



City of Los Banos

At the Crossroads of California

www.losbanos.org

AGENDA

CITY COUNCIL MEETING

CITY HALL COUNCIL CHAMBERS
520 J Street
Los Banos, California

OCTOBER 15, 2014

If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office @ (209) 827-7000 at least 48 hours prior to the meeting.

The City of Los Banos complies with the Americans with Disabilities Act (ADA) of 1990.

Si requiere asistencia especial para atender o participar en esta junta por favor llame a la oficina de la Secretaria de la ciudad al (209) 827-7000 a lo menos de 48 horas previas de la junta.

La Ciudad de Los Banos cumple con la Acta de Americanos con Deshabilidad (ADA) de 1990.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the meeting and in the City Clerk's office located at City Hall, 520 J Street, Los Banos, California during normal business hours. In addition, such writings and documents may be posted on the City's website at www.losbanos.org.

Cualquier escritura o los documentos proporcionaron a una mayoría del Ayuntamiento respecto a cualquier artículo en este orden del día será hecho disponible para la inspección pública en la reunión y en la oficina de la Secretaria de la ciudad en City Hall, 520 J Street, Los Banos, California durante horas de oficina normales. Además, tales escrituras y los documentos pueden ser anunciados en el website de la ciudad en www.losbanos.org.

1. CALL TO ORDER. **7:00 PM**
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL: (City Council Members)
Faria ____, Lewis ____, Silveira ____, Stonegrove ____, Villalta ____
4. CONSIDERATION OF APPROVAL OF AGENDA.
5. PRESENTATION – PROCLAMATION RECOGNIZING CANCER AWARENESS DAY.

6. PUBLIC FORUM. (Members of the public may address the City Council Members on any item of public interest that is within the jurisdiction of the City Council; includes agenda and non-agenda items. No action will be taken on non-agenda items. Speakers are limited to a five (5) minute presentation. Detailed guidelines are posted on the Council Chamber informational table.)

7. CONSIDERATION OF APPROVAL OF CONSENT AGENDA. (Items on the Consent Agenda are considered to be routine and will be voted on in one motion unless removed from the Consent Agenda by a City Council Member.)

A. Check Register for #149698 – #149899 in the Amount of \$1,019,653.32.

Recommendation: Approve the check register as submitted.

B. First Quarter Investment Report for Fiscal Year 2014-2015.

Recommendation: Accept the report as submitted.

C. City Council Meeting Minutes:

- 1) August 6, 2014.
- 2) August 20, 2014.

Recommendation: Approve the minutes as submitted.

D. Street Closure Request from Los Banos Fellowship of Believers to Close Off H Street, Between 5th Street & 7th Street, and at the End of 6th Street in Front of the Henry Miller Plaza from 3:00 PM to 8:00 PM on Friday, October 31, 2014 for the Annual Harvest of Fun Event.

Recommendation: Approve the street closure request as submitted.

E. Street Closure Request from the Veterans of Foreign War (VFW) Post 2487 to Hold a Veterans Parade on Saturday, November 8, 2014 and to Close 6th Street from Pacheco Boulevard to H Street, H Street between 5th Street and 6th Street, 5th Street between H Street and K Street, and K Street between 5th Street and 6th Street from 8:00 AM to 2:00 PM.

Recommendation: Approve the street closure request as submitted.

F. Waiver of Administrative Permit Fee for Evangelical Free Church.

Recommendation: Waive the Administrative Permit Fee as submitted.

G. City Council Resolution No. 5616 – Approving a Tentative Agreement/Memorandum of Understanding By and Between the City of Los Banos and the Los Banos Police Dispatchers/Community Service Officers Association.

Recommendation: Adopt the resolution as submitted.

- H. City Council Resolution No. 5617 – Establishing a Policy and Fee Regarding Display of Street Banners in the Downtown Area Across Sixth Street.

Recommendation: Adopt the resolution as submitted.

- I. City Council Resolution No. 5618 – Approving an Amendment to Division 18 – Drug and Alcohol Free Workplace Policy of the City’s Policy & Procedures Manual.

Recommendation: Adopt the resolution as submitted.

- J. City Council Resolution No. 5619 – Adopting a Records Retention Policy and Retention Schedules and Authorizing the Destruction of City Records in Accordance with the Provisions of the Policy.

Recommendation: Adopt the resolution as submitted.

- K. City Council Resolution No. 5620 – Approving Budget Amendment for an Increase in Expenditures for a Combination Sewer Cleaner Truck in the Amount of \$393,655.

Recommendation: Adopt the resolution as submitted.

- L. City Council Resolution No. 5621 – Amending the 2014-2015 Fiscal Year Budget by Increasing the Appropriation Amount for Expenditures in the Amount of \$509 Related to a Three (3) Month Extension to a 2013-2014 Fiscal Year American Society for the Prevention of Cruelty to Animals (ASPCA) Grant.

Recommendation: Adopt the resolution as submitted.

- M. City Council Resolution No. 5622 – Approving the Acceptance of a \$44,016 Grant (PT15137) from the California Office of Traffic Safety (OTS) and Amending the 2014-2015 Fiscal Year Budget by Increasing the Appropriation Amount of the State Grant Fund Account for Expenditures and Revenues in the Amount of \$44,016.

Recommendation: Adopt the resolution as submitted.

- 8. PRESENTATION BY RIGGS AMBULANCE REGARDING PULSE POINT CELLULAR TELEPHONE APPLICATION.

Recommendation: Informational item only.

- 9. ADVISEMENT OF PUBLIC NOTICES. (Two Reports)

- 10. NOTICE AND ANNOUNCEMENT OF VACANCIES ON THE FOLLOWING COMMISSIONS/COMMITTEES:

- A. Parks & Recreation Commission – Two (2) Vacancies

- B. Planning Commission – Four (4) Vacancies
- C. Tree Commission – Two (2) Vacancies
- D. Economic Development Advisory Commission – Three (3) Vacancies
- E. Airport Advisory Commission – Three (3) Vacancies
- F. Measure P Committee – Two (2) Vacancies

Recommendation: Informational item only, no action to be taken.

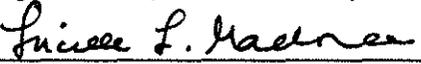
11. CITY MANAGER REPORT.

12. CITY COUNCIL MEMBER REPORTS.

- A. Scott Silveira
- B. Elizabeth Stonegrove
- C. Tom Faria
- D. Deborah Lewis
- E. Mayor Mike Villalta

13. ADJOURNMENT.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.



Lucille L. Mallonee, City Clerk

Dated this 9th day of October 2014



City of
Los Banos

At the Crossroads of California

**PROCLAMATION RECOGNIZING
CANCER AWARENESS DAY**

WHEREAS, according to the American Cancer Society, in 2014 about 585,720 Americans are expected to die of cancer making cancer the second most common cause of death in the United States, accounting for nearly one out of every four deaths in America; and

WHEREAS, Cancer Awareness Day emphasizes the importance of prevention and early detection through health screenings, as well as the promotion of healthy lifestyles including proper diet, exercise, and a smoke-free environment; and

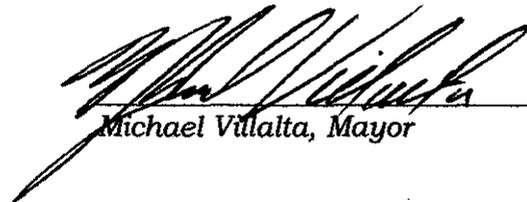
WHEREAS, Cancer Awareness Day honors the memory of those we have lost, supports those who are still fighting cancer and celebrates the survivors who inspire us through their strength and courage; and

WHEREAS, the City of Los Banos recognizes October 15, 2014 as Cancer Awareness Day, a time to join together to battle all cancers, to raise awareness and to send a message that ending all cancers must be a national health priority.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and City Council Members of the City of Los Banos do hereby proclaim October 15, 2014 as Cancer Awareness Day in the City of Los Banos, and ask the citizens of Los Banos to wear pink in an effort to raise awareness, to celebrate survivors and to encourage those in treatment for cancer.

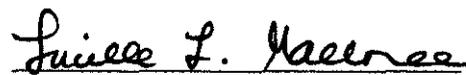
In witness whereof, I have hereunto set my hand and caused to be affixed the seal of the City of Los Banos, this 15th day of October 2014.

APPROVED:



Michael Villalta, Mayor

ATTEST:



Lucille L. Mallonee, City Clerk



CK # 149698 - 149899

10/15/2014

\$1,019,653.32

Bank Reconciliation

Checks by Date

User: sorozco
 Printed: 10/07/2014 - 1:52PM
 Cleared and Not Cleared Checks
 Print Void Checks



City of
Los Banos
At the Crossroads of California

Check	Check Date	Name	Module	Void	Amount
149698	9/25/2014	A & A Portables Inc	AP		105.75
149699	9/25/2014	ABS Direct, Inc.	AP		2,193.85
149700	9/25/2014	Allied Waste Services #917	AP		307,191.21
149701	9/25/2014	Ameripride Valley Uniform Services Inc.	AP		160.11
149702	9/25/2014	Anthony Gomes	AP		1,587.50
149703	9/25/2014	Aramark Uniform Ser Inc	AP		372.65
149704	9/25/2014	AT&T	AP		1,371.98
149705	9/25/2014	Dorothy June Baker	AP		60.50
149706	9/25/2014	Brinks Inc.	AP		539.78
149707	9/25/2014	BSK Analytical Laboratories	AP		1,720.00
149708	9/25/2014	California Dairies Inc	AP		83.10
149709	9/25/2014	Chase Chevrolet Co. Inc.	AP		32,289.16
149710	9/25/2014	Comcast	AP		95.65
149711	9/25/2014	Comcast	AP		420.00
149712	9/25/2014	Comcast	AP		96.91
149713	9/25/2014	Cook's Communications Corp.	AP		435.00
149714	9/25/2014	CSMFO	AP		150.00
149715	9/25/2014	Dell Marketing L P	AP		3,496.51
149716	9/25/2014	Joe & Evelyn Miranda	AP		909.00
149717	9/25/2014	Electrical Distributors Co.	AP		261.80
149718	9/25/2014	Electric Drives Inc	AP		1,891.30
149719	9/25/2014	Fastenal Company	AP		221.15
149720	9/25/2014	Federal Express	AP		6.63
149721	9/25/2014	Force Flow	AP		3,340.16
149722	9/25/2014	Galls Inc	AP		411.30
149723	9/25/2014	Grainger Parts Operations	AP		204.07
149724	9/25/2014	Heppner Precision Machine	AP		209.82
149725	9/25/2014	Holt of California	AP		1,036.28
149726	9/25/2014	Home Depot	AP		1,746.93
149727	9/25/2014	Interstate Truck Center, LLC	AP		213.18
149728	9/25/2014	John Deere Financial	AP		840.63
149729	9/25/2014	Kimball Midwest	AP		344.78
149730	9/25/2014	Kone Inc.	AP		600.75
149731	9/25/2014	Los Banos Express Oil & Lube	AP		439.24
149732	9/25/2014	Los Banos Enterprise	AP		58.00
149733	9/25/2014	Marfab Inc	AP		254.75
149734	9/25/2014	Ramon Mcdonald	AP		120.00
149735	9/25/2014	Jose Melendrez Sr.	AP		592.00
149736	9/25/2014	Merced Uniform & Accessories	AP		47.30
149737	9/25/2014	N & S Dos Palos Tractor	AP		318.14
149738	9/25/2014	Napa Auto Parts	AP		34.87

