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**From:** Jane Halstead  
**Sent:** Tuesday, October 22, 2013 3:45 PM  
**To:** Cindy Miller; Jane Halstead; Jesse Molina; Michele Patterson; Richard Stewart; Richard Stewart; Tom Owings; Victoria Baca; Yxstian Gutierrez  
**Cc:** Michelle Dawson; Tom DeSantis; Suzanne Bryant; 'Tom Owings (towings123@gmail.com)'; 'Victoriabaca2000 (victoriabaca2000@gmail.com)'  
**Subject:** Federal Grand Jury Subpoenas Served to the Custodian of Records

Mayor Owings & Members of the Council:

Investigators for the FBI delivered to the City Clerk the following subpoenas for records:


1. All documents relating to the following development projects in Moreno Valley: Any development by Ridge Property; Project Numbers P08-133; PA08-0098; PA10-0017, PA08-0097; and PA09-0022.
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26. All documents relating to Highland Fairview Corporation

Let me know if you have any questions.

Thank you.

Jane Halstead, CMC  
City Clerk  
City of Moreno Valley  
14177 Frederick Street  
Moreno Valley, CA 92552

  
F:(951)413-3009

W: [www.moreno-valley.ca.us](http://www.moreno-valley.ca.us)

[janeh@moval.org](mailto:janeh@moval.org)

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**From:** Michelle Dawson  
**Sent:** Tuesday, October 22, 2013 4:58 PM  
**To:** Everyone  
**Subject:** Update on investigation, subpoenas, etc.

City staff: I want to continue updating you on what little I do know about the investigation that began last May with the search warrants served at the residences of our Council Members (the ones in office at that time) and others. Subpoenas were delivered to the Clerk's Office today for documents related to the items listed below (most of which, the Clerk indicates, have already been provided to them). In addition, I was served with a subpoena to appear before a grand jury next Wednesday, as was Tom DeSantis. Our testimony is being requested just as witnesses.

Also, some in the media have tried to make an issue of an item on tonight's Council agenda; it is a routine update by the City Clerk of the City's record retention policy. This is done every few years to keep current with technological advancements and to comply with State law. Other cities do this as a routine update as well. Prior year updates were approved by the Council in 2003 and again in 2007. An outside consultant has been working on this update for over one year, obviously well before any investigation began. Tonight's item is on the consent calendar, as was the previous update. The City Clerk will be pulling this item from the agenda and preparing a comprehensive report to present to the City Council at a later date when the consultant can attend and provide information regarding this routine update. I don't know if the record retention update prompted today's influx of subpoenas, but as always the Clerk's Office and City staff will comply fully in providing copies of these items.

I apologize for any distraction and thank you for your continued hard work serving the City of Moreno Valley.  
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## Jane Halstead

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**To:** Council  
**Cc:** Michelle Dawson; Tom DeSantis; Suzanne Bryant  
**Subject:** Subpoenas served to the Custodian of Records

Mayor Owings & Members of the Council:

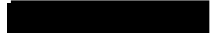
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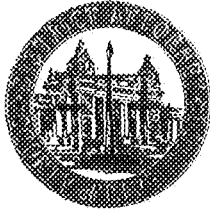
Thank you.

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[janeh@moval.org](mailto:janeh@moval.org)



PAUL E. ZELLERBACH  
DISTRICT ATTORNEY

RIVERSIDE COUNTY  
DISTRICT ATTORNEY

3960 ORANGE STREET  
RIVERSIDE, CALIFORNIA 92501-3643  
951-955-5520

October 22, 2013

Ms. Jane Halstead  
Moreno Valley City Clerk  
14177 Frederick St.  
Moreno Valley, CA 92552

Subject: **Preservation of Evidence Demand**

Dear Ms. Halstead:

The Riverside County District Attorney's Office has learned that the Moreno Valley City Council will consider adopting Resolution No. 2013-82, a "Resolution Adopting Updated Records Retention Schedules and Authorizing Destruction of Certain City Records" at its regular meeting on October 22, 2013.

