(a) County or city zoning ordinances shall be consistent with the general plan of the county or city by January 1, 1974. A zoning ordinance shall be consistent with a city or county general plan only if both of the following conditions are met:
(1) The city or county has officially adopted such a plan.
(2) The various land uses authorized by the ordinance are compatible with the objectives, policies, general land uses, and programs specified in the plan.
(b) Any resident or property owner within a city or a county, as the case may be, may bring an action or proceeding in the superior court to enforce compliance with subdivision (a). Any such action or proceeding shall be governed by Chapter 2 (commencing with Section 1084) of Title 1 of Part 3 of the Code of Civil Procedure. No action or proceeding shall be maintained pursuant to this section by any person unless the action or proceeding is commenced and service is made on the legislative body within 90 days of the enactment of any new zoning ordinance or the amendment of any existing zoning ordinance.
(c) In the event that a zoning ordinance becomes inconsistent with a general plan by reason of amendment to the plan, or to any element of the plan, the zoning ordinance shall be amended within a reasonable time so that it is consistent with the general plan as amended.
(d) Notwithstanding Section 65803, this section shall apply in a charter city of 2,000,000 or more population to a zoning ordinance adopted prior to January 1, 1979, which zoning ordinance shall be consistent with the general plan of the city by July 1, 1982. [CA Government Code excerpt, emphasis added]

Historically, with the exception of the Leal Master Plan (which was written with the cooperation of the property owner), the City has not initiated changes to the General Plan or Zoning maps.

Instead, the City has waited for applicants to propose changes, and has worked with them to determine the appropriate land use.
In part, this practice reflects the cost of making this type of change, which includes staff’s time to process the application and the cost of the environmental documentation required for a change of this type. When technical studies such as traffic, air quality, noise, and other topics are included, the environmental documentation accompanying a change in General Plan or Zoning can easily exceed $50,000.

However, the City Council can direct staff to initiate changes, or could request additional information on the potential cost of processing changes at any specific location(s). This could include any of the parcels shown in Figure 2 or any land in Eastvale where the City Council feels that the planned future land use should be different than shown on the City’s current maps.
City of Eastvale
AGENDA STAFF REPORT
City Council Meeting
October 25, 2017

Formation of a City Council Ad-Hoc Committee
to Review Requests for Proposals for City Attorney Services

Contact(s) for Further Information
Steven Aguilar, Assistant City Clerk  saguilar@eastvaleca.gov  951.703.4421
City Clerk’s Office

Summary
On Monday, October 16, 2017, the City Council directed the City Manager to advertise and solicit Requests for Proposals (RFP) for City Attorney Services. The Ad-Hoc Committee would be comprised of two (2) Council Members to review the responses received.

RECOMMENDED ACTION(S)
Appoint Two (2) Council Members to Serve on an Ad-Hoc Committee to Review Request for Proposals for City Attorney Services

Prior City Council/Commission Action
Not Applicable.

Strategic Plan Impact
Not Applicable.

Fiscal Impact
Not Applicable.

Background
On Wednesday, October 18, 2017, the City advertised the RFP for City Attorney Services and invited qualified firms and/or individuals to submit a response to the City Clerk by November 16, 2017. The following is the schedule and proposal evaluation process:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>RFP Release Date</td>
<td>October 18, 2017</td>
</tr>
<tr>
<td>Deadline to Submit Questions</td>
<td>November 2, 2017</td>
</tr>
<tr>
<td>Proposal Submission Deadlines</td>
<td>November 16, 2017 at 5:00 p.m.</td>
</tr>
<tr>
<td>Notification of Finalists</td>
<td>November 30, 2017</td>
</tr>
<tr>
<td>City Council Interviews with Finalists</td>
<td>December 4 - December 7, 2017 (TBD)</td>
</tr>
<tr>
<td>Notice of Intent to Award</td>
<td>December 11, 2017</td>
</tr>
<tr>
<td>Award of Contract</td>
<td>December 13, 2017</td>
</tr>
<tr>
<td>Contract Effective Date</td>
<td>December 14, 2017</td>
</tr>
</tbody>
</table>
It is anticipated that the Ad-Hoc Committee appointed by the City Council will review the submitted RFPs between November 16, 2017 and November 30, 2017.

Staff recommends that the City Council appoint an Ad-Hoc Committee comprised of two (2) Council Members to review the responses received and recommend the finalists that will be interviewed by the full City Council between December 4, 2017 through December 7, 2017.