Check	Check Date	Name	Module	Void	Amount
149739	9/25/2014	The Office City	AP		531.78
149740	9/25/2014	Old Dominion Brush	AP		2,396.07
149741	9/25/2014	PERS - Public Employees	AP		118,578.52
149742	9/25/2014	Pinnacle Medical Group	AP		100.00
149743	9/25/2014	Provost and Pritchard Engineering, Inc.	AP		828.00
149744	9/25/2014	Pro Clean Supply	AP		219.25
149745	9/25/2014	Quad Knopf, Inc.	AP		34,884.04
149746	9/25/2014	Recall Secure Destruction Services Inc	AP		536.42
149747	9/25/2014	Rick's Auto Body	AP		1,306.82
149748	9/25/2014	Save Mart Supermarkets	AP		134.01
149749	9/25/2014	Silveira, Mattos & Lewis Attorneys at Law	AP		225.00
149750	9/25/2014	Sky Blue Mobile Glass, LLC	AP		181.96
149751	9/25/2014	Springbrook Software, Inc.	AP		1,060.00
149752	9/25/2014	Sorensens True Value	AP		489.33
149753	9/25/2014	Brent Specht	AP		150.00
149754	9/25/2014	Sprint Solutions, Inc.	AP		759.81
149755	9/25/2014	Terryberry Company LLC	AP		118.66
149756	9/25/2014	USA Blue Book	AP		102.44
149757	9/25/2014	Verizon Wireless	AP		16.22
149758	9/25/2014	Vigilant Canine Services International, LLC	AP		900.00
149759	9/25/2014	Walmart	AP		346.12
149760	9/25/2014	Westamerica Bank - Cafeteria Plan	AP		50,555.47
149761	9/25/2014	Westside Water Conditioning	AP		130.00
149762	9/25/2014	Windecker Inc	AP		29,732.75
149763	9/25/2014	Young's Air Conditioning	AP		422.00
149764	9/25/2014	Young's Automotive	AP		280.50
149765	9/26/2014	Darrall Gargano	AP		206.40
149766	9/26/2014	Mary Lou Gilardi	AP		45.97
149767	9/26/2014	Goodwin Consulting Group	AP		2,868.25
149768	9/26/2014	Hi Tech Emergency Vehicle Services, Inc	AP		154.83
149769	9/26/2014	Riggs Ambulance Service	AP		451.98
149770	9/26/2014	Henry Schein Inc.	AP		75.08
149771	9/26/2014	Verizon Wireless	AP		157.07
149773	10/1/2014	Los Banos Volunteer	AP		2,000.00
149774	10/1/2014	Los Banos Unified School District	AP		190.02
149775	10/1/2014	Gerald "Obie" O'Brien	AP		77.14
149776	10/1/2014	Law Offices of William A Vaughn	AP		9,000.00
149802	10/2/2014	Steve & Manuela Aldama	AP		25.00
149803	10/2/2014	Aflac-Customer Service	AP		95.81
149804	10/2/2014	Aflac-Customer Service	AP		143.95
149805	10/2/2014	Aflac-Customer Service	AP		41.26
149806	10/2/2014	Aflac-Customer Service	AP		83.59
149807	10/2/2014	Aldran Chemical, Inc.	AP		2,948.90
149808	10/2/2014	Ameripride Valley Uniform Services Inc.	AP		320.22
149809	10/2/2014	Aramark Uniform Ser Inc	AP		540.76
149810	10/2/2014	AT&T	AP		359.68
149811	10/2/2014	AT&T	AP		32.06
149812	10/2/2014	Bank of America	AP		90,919.38
149813	10/2/2014	Bank of America	AP		15,018.89
149814	10/2/2014	BlueTarp Financial, Inc.	AP		111.96
149815	10/2/2014	Jeff Bondi	AP		15.12
149816	10/2/2014	Borelli Real Estate Service, Inc.	AP		90.00
149817	10/2/2014	Bruce's Tire Inc	AP		2,502.00

Check	Check Date	Name	Module	Void	Amount
149818	10/2/2014	BSK Analytical Laboratories	AP		400.00
149819	10/2/2014	CNA Surety	AP		615.00
149820	10/2/2014	Cartegraph Systems, Inc.	AP		4,847.04
149821	10/2/2014	Challenger Teamwear	AP		432.40
149822	10/2/2014	Chase Chevrolet Co. Inc.	AP		222.32
149823	10/2/2014	Chevron Usa Inc	AP		281.55
149824	10/2/2014	Clark Pest Control Inc	AP		93.00
149825	10/2/2014	Coffee Break Service	AP		79.00
149826	10/2/2014	Comcast	AP		2.13
149827	10/2/2014	Comcast	AP		95.27
149828	10/2/2014	Cook's Communications Corp.	AP		1,025.05
149829	10/2/2014	Copy Shipping Solutions	AP		268.92
149830	10/2/2014	Darrell Mello	AP		180.00
149831	10/2/2014	Dutra's	AP		408.21
149832	10/2/2014	F S Rod Inc	AP		398.20
149833	10/2/2014	Fastenal Company	AP		3.07
149834	10/2/2014	Golden State Flow	AP		69.76
149835	10/2/2014	Galls Inc	AP		119.02
149836	10/2/2014	Tiffany Leanne Basuil Garcia	AP		57.00
149837	10/2/2014	Helena Chemical Co Inc	AP		229.50
149838	10/2/2014	Heppner Precision Machine	AP		203.73
149839	10/2/2014	Home Depot	AP		75.50
149840	10/2/2014	Mason Hurley	AP		1,838.50
149841	10/2/2014	April Hernandez	AP		500.00
149842	10/2/2014	In Shape Health Clubs Inc	AP		616.00
149843	10/2/2014	Jerry Witt	AP		1,076.00
149844	10/2/2014	Los Banos Car Wash Inc	AP		30.00
149845	10/2/2014	Los Banos Ministries	AP		230.00
149846	10/2/2014	Los Banos Police Assn	AP		1,915.00
149847	10/2/2014	Lucas Business Systems	AP		1,014.43
149848	10/2/2014	Steve Macillas	AP		70.00
149849	10/2/2014	Marfab Inc	AP		546.59
149850	10/2/2014	MassMutual	AP		1,332.40
149851	10/2/2014	MassMutual	AP		4,807.00
149852	10/2/2014	McNamara Sports Inc	AP		196.18
149853	10/2/2014	Merced County Tax Collector	AP		30,248.80
149854	10/2/2014	Merced Uniform & Accessories	AP		177.30
149855	10/2/2014	Napa Auto Parts	AP		423.57
149856	10/2/2014	The Office City	AP		498.49
149857	10/2/2014	Richard Ortiz	AP		10.22
149858	10/2/2014	P G & E Company	AP		141,279.35
149859	10/2/2014	Nationwide Retirement Solutions	AP		1,590.00
149860	10/2/2014	PR Diamonds Products Inc.	AP		510.00
149861	10/2/2014	Professional Fire Fighter	AP		630.00
149862	10/2/2014	Radio Shack Accounts Rec	AP		26.99
149863	10/2/2014	Ronny's Landscaping	AP		37,669.62
149864	10/2/2014	Ronny's Landscaping	AP		13,650.37
149865	10/2/2014	Scott Savage	AP		547.50
149866	10/2/2014	Save Mart Supermarkets	AP		144.72
149867	10/2/2014	Sensus USA Inc	AP		6,480.00
149868	10/2/2014	Sherwin Williams Co	AP		697.50
149869	10/2/2014	Robert & Susan Hansen	AP		206.22
149870	10/2/2014	Sky Blue Mobile Glass, LLC	AP		216.45

Check	Check Date	Name	Module	Void	Amount
149871	10/2/2014	Sol's Mobile Service	AP		299.90
149872	10/2/2014	Sorensens True Value	AP		718.58
149873	10/2/2014	State Disbursement Unit	AP		2,085.00
149874	10/2/2014	Talley Oil Inc.	AP		10,075.33
149875	10/2/2014	Terryberry Company LLC	AP		171.56
149876	10/2/2014	Terminix Processing Center	AP		232.80
149877	10/2/2014	The Cupcake Lady	AP		250.00
149878	10/2/2014	Twila Salvador	AP		56.02
149879	10/2/2014	Paris Valencia	AP		12.90
149880	10/2/2014	Jennifer Baca	AP		20.87
149881	10/2/2014	Gerardo Arroyo	AP		26.34
149882	10/2/2014	Home Sweet Home Property Management	AP		61.80
149883	10/2/2014	Kathleen Shafer	AP		15.63
149884	10/2/2014	Jeffrey Moore	AP		20.87
149885	10/2/2014	Bellanira Rosales-Calderon	AP		18.15
149886	10/2/2014	Kari Felix	AP		7.44
149887	10/2/2014	Home Sweet Home Property Management	AP		29.02
149888	10/2/2014	Home Sweet Home Property Management	AP		97.28
149889	10/2/2014	Lodi Development, Inc	AP		6.75
149890	10/2/2014	Vantagepont Transfer Agents - 306797	AP		455.00
149891	10/2/2014	Vantagepoint Transfer Agents - 705827	AP		25.00
149892	10/2/2014	Vantagepoint Transfer Agents - 801838	AP		1,075.00
149893	10/2/2014	Vavrinek, Trine, Day & Co., LLP	AP		840.00
149894	10/2/2014	Verizon Wireless	AP		1,840.09
149895	10/2/2014	Westside Water Conditioning	AP		39.55
149896	10/2/2014	Jennifer Williams	AP		580.00
149897	10/2/2014	Windecker Inc	AP		263.87
149898	10/2/2014	Young's Air Conditioning	AP		419.00
149899	10/2/2014	Young's Automotive	AP		692.47

Break in check sequence due to the following:

Check # 149772 (Void)

Check # 149777 - 149801 (Payroll Checks)

Total Void	0
Total Void	0
Total Valid	176
Total Valid	1,019,653.32
Total Check	176
Total Check	1,019,653.32



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor & City Council Members
FROM: Martha Brazil, City Treasurer/Accountant II *MB*
DATE: October 15, 2014
SUBJECT: Acceptance of the First Quarter Investment Report for 2014/2015
TYPE OF REPORT: Consent Agenda

Recommendation:

To accept the quarterly investment report as submitted.

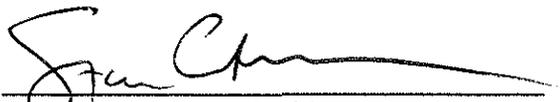
Background:

The City of Los Banos follows its investment policy to assure that it invests all surplus inactive monies in a manner which ensures a maximum return consistent with safety on such investments while maintaining the integrity of such surplus and inactive funds. A quarterly investment report provides proof that City funds are invested in such a manner. It includes all investments except funds held by City's trustee. Funds held by trustee include bond reserve funds, deferred compensation plans and other post retirement benefit funds.

Fiscal Impact:

Informational only, no fiscal impact.

