

**LASERFICHE PUBLIC PORTAL  
STANDARD OPERATING PROCEDURE**



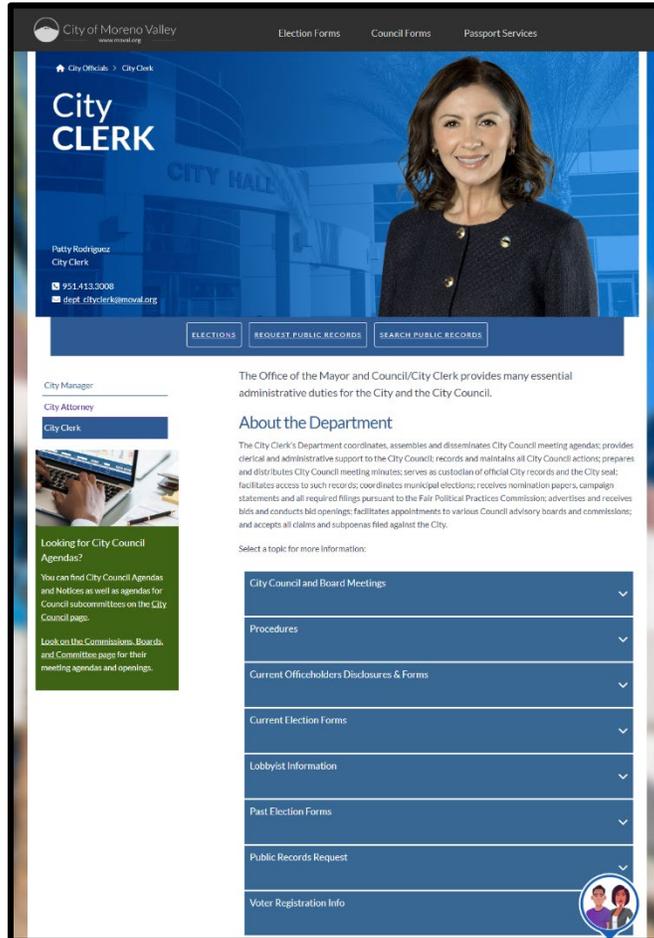
## **Table of Contents**

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## I. Submitting a Public Records Request Form



Click on the blue box and click the “Request Public Records” button.

You will now be redirected to the City’s Public Records Request form.

This is where you will enter your request details for your Public Records Request.

# City Clerk's Office - Public Records Request Form

## California Public Records Act (CPRA)

The California Public Records Act (CPRA) guarantees the public's right to access records held by state and local government agencies. Under this law, most government records are considered public documents and must be made available upon request.

### Your Rights Under CPRA

- Inspect public records during normal business hours.
- Request copies of public records.
- Receive a response to your request within 10 calendar days.
- Obtain assistance in identifying relevant records.
- Access records in any format in which they are maintained.

### Response Timeline

Our agency will respond to your request within 10 calendar days. In unusual circumstances, we may extend this time by an additional 14 days with written notice.

### Associated Fees

- Inspection of records: Free
- Electronic copies: Free
- Paper copies: \$0.10 per page

### Exempt Records

Some records may be exempt from disclosure under state law, including:

- Personnel records
- Pending litigation records
- Records protected by attorney-client privilege
- Private individual information
- Trade secrets

Please note, the City of Moreno Valley does not maintain police records. Please contact Riverside County Sheriff's Department for all police records and inquiries.

[Click here to access their online PRA portal.](#)

For questions about CPRA requests or assistance with the process, please contact the City Clerk's Office at 951-413-3001 or [CityClerkStaff@moval.org](mailto:CityClerkStaff@moval.org).