**Attachment(s)**
RFP for City Attorney Services
Request for Proposals
City Attorney Services

City of Eastvale
12363 Limonite Avenue, Suite 910
Eastvale, CA 91752
www.EastvaleCA.gov
REQUEST FOR PROPOSALS – CITY ATTORNEY SERVICES

CITY OF EASTVALE, CA

October 2017

INTRODUCTION

The City of Eastvale is requesting proposals for City Attorney services from individuals and/or law firms that have a fully developed practice with experience advising and representing California municipalities. The City Attorney must adhere to the highest ethical standards.

THE EASTVALE COMMUNITY

Eastvale, one of California’s newest cities, incorporated on October 1, 2010. Roughly ten years prior, Eastvale was a part of the world-famous Chino dairy area, home to thousands of dairy cattle and only a handful of residents. Today, Eastvale has an ever-growing population of 64,613 residents according to recent CA Department of Finance data. Roughly 90 percent of the City is developed and served by a variety of local and regional shopping centers. Eastvale residents are proud of their community and of incorporation as well as the chance to chart their own future as an independent city. Eastvale is a young and dynamic community in Western Riverside County filled with economic opportunity and strong values. The City Council values and encourages public participation in the governing process. The City’s motto is “Community, Pride, and Prosperity.”

CITY GOVERNMENT

Eastvale was incorporated as a General Law City in 2010. The City operates under a Council/Manager form of government and has a five-member City Council comprised of members elected by district. Each Council Member is elected for four years with staggered terms. The Council currently selects one of its members in December of each year to serve as Mayor.

The City Council selects the City Attorney and the City Manager, who are directly accountable to the governing body. For purposes of day-to-day administration, the City Attorney is expected to coordinate operational activities and priorities with the City Manager to carry out the City Council’s policy directives.

The City has a cohesive, customer service and team oriented workforce. A “small, but mighty team” of 14 City employees and approximately 20 contract services employees, the City provides a wide range of municipal services. Planning, Public Works, Building and Safety, Police, and Fire services are provided through contracts. The City’s fiscal year 2017-18 general fund budget is approximately $15,673,113.
The Eastvale City Council currently holds its Regular Meetings on the 2nd and 4th Wednesdays of each month at 6:30 p.m. The Planning Commission meetings are on the 3rd Wednesday of each month at 6:00 p.m. and the Public Safety Commission meet on the fourth Tuesday of each month at 6:00 p.m. Meeting agenda materials are posted on the City’s website at www.eastvaleca.gov.

The City of Eastvale was awarded the following accolades in 2016 and 2017:

- Tree City USA
- Top 100 Safest Cities in 2016 and 2017
- #1 Best Place to Live in California
- #17 Best Place to Raise a Family in America
- Corporate Investment and Community Impact (CiCi) Award for Economic Development
- #2 in WalletHub’s List of the Best Cities for Families in California

**SCHEDULE AND PROPOSAL EVALUATION PROCESS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Release Date</td>
<td>October 18, 2017</td>
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<tr>
<td>Deadline to Submit Questions</td>
<td>November 2, 2017</td>
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<tr>
<td>Proposal Submission Deadlines</td>
<td>November 16, 2017 at 5:00 p.m.</td>
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<td>Notification of Finalists</td>
<td>November 30, 2017</td>
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<tr>
<td>City Council Interviews with Finalists</td>
<td>December 4 - December 7, 2017 (TBD)</td>
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<tr>
<td>Notice of Intent to Award</td>
<td>December 11, 2017</td>
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<tr>
<td>Award of Contract</td>
<td>December 13, 2017</td>
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<td>Contract Effective Date</td>
<td>December 14, 2017</td>
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**REQUESTED SCOPE OF SERVICES**

The City Attorney serves at the pleasure of, and reports to, the City Council and will provide the following services:

- Provide clear and concise legal advice and consultation on a daily basis as requested or required to members of the City Council, the City Manager, and City staff. Contacts are usually made via telephone and email, and same day response is expected.

- Attend City Council and Planning Commission meetings and be prepared to advise Council/Commission on matters on the agenda as well as procedural and substantive issues that arise during the meeting. Attendance at other Council subcommittee meetings may be requested from time to time. Office hours may be negotiated as part of any contract.

- Provide guidance concerning requirements of the Brown Act, Conflict of Interest (AB1234), the Political Reform Act, the Public Records Act, due process and other legal requirements imposed by statute and common law.
• Prepare, review and revise staff documents, including, but not limited to, initiation of memoranda concerning legal issues, contracts, agreements, ordinances, resolutions, land use decisions including appeals, and City Council/Planning Commission staff reports. Clear, concise, well-organized writing in plain English is a pre-requisite.

• Represent and/or advise the City in litigation not covered by the City’s self-insured risk pools (which provide coverage for tort claims and worker’s compensation claims) or otherwise being handled by outside counsel.

• Represent the City in inter-agency projects and other legal matters.