Reviewed by:


Steve Carrigan, City Manager

Attachments:

City of Los Banos First Quarter 2014/2015 Investment Report



City of
Los Banos
At the Crossroads of California

In accordance with Government Code Section 53646 and the City of Los Banos Investment Policy, the following shall constitute the quarterly report of investment on behalf of the City of Los Banos:

Investment Balances
As of September 30, 2014

Type of Investment	Issuer	Maturity	Amount Invested	Annual Percentage Yield
LAIF (Local Agency Investment Fund)	State of California	Daily	\$30,592,683.	.260% effective yield
Bonds, Treasury Money Market Funds and CD's (Certificate of Deposits)	Wells Fargo	Staggered 5 years	11,628,352.	.80% - 5.40%
Money Market Funds School Project	Wells Fargo	Daily	25,073.	0.03%

Investment Balance: **\$42,246,108.**

1. As of the date of this report, the majority of the City of Los Banos funds are invested in the State of California Local Agency Investment Fund (LAIF), in accordance with section 16429.1 of the Governmental Code.
2. As of the date of this report, the remainder of the City of Los Banos' funds are deposited in Corporate Bonds, and various FDIC insured Certificates of Deposits held with Wells Fargo Securities, LLC. Therefore, as provided by Governmental Code Section 53646 (e) attached are the most recent statement(s) received by the City of Los Banos.
3. The portfolio of the City of Los Banos is in compliance with the City of Los Banos' Investment Policy.
4. The investment balances are reconciled monthly to the General Ledger by the Finance Department.
5. It is expected that the City will be able to meet its projected expenditure requirements for the next six months.

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001
CITY OF LOS BANOS

www.treasurer.ca.gov/pmia-laif/laif.asp
October 06, 2014

CITY TREASURER
520 J STREET
LOS BANOS, CA 93635

PMIA Average Monthly Yields

Account Number:
98-24-490

Tran Type Definitions

September 2014 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	30,592,683.46
Total Withdrawal:	0.00	Ending Balance:	30,592,683.46

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260				



Wells Fargo Institutional Securities, LLC
400 CAPITOL MALL
SACRAMENTO CA 95814

JUSTIN LEWIS
1-916-440-4135

Statement Period

09/01/2014 - 09/30/2014

Your Investment Account(s)

CITY OF LOS BANOS
ATTN MARTHA BRAZIL

Account Number
3AB28736

Account Value Summary *USD*

	Amount Last Statement Period	Amount This Statement Period	% Portfolio
Cash	\$ 0.00	\$ 0.00	0%
Money Market Mutual Funds	176,442.59	3,509.24	0%
Bonds	11,482,378.44	11,624,842.40	100%
Stocks	0.00	0.00	0%
Total Account Value	\$ 11,658,821.03	\$ 11,628,351.64	100%
Value Change Since Last Statement Period		\$ 30,469.39	
Percent Decrease Since Last Statement Period		0%	
Value Last Year-End		\$ 11,464,367.70	
Percent Increase Since Last Year-End		1%	

This summary does not reflect the value of unpriced securities. Repurchase agreements are reflected at par value.

Income Summary *USD*

	This Period	Year-To-Date
Interest	\$ 7,066.65	\$ 180,448.97
Dividends/Capital Gains	0.00	0.00
Money Market Mutual Funds Dividends	0.00	0.08
Other	0.00	0.00
Income Total	\$ 7,066.65	\$ 180,449.05

Money Market Mutual Funds Summary *USD*

Description	Amount
Opening Balance	\$ 176,442.59
Deposits and Other Additions	7,066.65
Distributions and Other Subtractions	180,000.00
Income Earned	0.00
Closing Balance	\$ 3,509.24

Important Information

This statement is provided to customers of Wells Fargo Institutional Securities, LLC (WFIS). Statements are provided monthly for accounts with transactions and/or security positions. WFIS accounts are carried and maintained by Wells Fargo Securities, LLC ("WFS"), which provides clearing and safekeeping services for WFIS. The account statement contains a list of securities held in safekeeping by WFS as of the statement date and provides details of purchase and sale transactions, the receipt and disbursement of cash and securities, and other activities relating to the account during the statement period.

For WFIS customers who choose to maintain a safekeeping account at Wells Fargo Bank, N.A. ("Bank"), this statement is accompanied by a separate Bank safekeeping statement. The Bank safekeeping statement, if applicable, contains a list of securities held in safekeeping by the Bank as of the statement date.

Pricing: Security and brokered certificate of deposit ("CD") prices shown on the statement are obtained from independent vendors or internal pricing models. While we believe the prices are reliable, we cannot guarantee their accuracy. For exchange-listed securities, the price provided is the closing price at month end. For unlisted securities, it is the "bid" price at month end. The prices of CDs that mature in one year or less are shown at last price traded. The price of CDs that mature in greater than one year and of other instruments that trade infrequently are estimated using similar securities for which prices are available. Prices on the statement may not necessarily be obtained when the asset is sold.

Brokered CD Pricing: Like bonds, brokered CDs are subject to price fluctuation and the value of a CD, if sold prior to maturity, may be less than at the time of its purchase. Significant loss of principal could result. While WFS generally makes a market in CDs it underwrites, the secondary market for CDs that it does not underwrite may be very limited. In those cases, WFS will make its best effort to help investors find a buyer.

SIPC: WFIS and WFS are members of the Securities Investor Protection Corporation ("SIPC"). In the event of insolvency or liquidation of WFS, securities held in safekeeping at WFS are covered by SIPC against the loss, but not investment risk, up to a maximum of \$500,000 per customer, which includes a \$250,000 limit on claims for cash held in the account. SIPC protection does not provide any protection whatsoever against investment risk, including the loss of principal on an investment. This coverage does not apply to securities held in safekeeping by the Bank. Additional information about SIPC, including a SIPC brochure, may be obtained by visiting www.sipc.org or by calling SIPC at 202-371-8300.

FINRA BrokerCheck Program: WFS is a member of the Financial Industry Regulatory Authority (FINRA). Under its BrokerCheck program, FINRA provides certain information regarding the disciplinary history of broker/dealers and their associated persons. Information can be obtained from the FINRA BrokerCheck program hotline number (800-289-9999) or the FINRA web site (www.finra.org). A brochure describing the FINRA BrokerCheck program will be furnished upon written request.

Free Credit Balances: Any customer free credit balances may be used in the business of WFS subject to limitation of 17 CFR Section 240.15c(3)2 under the Securities Exchange Act of 1934. In the course of normal business operations, a customer has the right to receive delivery of the following: any free credit balances to which he or she is entitled, any fully paid securities to which he or she is entitled, and any securities purchased on margin upon full payment of indebtedness to WFS.

Equity Order Routing: WFIS introduces all equity orders to WFS. WFS will route equity orders taking into consideration among other factors, the quality and speed of execution, as well as the credits, cash or other payments it may receive from any exchange, broker-dealer or market center. This may not be true if a customer has directed or placed limits on any orders. Whenever possible, WFS will route orders in an attempt to obtain executions at prices equal or superior to the nationally displayed best bid or offer. WFS will also attempt to obtain the best execution regardless of any compensation it may receive. WFS uses the compensation received to help keep costs competitive and provide customers with quality execution services. The nature and source of credits and payments WFS receives in connection with specific orders will be furnished to a customer upon request. WFS prepares quarterly reports describing its order routing practices for non-directed orders routed to a particular venue for execution. A printed copy of this report is available upon written request or by visiting: www.tta.thomson.com/reports/1-6/wchv/. WFIS will provide more detailed information relating to the routing of any order executed within six months of the request.

Equity Extended Hours Trading: See important information relating to equities trading before and after regular trading hours at: www.wellsfargo.com/com/securities/regulatory.

Equity Open Orders: Open orders will remain in effect until executed or canceled by you. Failure to cancel an open order may result in the transaction being executed for your account. WFS has no responsibility to cancel an open order at its own initiative.

Dividend Reinvestment: In any dividend reinvestment transaction, WFS acted as agent. Additional information regarding transactions of this nature will be furnished to a customer upon written request.

Account Transfers: A fee will be charged to customers transferring their existing WFIS account to another broker/dealer or any other financial institution.

Non-deposit investment products recommended, offered or sold by WFIS, including mutual funds, are not federally insured or guaranteed by or obligations of the Federal Deposit Insurance Corporation ("FDIC"), the Federal Reserve System or any other agency; are not bank deposits; are not obligations of, or endorsed or guaranteed in any way by any bank or WFIS; and are subject to risk, including the possible loss of principal, that may cause the value of the investment and

investment return to fluctuate. When the investment is sold, the value may be higher or lower than the amount originally invested. WFIS and WFS are subsidiaries of Wells Fargo & Company, neither is a bank or thrift, and they are separate from any other affiliated bank or thrift. WFIS and WFS are registered broker/dealers and members of FINRA. No affiliate of WFIS or WFS is responsible for the securities sold by WFIS or WFS.

Mutual Funds: The distributor of Wells Fargo Advantage Funds is affiliated with WFIS and WFS. Mutual funds are sold by prospectus only. Please read the prospectus for further information including sales charges, deferred sales charges, withdrawal charges and management or other fees.

Financial Statements: WFIS financial statements are available upon request.

Trade Confirmations: Investment purchases and sales are subject to the terms and conditions stated on the trade confirmation relating to that transaction. In the event of a conflict between the trade confirmation and this statement, the trade confirmation will govern.

Listed Options: Commissions and other charges related to the execution of listed option transactions have been included in confirmations of such transactions that have been previously furnished and are available upon request. Promptly advise your WFS sales representative of any material change in your investment objectives or financial situation.

Customer Complaints and Reporting Discrepancies: Customer complaints, statement reporting inaccuracies or discrepancies should be promptly reported in writing to:

Customer Service
608 Second Avenue South
Suite 500 MAC N9303-054
Minneapolis, MN 55402
wfcustomerservice@wellsfargo.com

Customers may also report complaints, inaccuracies or discrepancies by calling 1-800-645-3751 opt 5. International callers should call 877-856-8878. To further protect their rights, including rights under the Securities Investor Protection Act, customers should also re-confirm in writing to the above address any oral communications with WFIS relating to the inaccuracies or discrepancies.

Eurodollar Deposits: Funds invested in a Eurodollar Deposit are held on deposit at the Bank's Grand Cayman Island branch, a foreign branch of the Bank. As an offshore deposit liability payable at the Bank's Grand Cayman Island branch, the deposits are subject to Grand Cayman Island laws, regulations and governmental actions regarding exchange controls, assets seizures and other restrictions. Deposits payable only outside the U.S. also have a lower priority than deposits payable at a U.S. branch in liquidation. In addition, deposits held in a foreign U.S. bank branch are not insured by the FDIC or otherwise guaranteed by the U.S. government or any of its agencies.