## Requester Details:

Full Name: \*

Phone Number: \*

Fax Number:

Email Address: \*

Mailing Address:

Street Address

Address Line 2

City

State

Zip Code

## Public Record Request:

### Request Type

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Agenda                   | <input type="checkbox"/> Animal Control Reports | <input type="checkbox"/> As Built's                    | <input type="checkbox"/> Blueprints                         |
| <input type="checkbox"/> Building Code Violations | <input type="checkbox"/> Building Permits       | <input type="checkbox"/> Business Licenses             | <input type="checkbox"/> Code Violations                    |
| <input type="checkbox"/> Conditions of Approval   | <input type="checkbox"/> Contracts              | <input type="checkbox"/> Emails                        | <input type="checkbox"/> Employee Salaries and Compensation |
| <input type="checkbox"/> Fire Code Violations     | <input type="checkbox"/> Grading Plans          | <input type="checkbox"/> Grant Applications and Awards | <input type="checkbox"/> Inspection Reports                 |
| <input type="checkbox"/> Minutes                  | <input type="checkbox"/> Ordinances             | <input type="checkbox"/> Permits                       | <input type="checkbox"/> Resolutions                        |
| <input type="checkbox"/> RFPs                     | <input type="checkbox"/> Solar Permits          | <input type="checkbox"/> Street Improvement Plans      | <input type="checkbox"/> Uncashed Checks                    |
| <input type="checkbox"/> Zoning                   |   |  |   |

**Request Details\***

*Please Specify what documents you are requesting: (Example: Animal Services Reports, Blueprints, Building Permits, Bids, Code Enforcement Reports, Certificates of Occupancy, Fire Reports, Traffic Information, Uncashed Checks, etc.)*

**Processing Information:**

- You will be notified within 10 days regarding the availability of the requested records and whether any exemptions apply under the [Public Records Act](#).
- **NOTE:** Documents are frequently released via email. If you are interested in hard copies, copying fees will apply according to the Council-approved [Fee Resolution](#). Payment is required before the release of any records.

Submit

Please fill out the form completely, including your contact information, request type (if known), and provide as much detailed information on the records being requested in the “request details” box.

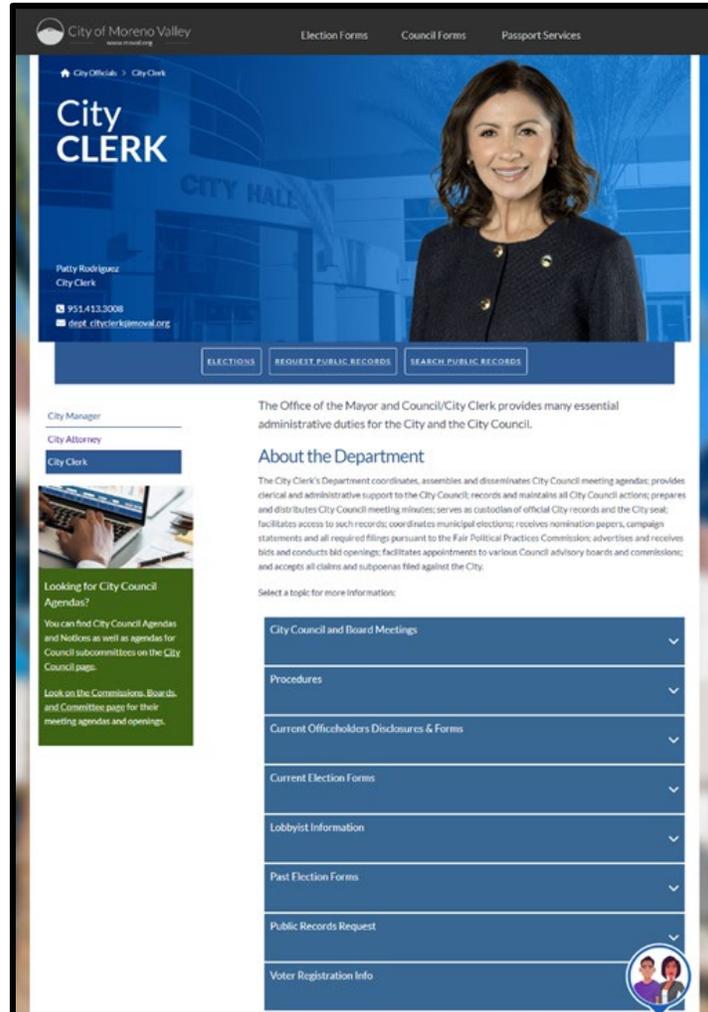
Once all the information is provided, scroll to the bottom and select “submit”.