• Oversee coordination with special legal counsel on all City litigation including oversight of the City’s risk management program and general liability claims.

• Provide legal advice and assistance to operating departments.

• Be prepared to provide, perhaps via the services of an experienced sub-contractor, strategic communication advice as may be required by the City Council.


QUALIFICATIONS

The City Attorney must be licensed, an active member of the California State Bar, and have ten or more years of legal experience.

It is desirable for the City Attorney to hold experience in the following areas:

• Designing, drafting, and updating Municipal Code sections and regulations.

• Providing support to staff, Planning Commission, and the Council during land use and other appeals to the Council; and in code enforcement actions.

• Experience with and knowledge of the law governing general law cities related to public land use and planning, environmental law including the California Environmental Quality Act (CEQA), redevelopment law, general plans, code enforcements and other related areas of law, administrative law, labor relations/personnel law, and other areas of municipal law.

• Preference is given to respondents who have provided services as a City Attorney in a California municipality.
• The City Attorney should have litigation experience or experience monitoring or supervising litigation.

• The City Attorney must demonstrate abilities to speak clearly and effectively in public.

• The City Attorney must have the ability to relate easily and effectively with all members of the City Council, staff, and the public.

SPECIFICATIONS

• The selected firm or individual will bear expenses related to support staff, general overhead, continuing legal education, and attendance at municipal law functions such as those sponsored by the League of California Cities.

• Client confidentiality must be strictly preserved.

SUBMITTAL REQUIREMENTS

Interested firms and individuals are requested to prepare qualifications using the following sequence. Submittals should be sent electronically and as a hard copy.

1. Cover letter: Signed by an authorized representative committing to provide the legal services described above.

2. Resumes: Provide complete resumes of the person(s) designated to be the City Attorney.

For the individual(s) proposed for designation as City Attorney, please provide the following:

a. Certificates, licenses, including State Bar of California number.

b. Description of education (including name of educational institutions, degrees conferred, and year of each degree.)

c. Professional background and professional associations.

d. Any disciplinary action taken by the State Bar or any malpractice claims against any member of the firm in the last 10 years.

3. Firm qualifications: Provide professional experience and qualifications of the firm and the designated individuals to provide the services specified in the Request for Proposals.

4. References: Provide contact information for three (3) municipal, public agency and/or key clients for which legal services have been provided in the last three years. Please include the contact person’s name, address, phone number, and email address.
5. Clients/Potential Conflicts of Interest

- Identify any foreseeable or potential conflicts of interest with public clients you serve and the manner in which you would propose to resolve these conflicts.

- For the person to be designated as City Attorney, list all public clients that he/she currently represents as City Attorney or general counsel, along with the meeting dates and times for each governing body.

- List all parties, including private clients, relatives, and any other individuals or entities that could potentially pose a conflict of interest with your representation of the City of Eastvale.

6. Compensation and Billing Practices: While the City prefers a proposal based on a fixed monthly fee for basic services, the proposal may also include an hourly rate alternative. The proposal should clearly explain the reasons for any such hourly rate alternative.

Based on the above, please include in your proposal the following:

- Proposed fixed monthly fee or retainer for "basic" services;
- Specific any services listed above as “basic services” which are not included in your monthly fee or retainer.
- Proposed hourly rate for additional services;
- Specific expenses for which firm will claim reimbursement from City including type and unit rate (i.e. rate for mileage, reproduction of documents, travel expenses, conference registration, if any, etc.)

7. Insurance: Please include a description of the general liability and malpractice insurance carried by the firm or individual, including the amount of coverage provided by such insurance and provide a copy of your current coverage policy.

8. Describe how your firm protects client confidentiality.

SUBMITTAL DEADLINE

The City Council and/or its Sub-Committee will review each submitted proposal for thoroughness and substance pertaining to the firm’s qualifications. Should you and/or your firm be selected for further consideration, the screening process will involve interviews with the Mayor, Mayor Pro Tem and/or City Council. After reference checks, a decision on appointment will be made as soon as possible.
Interested firms should submit one unbound original and one electronic copy of its Qualifications Submittal in a sealed envelope, marked on the outside, “RESPONSE TO REQUEST FOR PROPOSALS – CITY ATTORNEY SERVICES” by 5:00 p.m. on Thursday, November 16, 2017 to:

City Clerk  
City of Eastvale  
12363 Limonite Avenue, Suite 910  
Eastvale, CA 91752

Please submit the electronic file to SAquilar@EastvaleCA.gov. Late proposals or postmarks will not be accepted.

All submittals become the property of the City of Eastvale subject to the disclosure law.

Questions may be directed to Michele Nissen, City Manager by calling (951) 703-4411 during City Hall business hours or by email at MNissen@EastvaleCA.gov.

Thank you for your interest!