Statement Ending: September 30, 2014

CITY OF LOS BANOS

Account Number: 3AB28736

Portfolio Holdings *Security positions held with Wells Fargo Securities, LLC*

Security ID	Description	Maturity Date	Coupon	Current Par / Original Par	Market Price*	Market Value	Original Par Pledged**	Callable
Bonds USD								
74824XCR5	QUEENSBOROUGH NATIONAL B&T CO. LOUISVILLE GA INT BEARING CER T OF DEPOSIT	07/30/15	2.300%	100,000.000	101.7465	101,746.50		
786580X96	SAFRA NAT'L BK NY INTEREST BEA RING CERT OF DESPOSIT	07/31/15	0.800%	245,000.000	100.5301	246,298.75		
14042E3S7	CAPITAL ONE NA MCLEAN VA INT B EARING CERT OF DEPOSIT	08/25/15	2.000%	245,000.000	101.3750	248,368.75		
140420MW7	CAPITAL ONE USA GLEN ALLEN VA INT BEARING CERT OF DEPOSIT	08/25/15	2.000%	245,000.000	101.7833	249,369.09		
59012YK71	MERRICK BANK INT BEARING CERT OF DEP	08/31/15	1.250%	245,000.000	100.5724	246,402.38		
773709AM2	ROCKLAND TRUST CO INTEREST BEA RING CERT OF DEPOSIT	03/28/16	2.050%	40,000.000	102.1481	40,859.24		
46176PAK1	INVESTORS SVGS INT BEAR CERT O F DEPOSIT	05/05/16	2.200%	100,000.000	102.2262	102,226.20		
73565NBD4	PORTAGE COUNTY BANK INT BEARIN G CERT OF DEPOSIT	06/15/16	1.800%	130,000.000	102.3137	133,007.81		
06279LCJ1	BANK INTERNET USA INTEREST BE ARING CERT OF DEPOSIT	06/22/16	1.900%	245,000.000	102.3243	250,694.54		
344030EB3	FLUSHING SAVINGS BANK INT BEAR ING CERT OF DEPOSIT	06/29/16	1.900%	245,000.000	102.3525	250,763.63		
06425BBE8	BK OF THE PACIFIC INT BEAR CER T OF DEPOSIT	08/12/16	1.700%	245,000.000	102.4306	250,954.97		
133033DL1	CAMDEN NATIONAL BANK INTEREST BEARING CERT OF DEPOSIT	08/17/16	1.750%	245,000.000	102.4369	250,970.41		
52168UBN1	LEADER BANK INT BEARING CERT O F DEP	08/17/16	1.800%	245,000.000	102.4357	250,967.47		
924116AQ9	VERMILLION STATE BANK INT BEAR ING CERT OF DEP	08/31/16	1.500%	245,000.000	102.4653	251,039.99		
36962G2G8	GENERAL ELEC CAP CORP	02/15/17	5.400%	1,150,000.000	109.5141	1,259,412.15		N
36962G5W0	GENERAL ELEC CAP CORP	04/27/17	2.300%	1,500,000.000	102.7496	1,541,244.00		N
94974BFD7	WELLS FARGO & COMPANY	05/08/17	2.100%	300,000.000	101.9876	305,962.80		N
02006LFX6	ALLY BANK INTEREST BEARING CER T OF DEP	07/31/17	1.150%	245,000.000	99.3816	243,484.92		
29976DPY0	EVERBANK FL INTEREST BEARING C ERT OF DEP	11/30/17	1.100%	125,000.000	100.7552	125,944.00		
89233P7E0	TOYOTA MOTOR CREDIT CORP	01/10/18	1.375%	500,000.000	99.1342	495,671.00		N

Statement Ending: September 30, 2014

CITY OF LOS BANOS

Account Number: 3AB28736

Portfolio Holdings (Continued) *Security positions held with Wells Fargo Securities, LLC*

Security ID	Description	Maturity Date	Coupon	Current Par / Original Par	Market Price*	Market Value	Original Par Pledged**	Callable
Bonds USD								
46625HJG6	JPMORGAN CHASE & CO	01/25/18	1.800%	985,000.000	99.7853	982,885.21		N
060624XH1	BANK BARODA NY INTEREST BEARING CERT OF DEP	03/08/18	1.250%	245,000.000	99.4184	243,575.08		
20451PDE3	COMPASS BANK INTEREST BEARING CERT OF DEPOSIT	09/04/18	1.950%	245,000.000	100.6341	246,553.55		
05568P5S2	BMW BK NORTH AMERICA INTEREST BEARING CERTIFICATE OF DEPOSIT	10/11/18	2.050%	245,000.000	100.7190	246,761.55		
36163CFS4	GE CAPITAL BANK INTEREST BEARING CERTIFICATE OF DEPOSIT	10/11/18	1.850%	245,000.000	100.6834	246,674.33		
38147JMY5	GOLDMAN SACHS BK NY INTEREST BEARING CERTIFICATE OF DEPOSIT	10/16/18	2.050%	245,000.000	100.4730	246,158.85		
02587DVB1	AMERICAN EXPRESS CENTURION INTEREST BEARING CERT OF DEP	10/17/18	2.100%	245,000.000	100.6922	246,695.89		
17284CQY3	CIT BANK INTEREST BEARING CERT OF DEP	10/17/18	2.000%	245,000.000	100.6549	246,604.51		
319141BE6	FIRST BK HIGHLAND PK INTEREST BEARING CERTIFICATE OF DEPOSIT	04/09/19	1.900%	245,000.000	99.8066	244,526.17		Y
06740KGG6	BARCLAYS BANK INTEREST BEARING CERTIFICATE OF DEPOSIT	04/15/19	1.900%	190,000.000	99.8152	189,648.88		
89235MGW5	TOYOTA FINANCIAL SGS BK INTEREST BEARING CERTIFICATE OF DEPOSIT	04/17/19	1.900%	245,000.000	99.3503	243,408.24		
88413QAM0	THIRD FEDERAL SAV&LOAN INTEREST BEARING CERT OF DEP	04/19/19	1.800%	245,000.000	99.7606	244,413.47		
856284Y81	ST BK INDIA NY INTEREST BEARING CERTIFICATE	07/29/19	2.050%	245,000.000	99.2157	243,078.47		
2546713D0	DISCOVER BANK INTEREST BEARING CERTIFICATE OF DEPOSIT	07/30/19	2.000%	245,000.000	99.1634	242,950.33		
795450SC0	SALLIE MAE BK INT BEARING CERT OF DEPOSIT	07/30/19	2.050%	245,000.000	99.2097	243,063.77		
87165HCF5	SYNCHRONY BANK INTEREST BEARING CERTIFICATE OF DEPOSIT	08/01/19	2.050%	245,000.000	99.4248	243,590.76		
02587CBK5	AMERICAN EXPRESS BK INTEREST BEARING CERT OF DEP	09/18/19	2.100%	180,000.000	99.3693	178,864.74		

CITY OF LOS BANOS

Account Number: 3AB28736

Portfolio Holdings (Continued) *Security positions held with Wells Fargo Securities, LLC*

Security ID	Description	Maturity Date	Coupon	Current Par / Original Par	Market Price*	Market Value	Original Par Pledged**	Callable
Bonds USD				11,425,000.000		11,624,842.40	0.00	

*See important information regarding security pricing on Page 2.

**Total amount that is pledged to or held for another party or parties. Refer to the Pledge Detail Report for more information.

Daily Account Activity

Your investment transactions during this statement period.

Transaction / Trade Date	Settlement / Effective Date	Activity	Security ID	Description	Par / Quantity	Price	Principal Amount	Income Amount	Debit / Credit Amount
Transaction Activity USD									
09/10/14	09/18/14	Purchase	02587CBK5	AMERICAN EXPRESS BK INTEREST B	180,000.00	100.0000000	(180,000.00)	0.00	(180,000.00)

Income / Payment Activity USD

09/02/14	09/02/14	Interest	924116AQ9	VERMILLION STATE BANK INT BEAR				312.12	312.12
09/02/14	09/02/14	Interest	59012YK71	MERRICK BANK INT BEARING CERT				260.10	260.10
09/02/14	09/02/14	Interest	74824XCR5	QUEENSBOROUGH NATIONAL B&T CO.				195.34	195.34
09/04/14	09/04/14	Interest	20451PDE3	COMPASS BANK INTEREST BEARING				2,408.38	2,408.38
09/08/14	09/08/14	Interest	060624XH1	BANK BARODA NY INTEREST BEARIN				1,543.84	1,543.84
09/12/14	09/12/14	Interest	06425BBE8	BK OF THE PACIFIC INT BEAR CER				353.74	353.74
09/15/14	09/15/14	Interest	73565NBD4	PORTAGE COUNTY BANK INT BEARIN				198.74	198.74
09/15/14	09/15/14	Interest	344030EB3	FLUSHING SAVINGS BANK INT BEAR				395.36	395.36
09/17/14	09/17/14	Interest	52168UBN1	LEADER BANK INT BEARING CERT O				374.55	374.55
09/17/14	09/17/14	Interest	133033DL1	CAMDEN NATIONAL BANK INTEREST				364.14	364.14
09/22/14	09/22/14	Interest	06279LCJ1	BANK INTERNET USA INTEREST BE				395.36	395.36
09/29/14	09/29/14	Interest	773709AM2	ROCKLAND TRUST CO INTEREST BEA				69.64	69.64
09/30/14	09/30/14	Interest	74824XCR5	QUEENSBOROUGH NATIONAL B&T CO.				195.34	195.34

Money Market Fund Activity

All transactions are traded at \$1.00 per share

WF Adv 100% Treas S 8

*As of September 30, 2014

USD	Dividend earned this period	7 day* simple yield	30 day* simple yield
	0.00	0.000%	0.000%

CITY OF LOS BANOS

Account Number: 3AB28736

Money Market Fund Activity (Continued)*All transactions are traded at \$1.00 per share*

Transaction Date	Activity	Principal Amount	Dividend Amount	Balance
	Beginning Balance			176,442.59
09/02/14	Purchase	767.56		177,210.15
09/04/14	Purchase	2,408.38		179,618.53
09/08/14	Purchase	1,543.84		181,162.37
09/12/14	Purchase	353.74		181,516.11
09/15/14	Purchase	594.10		182,110.21
09/17/14	Purchase	738.69		182,848.90
09/18/14	Redemption	(180,000.00)		2,848.90
09/22/14	Purchase	395.36		3,244.26
09/29/14	Purchase	69.64		3,313.90
09/30/14	Purchase	195.34		3,509.24
	Ending Balance			3,509.24

Business Market Rate Public Funds

Account number: 8658584076 ■ September 1, 2014 - September 30, 2014 ■ Page 1 of 5



CITY OF LOS BANOS
SCHOOL PROJECT
520 J ST
LOS BANOS CA 93635-4240

Questions?

Available by phone 24 hours a day, 7 days a week:

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Wells Fargo Works for Small Business website

The Wells Fargo Works site offers free access to business information and advice through videos, articles, and other small business resources. This site offers objective information from industry experts, best practices from real business owners, as well as numerous Wells Fargo solutions that can help you run your business. Learn more about Wells Fargo Works at wellsfargoworks.com



IMPORTANT ACCOUNT INFORMATION

Enhancements coming to your transaction descriptions including cash back detail

Over the next few months, you will notice changes to the descriptions for debit, ATM or prepaid card transactions. These enhancements provide more detail about your transactions, and include new descriptions for purchases with cash back. For debit, ATM, or prepaid card merchant purchases with a request for cash back, the transaction description will include the words "cash" or "cash back," and may include the dollar amount of cash requested.

Activity summary

Beginning balance on 9/1	\$25,072.85
Deposits/Credits	0.62
Withdrawals/Debits	- 0.00
Ending balance on 9/30	\$25,073.47
Average ledger balance this period	\$25,072.85

Account number: 8658584076

**CITY OF LOS BANOS
SCHOOL PROJECT**

California account terms and conditions apply

For Direct Deposit use
Routing Number (RTN): 121042882

For Wire Transfers use
Routing Number (RTN): 121000248



Interest summary

Interest paid this statement	\$0.62
Average collected balance	\$25,072.85
Annual percentage yield earned	0.03%
Interest earned this statement period	\$0.62
Interest paid this year	\$5.63

Transaction history

<i>Date</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
9/30	Interest Payment	0.62		25,073.47
Ending balance on 9/30				25,073.47
Totals		\$0.62	\$0.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq to find answers to common questions about the monthly service fee on your account.

Fee period 09/01/2014 - 09/30/2014	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
· Minimum daily balance	\$2,500.00	\$25,072.85 <input checked="" type="checkbox"/>
· Average collected balance	\$5,000.00	\$25,073.00 <input checked="" type="checkbox"/>

YD/YD



IMPORTANT ACCOUNT INFORMATION

The following provisions are being added to the Business Account Agreement and the Selected Terms and Conditions for Wells Fargo Business Debit Cards, Business ATM Cards and Business Deposit Cards (each, an "Agreement") to clarify the use of a Business Debit Card through a mobile device.