The District Attorney's Office has reason to believe that litigation may result from matters currently under investigation with regard to the City of Moreno Valley and that relevant evidence potentially may be destroyed if Resolution No. 2013-82 is passed and implemented. This information may be in the City of Moreno Valley's possession or control and the City has a duty to preserve that information.

Therefore, the District Attorney's Office demands that the City of Moreno Valley immediately take action to protect and preserve until further notice any of that information that is in its possession or under its control until further notice.

Specifically, the District Attorney's Office demands that the City of Moreno Valley immediately suspend deletion, overwriting and/or any other destruction of records and electronic stored information (hereinafter "ESI") connected, either directly or indirectly, to the following:

- All records and ESI associated with or concerning Highland Fairview, Iddo Benzeevi, Jerry Stephens, Tom Owings, Marcelo Co, Jesse Molina, Victoria Baca, Richard Stewart, Yxstian Gutierrez and Michael Geller.
- All records and ESI associated with or concerning all City of Moreno Valley elected and appointed public officials and Department Heads.

MV00260381

- All records and ESI associated with or concerning pending or approved development construction projects, infrastructure and/or new infrastructure projects located in the City of Moreno Valley.
- All records and ESI associated with or concerning communications to and from City of Moreno Valley employees, elected and/or appointed public officials regarding the hiring, employment and discharge of former City Manager Henry Garcia.
- All records and ESI associated with or concerning the following development projects: Skechers, World Logistic Center, Prologis, Aquabella Development, Ridge Property Development and Nason Street infrastructure improvements.

The District Attorney's Office is specifically demanding that you preserve all documents, tangible things and ESI potentially associated with or concerning the matters identified above for the time frame of January 1, 2008 to present.

ESI, as used in this demand, should be afforded the broadest possible definition and includes (by way of example and not as an exclusive list) any and all information electronically, magnetically or optically stored as:

- Digital communications (e.g., e-mail, voice mail, instant messaging);
- Word processed documents (e.g., Word or WordPerfect documents and drafts);
- Spreadsheets and tables (e.g., Excel or Lotus 123 worksheets);
- Accounting Application Data (e.g., QuickBooks, Money, Peachtree data files);
- Image and Facsimile Files (e.g., .PDF, .TIFF, .JPG, .GIF images);
- Sound Recordings (e.g., .WAV and .MP3 files);
- Video and Animation (e.g., .AVI and .MOV files);
- Databases (e.g., Access, Oracle, SQL Server data, SAP);
- Contact and Relationship Management Data (e.g., Outlook, ACT!);
- Calendar and Diary Application Data (e.g., Outlook PST, Yahoo, blog tools);
- Online Access Data (e.g., Temporary Internet Files, History, Cookies);
- Presentations (e.g., PowerPoint, Corel Presentations)
- Network Access and Server Activity Logs;
- Project Management Application Data;
- Computer Aided Design/Drawing Files; and,
- Back Up and Archival Files (e.g., Zip, .GHO)

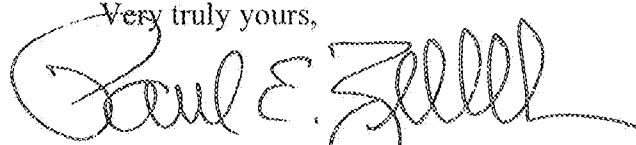
All ESI must be preserved so that it can be retrieved at a later time. The information must be preserved in its original electronic form so that all information contained within it,



whether visible or not, is also available for inspection. It is not sufficient to make a hard copy of electronic communication.

Thank you for your anticipated cooperation.

Very truly yours,



PAUL E. ZELLERBACH  
Riverside County District Attorney

Cc: Michelle Dawson  
Moreno Valley City Manager  
14177 Frederick St.  
Moreno Valley, CA 92552

Suzanne Bryant  
Moreno Valley City Attorney  
14177 Frederick St.  
Moreno Valley, CA 92552

✓ Tom Owings  
Mayor, Moreno Valley City Council  
14177 Frederick St.  
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Jesse Molina  
Mayor Pro Tem, Moreno Valley City Council  
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