Your response will then be routed to the City Clerk’s Office for processing. Please note, you will receive an email confirming receipt of your request.

Your request has now been submitted. Please note, all documents will be sent via email.

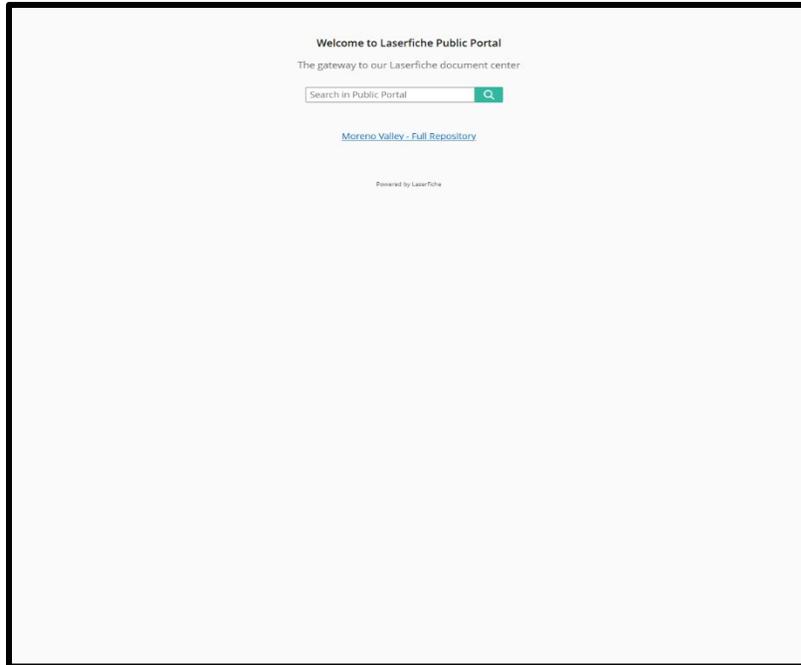
## II. Laserfiche Public Portal

From the City Clerk main page, select “Search Public Records”