Using your Business Debit Card through a Mobile Device

If you make Card transactions through a Mobile Device using a Business Debit Card, the terms of the Agreement apply with the same effect and coverage, including (i) any limitations the Bank places on the frequency or dollar amount of your Card transactions; and (ii) your rights and responsibilities for unauthorized transactions.

As used in this Agreement, "Mobile Device" means a smartphone, tablet, or any other hand held or wearable communication device that allows you to electronically store or electronically present your Card or Card number ("Electronic Card Information") and use that Electronic Card Information to make Card transactions.

If you use your Card through a Mobile Device, you should secure the Mobile Device the same as you would your cash, checks, credit cards, and other valuable information. The Bank encourages you to password protect or lock your Mobile Device to help prevent an



unauthorized person from using it. Please notify the Bank promptly if your Mobile Device containing Electronic Card Information is lost or stolen. You may contact the Bank's National Business Banking Center at the number listed on the statement for reporting a lost or stolen Card (1-800-225-5935). Please note that your mobile carrier may charge you message and data rates, or other fees, when you use your Card through a Mobile Device.

Card transactions made through a Mobile Device may involve the electronic transmission of your Card information across wireless and computer networks. Third parties, such as merchants, card association networks, mobile carriers, mobile wallet operators, mobile device manufacturers, and software application providers may use and receive Electronic Card Information in connection with your Card transaction. Third parties may also receive information about your Mobile Device when you use it to make a Card transaction. When you use your Card through a Mobile Device, information about your Mobile Device may be transmitted to the Bank.

The Bank may, at any time, partially or fully restrict your ability to make Card transactions through a Mobile Device. If you want to remove Electronic Card Information from your Mobile Device, please contact the Bank at 1-800-225-5935.

If you have enrolled in an overdraft protection plan, the terms of that plan will apply to Card transactions made through a Mobile Device. If there are insufficient available funds under the plan to cover the amount of the overdraft, or if you do not have an overdraft protection plan, a Card transaction made through a Mobile Device will be considered to be a one-time debit card transaction. Overdraft fees will apply as provided for in the Agreement and the Business Account Fee and Information Schedule.

Excess Activity in a Savings Account

Regulation D and the Bank limit certain types of withdrawals and transfers from each savings or money market account to a combined total of six (6) per monthly statement period (exceptions to the statement period may apply). The limited items include all transfers and payments through Online Banking (including Mobile and Text Banking) or the telephone (automated and banker-assisted); pre-authorized transfers and withdrawals (including recurring and one time); checks and debit or ATM card purchases; transfers for Overdraft Protection; transfers and payments to Wells Fargo credit cards, lines of credit, and loans; and all wires (whether in person, on the telephone or online).

Except for wire transfers, there are no limits on withdrawals or transfers made in person, at an ATM or Wells Fargo banking location or any types of deposits.

An excess activity fee of \$15 is assessed for transactions exceeding the limit and accounts that exceed the limit on more than an occasional basis will be converted to a checking account (or closed). If the withdrawal and transfer limit is reached, we may decline transfers and withdrawals for the remainder of the monthly statement period (exceptions to the statement period may apply) to help you avoid a fee and account conversion or closure.

For additional information, see your Account Agreement, talk with a local banker, or call the number on the top of your statement.

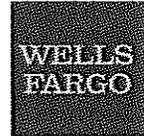
We want to let you know that effective November 10, 2014, we are changing the time when we charge your account for Coin Orders and Currency Orders. The fees for Coin Orders and Currency Orders will not change. The period used to calculate and charge these fees will now match the fee period dates listed in the "Monthly service fee summary" section of your statement. As a result of this change, your account could be charged on November 10th for activity in October and again later in the month for activity in November.

As a reminder, there is no fee for the first 15 rolls of coin ordered per month, with a fee of \$0.15 for each additional roll. There is no fee for the first \$1,000 of currency ordered per month, with a fee of \$0.13 for each additional \$100 ordered.

Fee changes effective January 1, 2015:

- Deposit correction/adjustment - \$7.50 per correction
- Coin deposited per bag - \$4 per bag
- Infifax previous day monthly base - \$37 per account
- Foreign exchange online wire out - \$25 each

The following Treasury Management service fees will appear with updated descriptions on your account statement on or after February 1, 2015 if you use the service:



-
- Information reporting Infifax monthly base will change to Infifax previous day monthly base
 - Wire notification Infifax and email will change to Infifax wire item

If you have any questions about these changes, please contact your local banker or call the phone number listed at the top of your statement .

The Wells Fargo Business Account Agreement will be updated effective October 29, 2014, and the Terms & Conditions for Wells Fargo Business Debit Cards will be updated effective November 15, 2014, to clarify that if you attempt to make a debit card purchase that causes you to exceed your daily purchase limit, we may, in certain circumstances, authorize that debit card transaction provided you have a sufficient balance to cover the purchase. Your daily limits are subject to periodic review and are subject to change based on account history, activity, and other factors. (Not available for certain accounts such as savings accounts.)

For more details, refer to the Business Account Agreement Addenda at wellsfargo.com/biz/products/accounts/fee_information or contact your local banker.

**CITY OF LOS BANOS
CITY COUNCIL MEETING MINUTES
AUGUST 6, 2014**

ACTION MINUTES – These minutes are prepared to depict action taken for agenda items presented to the City Council. For greater detail of this meeting refer to the electronic media (CD and/or audio) kept as a permanent record.

The following closed session was not held prior to the City Council Meeting:

CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATORS, PURSUANT TO GOVERNMENT CODE SECTION 54957.6, AGENCY DESIGNATED REPRESENTATIVES: CITY MANAGER CARRIGAN, CITY ATTORNEY VAUGHN, CITY CLERK/HUMAN RESOURCES DIRECTOR MALLONEE, FINANCE DIRECTOR WILLIAMS, LEGAL COUNSEL TUFFO; EMPLOYEE ORGANIZATIONS: LOS BANOS POLICE DISPATCHERS/COMMUNITY SERVICES OFFICERS ASSOCIATION (LBPDCSOA), LOS BANOS FIRE FIGHTERS ASSOCIATION (LBFFA). Not held.

CALL TO ORDER: Mayor Villalta called the City Council Meeting to order at the hour of 7:01 p.m.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was led by Police Chief Brizzee.

ROLL CALL – MEMBERS OF THE CITY COUNCIL PRESENT: Council Members Tom Faria, Deborah Lewis, Scott Silveira, Elizabeth Stonegrove, Mayor Michael Villalta; Absent: None.

STAFF MEMBERS PRESENT: City Attorney Vaughn, City Manager Carrigan, City Clerk/Human Resources Director Mallonee, City Treasurer/Accountant II Brazil, Police Chief Brizzee, Fire Chief Guintini, Finance Director Williams, Public Works Director/City Engineer Fachin, Information Technology Director Spalding, Assistant Planner II Elms.

CONSIDERATION OF APPROVAL OF AGENDA: Motion by Lewis, seconded by Faria to approve the agenda as submitted. The motion carried by the affirmative action of all City Council Members present.

PUBLIC FORUM. (MEMBERS OF THE PUBLIC MAY ADDRESS THE CITY COUNCIL MEMBERS ON ANY ITEM OF PUBLIC INTEREST THAT IS WITHIN THE JURISDICTION OF THE CITY COUNCIL; INCLUDES AGENDA AND NON-AGENDA ITEMS. NO ACTION WILL BE TAKEN ON NON-AGENDA ITEMS. SPEAKERS ARE LIMITED TO A FIVE (5) MINUTE PRESENTATION. DETAILED GUIDELINES ARE POSTED ON THE COUNCIL CHAMBER INFORMATIONAL TABLE.) ANN McCAULEY, Los Banos, spoke regarding the upcoming second movie night of the summer with the showing of "Goonies" and invited all to come out to the showing, spoke

regarding how Erik Limon from Allied Waste wanted to be here tonight to speak and how Allied Waste is sponsoring Movie Night being held a week before Labor Day, August 22, 2104; CASSANDRA HELMRICK, Local VFW, spoke regarding how she was honored by California Assembly Member Adam Gray to go to Sacramento as the Veteran of the Year for the 21st Assembly District, she was able to visit places and meet Veterans that made such an impression on her, the first annual Veterans Parade in Los Banos is being held this year on November 8, 2014 beginning at 11:00 a.m. and spoke to the event and what she has planned, upcoming parade planning meeting on August 14, 2014 and invited anyone interested to come; PASTOR BRUCE RIVERS, Los Banos, spoke regarding September 3, 2014 and how Los Banos will be having the first annual Los Banos Prayer Walk from Home Depot to the old Lowes building parking lot, spoke regarding Los Banos being not just a place that people travel through and how it is much more than that, Pastors are getting together for the better of Los Banos; ADEL DESSOUKY, Los Banos, spoke regarding concerns of the standard of the section over there and the values declining over the years, how he is only a few homeowners left surrounding by renters, the incidences that have happened in his area, barking dogs and how the Los Banos Municipal Code that requires dog licensing is not enforced, last week he was insulted and harassed on the street from a dog owner across the street in the area of Waterford Way; PASQUEL MANDIVIL, Los Banos, spoke in Spanish and referred to the comments made about Veterans, invited all to the local library and on behalf of Cesar Chavez to come and see the mural that the kids have painted, why can't the homeless sleep in the churches when they are emptied at night, spoke regarding the Giants/Mets game many years ago where insults were said. No one else came forward to speak and the public forum was closed.

CONSIDERATION OF APPROVAL OF CONSENT AGENDA. Council Member Lewis requested to remove item C – Agreement by and between CAL Office of Emergency Services (OES) and the Los Banos City Fire Department for Temporary Assignment of Vehicular Equipment for an Additional Ten (10) Years.

Motion by Silveira, seconded by Faria to approve the consent agenda as submitted: Check Register for #148525 – #148839 in the Amount of \$2,871,768.33; Minutes for the July 30, 2014 Special City Council Meeting; ~~Agreement by and between CAL Office of Emergency Services (OES) and the Los Banos City Fire Department for Temporary Assignment of Vehicular Equipment for an Additional Ten (10) Years~~; City Council Resolution No. 5595 – Approving the Operation of a Taxicab License for Martinez Taxi and Deeming the Operation a Public Convenience and Necessity; City Council Resolution No. 5596 – Authorizing a Contract Agreement with BSK Associates for the Clean Closure of the Old Los Banos Landfill in the Amount of \$273,000; City Council Resolution No. 5597 – Authorizing the City Manager to Execute Professional Services Agreements and the Public Works Director/City Engineer to Execute Individual Project Service Requests with Gouveia Engineering, O'Dell Engineering, and Provost & Pritchard Consulting Group for On-Call Engineering Services. The motion carried by the affirmative action of all City Council Members present.

AGREEMENT BY AND BETWEEN CAL OFFICE OF EMERGENCY SERVICES (OES) AND THE LOS BANOS CITY FIRE DEPARTMENT FOR TEMPORARY ASSIGNMENT OF VEHICULAR EQUIPMENT FOR AN ADDITIONAL TEN (10) YEARS. Council Member Lewis inquired as to if the City will be fully reimbursed any costs incurred in using and maintaining the vehicle. Fire Chief Guintini explained how they currently work with and maintain the vehicle and referenced the current strike team assignments that went out using this vehicle.

Motion by Lewis, seconded by Silveira to approve the Agreement by and between CAL Office of Emergency Services (OES) and the Los Banos City Fire Department for Temporary Assignment of Vehicular Equipment for an Additional Ten (10) Years as submitted and authorize the Fire Chief to execute the agreement. The motion carried by the affirmative action of all City Council Members present.