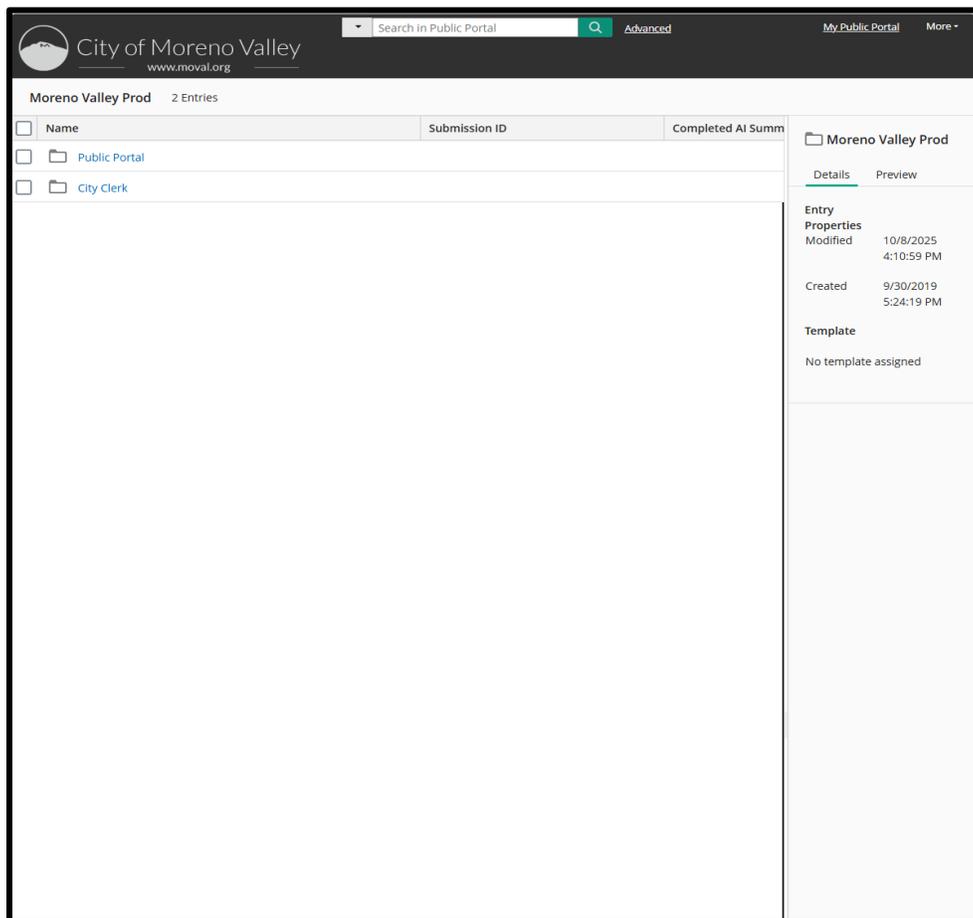


You will now be redirected to the City’s “Public Repository”. In this repository, you can find all City Resolutions, Ordinances, Minutes, Agendas, Agreements, as well as past public records requests which have been responded to.

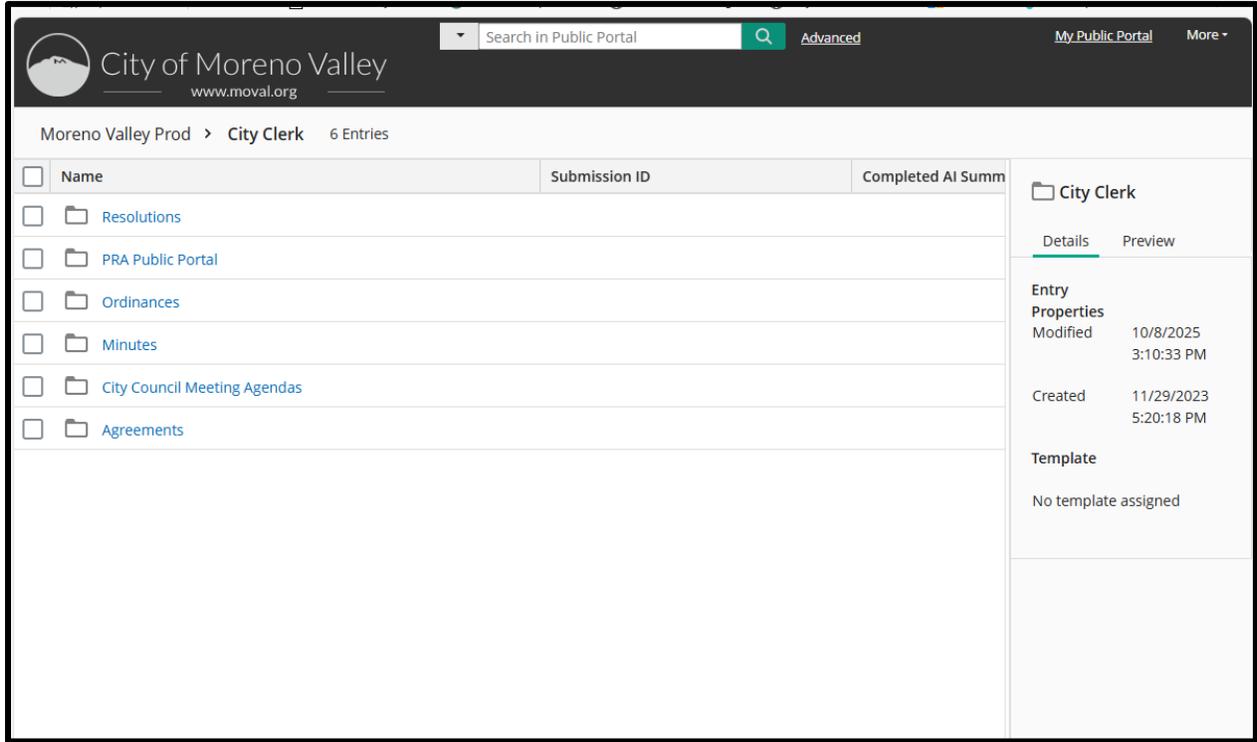
To access the records in the “Public Repository” select “Moreno Valley – Full Repository, which will be the blue link in the middle of the page.



Once you select “Moreno Valley – Full Repository” you will be taken to a new web page.



Select the “City Clerk” folder.



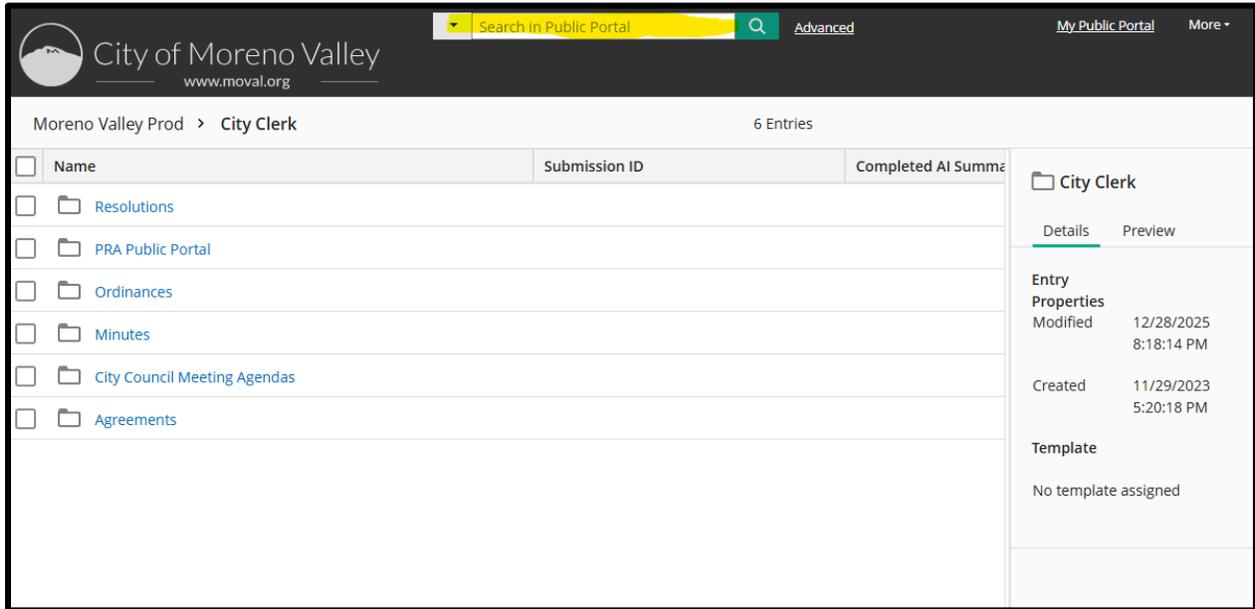
You will now see the records available to the public. The records include all the City’s Resolutions, Ordinances, Minutes, Agendas, Agreements, and past Public Records Request responses.

At the top of the page, you will have a search function. You may put in key words, titles, reference numbers, and any other information that may assist you in finding the records you are requesting.

This portal is publicly available, and you can download any documents you may need.

### III. Searching the Portal

When finding records in the portal, you can access each folder one by one and examine its contents for the records you are seeking. To speed up the process, you can also use the search bar located at the top of the page (highlighted below in yellow).



When using the searching function, you can search for documents using key words, document titles, document text, and file number for the document(s) you are seeking.

To use the search function, click in the box at the top that says “Search in Public Portal”

Once selected, please type in the key word you are using to search for the document. Once your search terms are selected, click on the green magnify glass to begin.

The screenshot shows the City of Moreno Valley public portal interface. At the top, the logo and name 'City of Moreno Valley' are visible, along with the website 'www.moval.org'. A search bar contains the number '202577'. The main content area is titled 'Moreno Valley Prod > City Clerk' and shows '6 Entries'. A table lists six categories: Resolutions, PRA Public Portal, Ordinances, Minutes, City Council Meeting Agendas, and Agreements. A right-hand sidebar provides details for the selected 'City Clerk' entry, including 'Entry Properties' (Modified: 12/28/2025 8:18:14 PM, Created: 11/29/2023 5:20:18 PM) and 'Template' (No template assigned).