PUBLIC HEARING – TO RECEIVE PUBLIC COMMENT AND CONSIDERATION OF APPROVAL OF CONDITIONAL USE PERMIT #2014-09 FOR THE USE OF A TYPE 20 ALCOHOL LICENSE FOR THE OFF-SALE OF BEER AND WINE FOR MI BARRIO FOOD & GAS MART LOCATED AT 403 N. MERCY SPRINGS ROAD, ASSESSOR’S PARCEL NUMBER 082-072-024; CITY COUNCIL RESOLUTION NO. 5598 – APPROVING CONDITIONAL USE PERMIT #2014-09 FOR THE OFF-SALE OF BEER AND WINE FOR MI BARRIO FOOD & GAS MART LOCATED AT 403 N. MERCY SPRINGS ROAD. Assistant Planner II Elms presented the staff report.

Council Member Lewis inquired as to the beer and wine being kept in specific locations on the floor plan for which is not clear and Assistant Planner II Elms explained exactly where the beer and wine is to be located. Council Member Lewis inquired as to if we can be more specific and real clear in the conditions of approval as it pertains to alcohol displays and inquired as to condition of approval #1 stating she is concerned that they may come at a later date to put fuel at this convenient store.

Mayor Villalta opened the public hearing. JAY VIRK, Project Applicant, spoke regarding his goals for the sight and the community and how he is hoping to provide groceries to the local area, especially to those who are walking to the shop and he does plan to expand to a gas station in the future in addition to the vacant land he owns adjacent to the property, inquired as to what the is reason behind the minimal 4-pack and requested that the condition be waived as it will be a major problem for him, asked that the language surveillance language requirement on the beer doors be changed or removed. Assistant Planner II Elms stated that is was a staff decision. COUNCIL MEMBER LEWIS asked how many other stores the applicant has, for which the applicant answered with none but stated he has done many start ups. Council Member Lewis inquired as to if the applicant had spoken to those in the surrounding area for which the applicant answered he had indeed spoken to those in the surrounding area and explained the comments he received and spoke to the conversations between his business and the church and the security measures he has in place. RUBEN SANTOS, Los Banos, would like to know if there is a list of how many establishments sell beer and wine already, because at some point we are going to have Circle K come in and want to sell beer and wine, and Rite Aid too, he hopes Los Banos does not become a City that

allows more and more businesses like this, don't businesses like this add more problems for the Police Department. No one else came forward to speak and the public hearing was closed.

Council Member Stonegrove inquired as to the condition of nothing smaller than a 4-pack and if that is a condition on the Circle K across the street. Assistant Planner II Elms stated this condition is usually seen in the bigger stores such as Wal-Mart and Dollar General. Council Member Stonegrove stated she feels that it is only fair to allow Mi Barrio to do the same as Circle K and to waive the condition regarding 4-packs. Mayor Villalta asked if this would be the bar set by staff now and for all future businesses and Assistant Planner II Elms answered yes it would. City Attorney Vaughn stated he is looking for the clear understanding of the language that the applicant is proposing on the beer doors and the applicant stated he wanted the language to read "for recording purposes only". Council Member Lewis spoke regarding Condition No. 13, approval of floor plan and how she feels we should specifically state where the items are to be located and no alcohol on the outsides of the building. Assistant Planner II Elms stated that it is noted on the map that should have been labeled Exhibit D. Mayor Villalta stated that he voted on the proposed Circle K across the street and just does not feel like he can approve this because it just doesn't seem right to him. Council Member Lewis stated she has a history of not voting for alcohol licenses when businesses are close to schools and churches, concerned that the applicant did not speak to the Pastor of the church nearby, previous business have had many problems with alcohol sales, she does not see that this a necessity and a convenience, and she can't consciously approve this because of the proposed approved Circle K across the street. Council Member Silveira stated he feels the applicant has made a big investment in the store and is in favor of passing this and gets that there is a lot of social issues that come along with selling alcohol, feels that it is a convenience as many people in the neighborhood walk to the store, it is a big part of the business, to just say no you will be putting a business owner out of business, aren't we are all about small business and promoting small business, does not support the change of 4-pack. Council Member Stonegrove stated she hears a lot from this Council about how we are trying to be a business friendly community and how she doesn't understand the logic in denying this application tonight, especially because the other convenience stores are allowed to sell alcohol and to not allow this applicant is not fair; does this mean any future gas stations will not be able to sell alcohol, feels that they should be held to the same standard, she'll compromise on the 4-pack condition. Council Member Faria spoke regarding how he's gone into a business where beer and wine was sold before and how he is ok with the new bar being set at a 4-pack minimum. City Attorney Vaughn spoke to item 5, on Exhibit B – Findings for Approval of Conditional Use Permit #2014-09, "the proposed use has been deemed a public convenience or necessity by the Los Banos City Council." Council Member Stonegrove inquired as to the reasoning behind the 4-pack minimum for which City Manager Carrigan explained that there would be no more selling of singles after going through the Circle K application and it is not a reflection on this applicant or location. Ms. Stonegrove inquired as to if it is an attempt to limit drunk driver and loitering for which Mr. Carrigan stated that staff is just trying to raise the bar. City Attorney Vaughn noted that the single sale of alcohol is so that they

don't buy a single and jump in their car and that most people who buy singles it is for immediate consumption. Assistant Planner II Elms stated that it is easy to conceal a single than a 4 pack and perhaps steal. Council Member Silveira agrees that in the future we could in some way ask the applicants to state their intentions all the way through and inquired as to why a 4-pack and not a 3-pack, because he's never seen a 4-pack of beer but he has seen a 3-pack. Council Member Lewis stated that she agrees that when a business comes in to an existing businesses that their intentions should be clearly stated in the beginning. Council Member Faria stated that why not set the minimum at a 4-pack of wine and a 3-pack beer.

JAY VIRK, applicant, stated that Circle K is not here and he is, on his initial application he did state that he was going to sell alcohol and gas, he is a full on convenience store, beer and wine is not the only item of sale, he did speak to the pastor of the church about his plans for his business, spoke regarding the 4-pack/3-pack and his ideologies, and how he is off the main street and is off the census tract.

Motion by Silveira, seconded by Stonegrove to adopt City Council Resolution No. 5598 – Approving Conditional Use Permit #2014-09 for the Off-sale of Beer and Wine for Mi Barrio Food & Gas Mart Located at 403 N. Mercey Springs Road with the following changes to the Condition #13 to add only to “. . . displayed only in the areas shown”, the noting of Exhibit D and Condition #15 to change the word surveillance to recording, and change Condition #7 to a minimum 4-pack to 3-pack. The motion carried by the following vote: AYES: Faria, Silveira, Stonegrove; NOES: Lewis, Villalta; ABSENT: None.

A short recess was taken at 8:31 PM. The meeting reconvened at 8:40 PM.

PUBLIC HEARING – TO RECEIVE PUBLIC COMMENT AND CONSIDERATION OF AN APPEAL OF THE LOS BANOS PLANNING COMMISSION APPROVAL OF MITIGATED NEGATIVE DECLARATION (MND) SCH#2014011068 AND TENTATIVE TRACT MAP #2013-01 FOR AMG & ASSOCIATES, FOR PROPERTY LOCATED AT THE NORTHEAST CORNER OF WILLMOTT AVENUE AND NORTH STREET, ASSESSOR'S PARCEL NUMBER 082-050-066; CITY COUNCIL RESOLUTION NO. 5599 – DENYING THE APPEAL FROM THE LOS BANOS UNIFIED SCHOOL DISTRICT AND UPHOLDING THE DECISION OF THE LOS BANOS PLANNING COMMISSION AND APPROVING MITIGATED NEGATIVE DECLARATION (SCH #2014011068) AND APPROVING TENTATIVE TRACT MAP #2013-01 FOR AMG & ASSOCIATES. Assistant Planner II Elms presented the staff report.

Council Member Silveira inquired as to if there were any comments received, for which Assistant Planner II Elms stated there were not.

Mayor Villalta asked for any open testimony from the LBUSD. No one came forward.

Mayor Villalta asked the representative from AMG to speak. Alexis Kovorkin stated that he feels he has met all the requirements, staff has been very helpful, his subdivision is

by right and in compliance, and how he is asking for the entitlement and hopes it get approved.

Mayor Villalta opened the public hearing. No one came forward to speak and the public hearing was closed.

Mayor Villalta asked AMG if he wanted to make any final comments. Alexis Kovorkin stated that he wanted to thank the City Attorney and staff for doing a great diligent job, they left no stone unturned.

Council Member Silveira stated that it is a little frustrating that the City has spent a lot of time and money for this appeal tonight, as has the applicant, and it is disheartening that the folks that brought this appeal forward didn't even show up tonight.

Villalta stated that Los Banos Unified School District Superintendent Tietjen called and stated that they would not be here this evening.

Motion by Silveira, seconded by Lewis to adopt City Council Resolution No. 5599 – Denying the Appeal from the Los Banos Unified School District and Upholding the Decision of the Los Banos Planning Commission and Approving Mitigated Negative Declaration (SCH #2014011068) and Approving Tentative Tract Map #2013-01 for AMG & Associates. The motion carried by the affirmative action of all City Council Members present.

PUBLIC HEARING – TO RECEIVE PUBLIC COMMENT AND CONSIDERATION OF LEVYING PROPERTIES FOR WEED ABATEMENT SERVICES PERFORMED DURING THE FISCAL YEAR 2013/14 OR PRIOR FOR AREAS OF LAND LOCATED IN THE CITY OF LOS BANOS, MERCED COUNTY AS FOLLOWS: ASSESSOR PARCEL NUMBERS 026-082-022, 082-357-012, 025-101-006, 027-081-007, 027-031-032, 025-103-004, 027-053-001, 027-161-040, 027-055-019, 027-086-009; CITY COUNCIL RESOLUTION NO. 5600 – AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR WEED ABATEMENT WITHIN THE CITY OF LOS BANOS.

Finance Director Williams presented the staff report.

Mayor Villalta opened the public hearing. No one came forward to speak and the public hearing was closed.

Motion by Faria, seconded by Lewis to adopt City Council Resolution No. City Council Resolution No. 5600 – Authorizing the Levy and Collection of Assessments for Weed Abatement within the City of Los Banos. The motion carried by the affirmative action of all City Council Members present.

PUBLIC HEARING – TO RECEIVE PUBLIC COMMENT AND CONSIDERATION OF APPROVAL OF AN URGENCY ORDINANCE OF THE CITY OF LOS BANOS CHANGING THE IRRIGATION RESTRICTION SCHEDULE FROM THREE (3) DAYS TO TWO (2) DAYS AND MAKE THE SCHEDULE YEAR ROUND DUE TO PUBLIC HEALTH, SAFETY AND WELFARE AS A RESULT OF THE STATEWIDE DROUGHT;

ORDINANCE NO. 1120 – AMENDING TITLE 10 CHAPTER 2 SECTION 10-2.03.10 (A)(2) OF THE LOS BANOS MUNICIPAL CODE REGARDING SCHEDULING OF LANDSCAPE IRRIGATION (URGENCY ADOPTION). Public Works Director/City Engineer Fachin presented the staff report.

Mayor Villalta inquired as to if this includes every use, commercial and residential; for which Public Works Director/City Engineer Fachin stated yes. Council Member Lewis inquired as to if this restriction is forever or does the State have any leeway to remove this restriction; for which Public Works Director/City Engineer Fachin replied that the State is 240 days after adoption of the new regulation, we have been in compliance with mandates to date, and how we need to look at many ways to keep the aquifer filled. Council Member Lewis inquired as to if staff is going out to give warnings and could the City be fined. Public Works Director/City Engineer Fachin stated that yes they will be giving warnings and the City could be fined up to \$10,000 a day if they are not in compliance. City Manager Carrigan stated that the new restriction is essentially going from allowing 3 days of watering to 2 days, there will be information the utility bills regarding this, and if you need help with your timers call Public Works 827-7056. Council Member Silveira stated that it is important that we are doing this, but he would ask that we give out warnings first and fine those who don't adhere to the warnings.

Mayor Villalta opened the public hearing. KATHY BALLARD, Los Banos, spoke to how her neighbors are abusing water, this regulation needs to be reinforced throughout Los Banos, noting the Los Banos Unified School District and their watering practices and will they be fined. Public Works Director/City Engineer Fachin explained how their situation is different because it is hard for them to water their large green areas when because of the school schedule. Ms. Ballard feels that everyone needs to be treated the same and the amount of water that she sees the schools use is beyond normal. No one else came forward to speak and the public hearing was closed.

Motion by Silveira, seconded by Faria to waive the reading of the Urgency Ordinance No. 1120 – Amending Title 10 Chapter 2 Section 10-2.03.10 (a)(2) of the Los Banos Municipal Code Regarding Scheduling of Landscape Irrigation. The motion carried by the affirmative action of all City Council Members present.

Motion by Silveira, seconded by Faria to adopt Urgency Ordinance No. 1120 – Amending Title 10 Chapter 2 Section 10-2.03.10 (a)(2) of the Los Banos Municipal Code Regarding Scheduling of Landscape Irrigation. The motion carried by the following roll call vote: AYES: Faria, Lewis, Silveira, Stonegrove, Villalta; NOES: None; ABSENT: None.

PUBLIC HEARING – TO RECEIVE PUBLIC COMMENT AND CONSIDERATION OF APPROVAL OF AN ORDINANCE TO INDEFINITELY SUSPEND THE COLLECTION OF ALL REGIONAL TRANSPORTATION IMPACT FEES (RTIF) ESTABLISHED BY ORDINANCE NO. 1031; ORDINANCE NO. 1121 – INDEFINITELY SUSPENDING THE COLLECTION OF REGIONAL TRANSPORTATION IMPACT FEES ESTABLISHED BY ORDINANCE NO. 1031 AS AMENDED AND CODIFIED IN TITLE 3 CHAPTER 18

OF THE LOS BANOS MUNICIPAL CODE. (FIRST READING & INTRODUCTION)

Public Works Director/City Engineer Fachin presented the staff report.

Mayor Villalta opened the public hearing. KATHY BALLARD, Los Banos, stated that a long time ago she was told that the original fee was to collect Regional Fees for regional projects and doesn't feel that the funds are going to regional projects, this is something that we should get rid of and doesn't feel that Los Banos will ever benefit from contributing to these fees. No one else came forward to speak and the public hearing was closed.

Motion by Faria, seconded by Lewis to waive the first reading of Ordinance No. 1121 – Indefinitely Suspending the Collection of Regional Transportation Impact Fees Established by Ordinance No. 1031 as Amended and Codified in Title 3 Chapter 18 of the Los Banos Municipal Code. The motion carried by the affirmative action of all City Council Members present, Stonegrove voting No.

Motion by Faria, seconded by Lewis to introduce Ordinance No. 1121 – Indefinitely Suspending the Collection of Regional Transportation Impact Fees Established by Ordinance No. 1031 as Amended and Codified in Title 3 Chapter 18 of the Los Banos Municipal Code. The motion carried by the following roll call vote: AYES: Faria, Lewis, Silveira, Stonegrove, Villalta; NOES: Council Members Silveira, Stonegrove; ABSENT: None.

Mayor Villalta spoke regarding there being a Special Meeting of the MCAG Board and understands our concerns with the fee structure and how they are talking about it at least and that is a positive on their part.

SUBMISSION OF BY-DISTRICT METHOD ELECTION OF CITY COUNCIL MEMBERS TO THE VOTERS PURSUANT TO CALIFORNIA GOVERNMENT CODE § 34871 AND APPROVAL OF BALLOT ARGUMENT IN FAVOR; CITY COUNCIL RESOLUTION NO. 5601 – CALLING AND GIVING NOTICE OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 4, 2014, FOR THE SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY A MEASURE TO ESTABLISH ELECTORAL DISTRICTS FOR ELECTION OF MEMBERS OF THE LOS BANOS CITY COUNCIL BY DISTRICTS AND ELECTION OF THE MAYOR OF LOS BANOS CITY-WIDE, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF MERCED, CALIFORNIA, TO PROVIDE FOR THE CONSOLIDATION OF THE SPECIAL BALLOT MEASURE ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON NOVEMBER 4, 2014, PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE; CITY COUNCIL RESOLUTION NO. 5602 – APPROVING AND SUBMITTING A BALLOT ARGUMENT IN FAVOR OF A MEASURE TO ESTABLISH ELECTORAL DISTRICTS FOR ELECTION OF MEMBERS OF THE LOS BANOS CITY COUNCIL BY DISTRICTS AND ELECTION OF THE MAYOR OF LOS BANOS CITY-WIDE, TO BE VOTED ON NOVEMBER 4, 2014, PURSUANT TO SECTION 9282(B) OF THE ELECTIONS CODE. City Manager Carrigan presented the staff report. City Attorney Vaughn stated that in terms of Resolution No. 5602, two (2)

representatives of the City Council need to be designated to sign the rebuttal argument if needed.

Council Member Stonegrove happy to support the proposed map/boundaries even though she previously supported another map/boundaries at earlier meetings.

Motion by Faria, seconded by Stonegrove to adopt City Council Resolution No. 5601 – Calling and Giving Notice of a Special Municipal Election to be Held on Tuesday, November 4, 2014, for the Submission to the Qualified Voters of the City a Measure to Establish electoral Districts for election of members of the Los Banos City Council By Districts and Election of the Mayor of Los Banos City-wide, and Requesting the Board of Supervisors of the County of Merced, California, to Provide for the Consolidation of the Special Ballot Measure Election with the Statewide General Election to be Held on November 4, 2014, Pursuant to Section 10403 of the Elections Code. The motion carried by the affirmative action of all City Council Members present.

Council Member Silveira inquired as to why the two (2) Council Members needed to be named and City Attorney Vaughn explained that they will be the signers for the City Council on the rebuttal to the argument in opposition to the measure if any are filed.

Motion by Faria, seconded by Silveira to adopt City Council Resolution No. 5602 – Approving and Submitting a Ballot Argument in Favor of a Measure to Establish Electoral Districts for Election of Members of the Los Banos City Council by Districts and Election of the Mayor of Los Banos City-Wide, to be Voted on November 4, 2014, Pursuant to Section 9282(B) of the Elections Code, noting that Council Members Faria and Silveira as rebuttal authors if necessary. The motion carried by the affirmative action of all City Council Members present.

ADVISEMENT OF PUBLIC NOTICES. (TWO REPORTS) Assistant Planner II Elms reported that there will be two Public Hearings held by the Los Banos Planning Commission at their August 3, 2014 Planning Commission as follows: 1) To consider a Conditional Use Permit for a small collection recycling facility, Morfin's Recycling Center, located at 745 W. Pacheco Boulevard, Assessor's Parcel Number 027-171-011; and 2) a Mobile Vendor Permit to allow the operation of a mobile trailer, Alfonso Valenzuela dba Tacos Y Mariscos El Phebe, to vend on private property located at 840 H Street, Assessor's Parcel Number 025-114-019.

CITY MANAGER REPORT. City Manager Carrigan spoke regarding fireworks and he plans to report back on that topic at a later date and made note of the great work the Public Works employees are doing all around the City.

CITY COUNCIL MEMBER REPORTS.

SCOTT SILVEIRA: Stated that by the time we have our next City Council Meeting school will have started and the summer flew by, everyone be careful of the kids out and about, good luck to Council Members Faria and Stonegrove, teachers going back to school.

ELIZABETH STONEGROVE: Announced that the City is hosting another Graffiti Clean Up Day on August, 2014 at 8:00 a.m. and reminded all about the upcoming Movie Night showing of "Goonies" on August 22, 2014 at the Henry Miller Plaza.

TOM FARIA: Thanked Public Works Director/City Engineer Fachin for the road repairs around town (fog seals), spoke regarding the nice evening at the Wine Stroll with live music and live people, how he had a chance to get to a couple new restaurants in town Playa Azul and the New Courthouse Diner, how school starts next week so plan your travel plans accordingly, deer hunting season starts this Saturday, and have a good school year, hunting season and Fall.

DEBORAH LEWIS: Spoke regarding the Veterans Day Parade planned for November 8, 2014, the planning meeting on August 14, 2014 and for anyone interested please attend, how on September 3, 2014 Pastors in Los Banos are going to have a Prayer Walk, how the resident came forward to register complaints about his neighborhood especially dogs barking and how there have been recommendations on improving our Animal Control Division from the City of Turlock in an effort that our residents will be happier with the way animals are treated, she thanked our staff who work so tirelessly.

MAYOR MICHAEL VILLALTA: spoke regarding how Senator Cannella is working to help Los Banos with water issues, a couple of years ago we were losing our local EDD office, it was suggested that we combine EDD and WorkNet into one office and how the WorkNet office has been revamped to help those that used to go to the EDD, he is happy to announce that as of today the EDD office is open again 5 days a week at WorkNet thanks to Senator Cannella and Assembly Member Gray, how he attended the National Night Out Event and ask Police Chief Brizzee to come forward and speak about the community event held last night. Mayor Villalta spoke regarding the library and encouraged all to stop by and see the mural.

ADJOURNMENT. The meeting was adjourned at the hour of 10:04 p.m.

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk

**CITY OF LOS BANOS
CITY COUNCIL MEETING MINUTES
AUGUST 20, 2014**

ACTION MINUTES – These minutes are prepared to depict action taken for agenda items presented to the City Council. For greater detail of this meeting refer to the electronic media (CD and/or audio) kept as a permanent record.

CALL TO ORDER: Mayor Villalta called the City Council Meeting to order at the hour of 7:00 p.m.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was led by Police Chief Brizzee.

ROLL CALL – MEMBERS OF THE CITY COUNCIL PRESENT: Council Members Tom Faria (7:10 PM), Deborah Lewis, Scott Silveira, Elizabeth Stonegrove (8:31 PM), Mayor Michael Villalta; Absent: None.

STAFF MEMBERS PRESENT: City Attorney Vaughn, City Manager Carrigan, City Clerk/Human Resources Director Mallonee, City Treasurer/Accountant II Brazil, Police Chief Brizzee, Fire Chief Guintini, Finance Director Williams, Public Works Director/City Engineer Fachin, Information Technology Director Spalding, Assistant Planner II Elms.

CONSIDERATION OF APPROVAL OF AGENDA: Mayor Villalta requested that item 7A1) - Public Hearing – To Receive Public Comment and Consideration of Approval of an Ordinance to Indefinitely Suspend the Collection of All Regional Transportation Impact Fees (RTIF) Established by Ordinance No. 1031; 1) Ordinance No. 1121 – Indefinitely Suspending the Collection of Regional Transportation Impact Fees Established by Ordinance No. 1031 as Amended and Codified in Title 3 Chapter 18 of the Los Banos Municipal Code (Second Reading & Adoption) be moved to be heard after item 9 – Code Enforcement Presentation.