<input type="checkbox"/>	Name	Submission ID	Completed AI Summa
<input type="checkbox"/>	Resolutions		
<input type="checkbox"/>	PRA Public Portal		
<input type="checkbox"/>	Ordinances		
<input type="checkbox"/>	Minutes		
<input type="checkbox"/>	City Council Meeting Agendas		
<input type="checkbox"/>	Agreements		

**City Clerk**

[Details](#) [Preview](#)

**Entry Properties**

Modified 12/28/2025 8:18:14 PM

Created 11/29/2023 5:20:18 PM

**Template**

No template assigned

The results of your search will now pop up. You will be able to sort through the results and determine if the search found the documents you are seeking.

City of Moreno Valley  
www.moval.org

Search in Public Portal

Sort results by: Relevance Results 1 - 4 of 4

Customize Search

Records Management

General Search

Search terms

**07-13-2010 Full Agenda**  
Meeting Agendas - Creation date 6/27/2024 12:29:34 PM - Last modified 7/5/2024 11:42:38 AM - 1066 pages - 41.6 MB  
Name: 07-13-2010 Full Agenda  
[Page 162](#) ... TY 61.29 5/17/2010 202577 347.36 ELECTRICITY 347.36 Vendor Total 9,703.22 ...  
Fields  
Legislative Body/Approval:City Council  
Meeting Date:7/13/2010  
Meeting Type:Regular Meeting  
Storage Box Number:  
Storage Location:  
Meeting Agenda  
[Show more information...](#)

**Patricia Yhuit**  
Agreements - Creation date 4/23/2025 10:35:55 AM - Last modified 4/23/2025 10:48:50 AM - 13 pages - 809 KB  
Name: Patricia Yhuit  
Fields  
Agreement Description:Employment Agreement  
Agreement No.:202577  
Agreement Prefix:City  
Amount:  
Approval Level:City Manager  
Assessor's Parcel Number (APN):  
Council Approved:  
Date Approved:  
Department:  
Expiration Date:  
Project Number:  
Scope of Services:  
Storage Box Number:  
Storage Location:  
Street Name:  
Street Number:  
Tract Map or Parcel Map Number:  
Vendor Name:  
[Show more information...](#)

**202577**  
Resolutions - Creation date 12/18/2025 3:21:16 PM - Last modified 12/18/2025 3:22:09 PM - 4 pages - 1.45 MB  
Name: 202577  
Fields  
Agency:  
Assessor's Parcel Number (APN):  
Date Approved:12/16/2025  
Legislative Body/Approval:City Council  
Project Number:  
Res Year:  
Resolution Number:202577  
Resolution Type:  
Storage Box Number:  
Storage Location:  
Street Name:  
Street Number:  
Tract Map or Parcel Map Number:  
[Show more information...](#)

When seeing the results on your search, you will see options on the top left to customize your search. You can customize your search by selecting specific fields within the document

to search for. For example, you can specifically search by text, name, field, creation date, and modification date, just to name a few.

Once you find your document in the list, please click on the blue title of the document.

The screenshot displays the City of Moreno Valley Public Portal search interface. On the left, there are search filters including 'Customize Search', 'Records Management', and a 'General Search' section with a search terms input field. The main content area shows search results sorted by 'Relevance', with 'Results 1 - 4 of 4'. Three results are visible:

- 07-13-2010 Full Agenda**: Meeting Agendas - Creation date 6/27/2024 12:29:34 PM - Last modified 7/5/2024 11:42:38 AM - 1066 pages - 41.6 MB. Name: 07-13-2010 Full Agenda. Fields: Legislative Body/Approval: City Council, Meeting Date: 7/13/2010, Meeting Type: Regular Meeting, Storage Box Number, Storage Location. Includes a 'Show more information...' link.
- Patricia Yhuit**: Agreements - Creation date 4/23/2025 10:35:55 AM - Last modified 4/23/2025 10:48:50 AM - 13 pages - 809 KB. Name: Patricia Yhuit. Fields: Agreement Description: Employment Agreement, Agreement No.: 202577, Agreement Prefix: City, Amount, Approval Level: City Manager, Assessor's Parcel Number (APN), Council Approved, Date Approved, Department, Expiration Date, Project Number, Scope of Services, Storage Box Number, Storage Location, Street Name, Street Number, Tract Map or Parcel Map Number, Vendor Name. Includes a 'Show more information...' link.
- 202577**: Resolutions - Creation date 12/18/2025 3:21:16 PM - Last modified 12/18/2025 3:22:09 PM - 4 pages - 1.45 MB. Name: 202577. Fields: Agency, Assessor's Parcel Number (APN), Date Approved: 12/16/2025, Legislative Body/Approval: City Council, Project Number, Res Year, Resolution Number: 202577, Resolution Type, Storage Box Number, Storage Location, Street Name, Street Number, Tract Map or Parcel Map Number. Includes a 'Show more information...' link.

Once you open the document, you will have the ability to view, print, and download these items.

The download button can be found at the top of the document with an “arrow” pointing down. Please click this button if you would like to download the document.

Right next to the download “arrow”, you will find the print button. Please click the print button if you would like to download the document.

The screenshot displays the City of Moreno Valley public portal interface. At the top, the logo and name 'City of Moreno Valley' are visible, along with the website 'www.moval.org' and a search bar. The document ID '202577' is shown in the top left corner. The main content area displays a document titled 'RESOLUTION NO. 2025-77' with the following text:

**RESOLUTION NO. 2025-77**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, APPOINTING LAUNA JIMENEZ AS TREASURER OF THE CITY OF MORENO VALLEY

WHEREAS, California Government Code Section 34856 provides that when the office of the City Treasurer is made appointive, the appointment shall be made by the City Council; and

WHEREAS, pursuant to Moreno Valley Municipal Code (“MVMC”) Section 2.15.010, the City Treasurer holds such office at the pleasure of the City Council; and

WHEREAS, pursuant to Government Code Section 41007 the Treasurer shall receive such compensation as may be provided by the City Council; and

WHEREAS, MVMC Section 2.15.030 further provides that the function of the City Treasurer shall be to perform such duties as are prescribed by California Government Code Sections 41000 through 41007, and by any other provisions of law applicable to the deposit, investment and safekeeping of public funds of the City; and

WHEREAS, the duties of the Treasurer under the Government Code include: (a) receiving and safely keep all money coming into her/his hands as Treasurer; (b) complying with all laws governing the deposit and securing of public funds and the handling of trust funds in the Treasurer’s possession; (c) paying out money only on warrants signed by legally designated persons; (d) regularly, at least once each month, submitting to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances and filing a copy with the City Council; (e) performing such duties relative to the collection of City taxes and license fees as are prescribed by ordinance; and (f) appointing deputies for whose acts she/he and her/his bondsmen are responsible.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

**Section 1. Recitals**

That the recitals set forth hereinabove are true and correct.

**Section 2. Appointment of City Treasurer**

That the City Council hereby appoints Launa Jimenez to serve as City Treasurer, on at will-basis, commencing immediately, until such time a new City Treasurer is appointed by City Council or the City Treasurer resigns.

Resolution No. 2025-77  
Date Adopted: December 16, 2025

The interface also features a sidebar on the right with a 'Details' tab and 'Annotations' section. The 'Details' section includes the following information:

Entry Properties	
Modified	12/18/2025 3:22:09 PM
Created	12/18/2025 3:21:16 PM

Template: Resolutions

Fields	
Resolution Number	202577
Date Approved	12/16/2025
Legislative Body/Approval	City Council

You can view, download, and print as many documents as needed from the City’s public portal.

If there are any documents you are having issues finding, please reach out to the City Clerk's Office by email: [cityclerkstaff@moval.org](mailto:cityclerkstaff@moval.org) or by phone at 951.413.3001.