Motion by Villalta, seconded by Silveira to approve the agenda as amended moving item 7A1) - Public Hearing – To Receive Public Comment and Consideration of Approval of an Ordinance to Indefinitely Suspend the Collection of All Regional Transportation Impact Fees (RTIF) Established by Ordinance No. 1031; 1) Ordinance No. 1121 – Indefinitely Suspending the Collection of Regional Transportation Impact Fees Established by Ordinance No. 1031 as Amended and Codified in Title 3 Chapter 18 of the Los Banos Municipal Code (Second Reading & Adoption) be moved to be heard after item 9 – Code Enforcement Presentation. The motion carried by the affirmative action of all City Council Members present, Faria and Stonegrove absent.

PUBLIC FORUM. (MEMBERS OF THE PUBLIC MAY ADDRESS THE CITY COUNCIL MEMBERS ON ANY ITEM OF PUBLIC INTEREST THAT IS WITHIN THE JURISDICTION OF THE CITY COUNCIL; INCLUDES AGENDA AND NON-AGENDA ITEMS. NO ACTION WILL BE TAKEN ON NON-AGENDA ITEMS. SPEAKERS ARE LIMITED TO A FIVE (5) MINUTE PRESENTATION. DETAILED GUIDELINES ARE

POSTED ON THE COUNCIL CHAMBER INFORMATIONAL TABLE.) ERIK LIMON, spoke regarding the upcoming Movie night showing "Goonies" being held on August 22, 2104 at 8 pm being sponsored by Allied Waste encouraging all to attend and introduced his son Noah who was in attendance in his Wildcat Football uniform; FRANK STAMBAUCH, Los Banos, spoke regarding item 8 – Consideration of City Council Resolution No. 5604 – Establishing a Policy Regarding use of City council Chamber and if the audio/visual equipment would also be available and how item 5 of the policy doesn't state the maximum seating capacity; for which Fire Chief Guintini stated was 116; BERTHA FARIA, Los Banos Chamber Commerce, spoke regarding the recent Downtown Wine Stroll event, the upcoming Tomato Festival on October 4, 2014, the new businesses that have opened in town with ribbon cuttings, the opening of the new renovated Super Wal-Mart, the Downtown Street Faire on September 6, 2014 and the events going on that day; STEVE ALLEN, Assistant Chief Scout Master, thanked the Mayor for presenting the certificates to the new Eagle Scouts and spoke regarding the Boy Scouts of America organization and encouraged young boys to join the group. No one else came forward to speak and the public forum was closed.

CONSIDERATION OF APPROVAL OF CONSENT AGENDA. Council Member Faria stated that he will be recusing himself from voting on item 6B – Street Closure Request from the Los Banos Chamber of Commerce to Hold the Annual Fall Street Faire on Saturday, September 6, 2014 from 8:30 a.m. – 4:00 p.m. in the Downtown Area and to Close 6th and K Street to H Street, and to Close J Street between 5th and 6th Street. The streets at 7th & K, 7th & J, 7th & I, 5th & I Will be Blocked Off to Vehicle Traffic if the Vendor Count Warrants It.

Motion by Silveira, seconded by Lewis to approve the consent agenda with the removal of 6B - Street Closure Request from the Los Banos Chamber of Commerce to Hold the Annual Fall Street Faire on Saturday, September 6, 2014 from 8:30 a.m. – 4:00 p.m. in the Downtown Area and to Close 6th and K Street to H Street, and to Close J Street between 5th and 6th Street. The streets at 7th & K, 7th & J, 7th & I, 5th & I Will be Blocked Off to Vehicle Traffic if the Vendor Count Warrants It, and as submitted: Check Register for #148840 – #149039 in the Amount of \$632,228.67; ~~Street Closure Request from the Los Banos Chamber of Commerce to Hold the Annual Fall Street Faire on Saturday, September 6, 2014 from 8:30 a.m. – 4:00 p.m. in the Downtown Area and to Close 6th and K Street to H Street, and to Close J Street between 5th and 6th Street. The streets at 7th & K, 7th & J, 7th & I, 5th & I Will be Blocked Off to Vehicle Traffic if the Vendor Count Warrants It;~~ 2014 Conflict-of-Interest Code Local Agency Biennial Notice. The motion carried by the affirmative action of all City Council Members present, Stonegrove absent.

STREET CLOSURE REQUEST FROM THE LOS BANOS CHAMBER OF COMMERCE TO HOLD THE ANNUAL FALL STREET FAIRE ON SATURDAY, SEPTEMBER 6, 2014 FROM 8:30 A.M. – 4:00 P.M. IN THE DOWNTOWN AREA AND TO CLOSE 6TH AND K STREET TO H STREET, AND TO CLOSE J STREET BETWEEN 5TH AND 6TH STREET. THE STREETS AT 7TH & K, 7TH & J, 7TH & I, 5TH & I WILL BE BLOCKED OFF TO VEHICLE TRAFFIC IF THE VENDOR COUNT WARRANTS IT. Motion by Silveira, seconded by Lewis to approve the Street Closure Request from the Los Banos Chamber of Commerce to Hold the Annual Fall Street

Faire on Saturday, September 6, 2014 from 8:30 a.m. – 4:00 p.m. in the Downtown Area and to Close 6th and K Street to H Street, and to Close J Street between 5th and 6th Street. The streets at 7th & K, 7th & J, 7th & I, 5th & I Will be Blocked Off to Vehicle Traffic if the Vendor Count Warrants It. The motion carried by the affirmative action of all City Council Members present, Faria recusing and Stonegrove absent.

City Manager Carrigan stated that item 7A – Public Hearing – To Receive Public Comment and Consideration of Approval of an Ordinance to Indefinitely Suspend the Collection of All Regional Transportation Impact Fees (RTIF) Established by Ordinance No. 1031 is being moved to be heard after the Code Enforcement Presentation.

PUBLIC HEARING – TO RECEIVE PUBLIC COMMENT AND CONSIDERATION OF AN INCENTIVE PROGRAM TO REDUCE RESIDENTIAL IMPACT FEES. Assistant Planner II Elms presented the staff report, which included a PowerPoint presentation.

City Manager Carrigan stated that attracting and creating jobs is a priority at City Hall, there has only been six homes built in the last six years, spoke to the history behind the Incentive Program, how further analysis needs to be done to make sure we are reducing the fees correctly, the City has hired a consultant to do the analysis, and wanted input from the City Council on what they would like to see. Council Member Silveira stated that he likes the tiered system best for 200 permits than the same amount for all 200 permits, really likes the fact that there are no extensions, if we are truly trying to get people to test the waters than this is a good way to find out, if it's a way to get some of the 1,114 finished lots built on than its something to look into. He inquired as to the BIA and where do they fall on this, do they like it. City Manager Carrigan introduced John Beckman with Building Industry Association (BIA) who came forward and spoke regarding what's going on in the valley and what's going in our area. Mr. Beckman spoke to his experience with the City of Lodi and the incentive program they instituted, today they have 850 approved lots and homes are starting to be built right now and he feels that could happen in Los Banos too. Building homes creates jobs, he is suggesting 400 homes be in the Incentive Program and spoke to what that would mean to the City of Los Banos. He spoke how San Joaquin Valley is recovering but Stanislaus and Merced County are not. Mayor Villalta inquired as to if part of Lodi's incentive program have a timeline, for which Mr. Beckman spoke to what Lodi did and how he feels that the fees in place from 2006 may be need to be reduced. Council Member Lewis stated that she wanted more information on developers sitting on permits, would like to see more numbers on this Incentive Program to get a better picture of what it would mean, would like to see specific numbers as to how much building a home costs, creating new jobs is a big thing in Los Banos, and inquired as to if a developer can now get extensions to move their project along and this would. Council Member Faria stated that incentivizing housing industry should be very cautious, he wants to see the analysis of the monies and how reducing fees is going to affect the various City departments, how we still have Public Safety personnel in Measure P/A/K funds and how we need to make sure to take care of the public servants first, our employees are stretched pretty thin, would like to see the impact on the City, only wants to see the developed lots, not new lots. Mayor Villalta agrees with Council Member Faria, we stretched our services so thin and we couldn't take care of needs, wants to see the offset of property taxes and the like, would like to see the analysis, up-

front money, discretionary funds, whatever if anything or if nothing this does not affect the school system, this is completely separate and for the City of Los Banos only.

Mayor Villalta opened the public hearing. KATHY BALLARD, Los Banos, spoke regarding the 1,140 lots out there and who are you going to offer those to and wanted to know how that would work, she inquired as to the Community Center and if it is the City's or the States for which Finance Director Williams stated that the City is still in the process of the dissolution of the Los Banos Redevelopment Agency and explained the situation with the Community Center and the land it sits on. No one came forward to speak and the public hearing was closed.

Mayor Villalta invited the candidates for Mayor and City Council to come to the September 17, 2014 meeting and speak on this topic so that the public is aware of where they stand on this issue and other issues too.

No action taken, informational item only.

PUBLIC HEARING – TO RECEIVE PUBLIC COMMENT AND CONSIDERATION OF A STATE OF CALIFORNIA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM INCENTIVE PERFORMANCE/ACTIVITIES FUNDED DURING PAST FISCAL YEAR 2013/2014, ELIGIBLE CDBG ACTIVITIES THAT THE CITY CAN APPLY FOR AND/OR USE LOCAL PROGRAM INCOME FOR FISCAL YEAR 2014/2015, AND TO ADOPT THE NEW STATE CDBG PROGRAM INCOME REUSE AGREEMENT; CITY COUNCIL RESOLUTION NO. 5603 – AUTHORIZING EXECUTION OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM INCOME REUSE AGREEMENT WITH THE STATE OF CALIFORNIA.

Assistant Planner II Elms presented the staff report.

Council Member Silveira inquired as to what is changing, what are the key things, and if any part of the Grant concern us or put us fiscally liable, for which Assistant Planner II Elms stated that CDBG is stating that you now need to use Program Income first before you draw down from your grant funding, no additional liability, not a big change. Council Member Silveira inquired as to the Program Income that comes in and if it is a pretty exact number of the accounting side, how do you know how much of a grant to apply for; which Assistant Planner II Elms explained the definition of Program Income and what we currently have on the books. Council Member Faria inquired as to if this was a grant and or a loan, which Assistant Planner II Elms stated that is a business assistance loan.

Mayor Villalta opened the public hearing. No one came forward to speak and the public hearing was closed.

Motion by Faria, seconded by Silveira to adopt City Council Resolution No. 5603 – Authorizing Execution of a Community Development Block Grant (CDBG) Program Income Reuse Agreement with the State of California. The motion carried by the affirmative action of all City Council Members present, Stonegrove absent.

CONSIDERATION OF APPROVAL OF CITY COUNCIL RESOLUTION NO. 5604 – ESTABLISHING A POLICY REGARDING USE OF CITY COUNCIL CHAMBERS. City Manager Carrigan presented the staff report.

Mayor Villalta spoke to the other users that we currently have and asked for staff to speak to Mr. Stambauch's concerns stated during the Public Forum for which City Manager Carrigan did. Council Member Lewis inquired as to Item B – Allowable Uses and Priority as it pertains to other governmental agencies and City Attorney Vaughn stated that there is no hourly charge. Council Member Lewis inquired under Item D the City Council Chambers will generally be available so are we are not looking at bringing City employees back to work on holidays and weekends, why not make available at all on holidays and weekends. Council Member Lewis inquired as to if the facility user may be charged for city staff time and other associated costs and City Attorney Vaughn stated that a provision was added to allow for flexibility to not charge dependent on the situation. Council Member Lewis had concerns regarding if we are not going to charge governmental agencies during regular business hours, we need to keep good records, with the word "may" it is open ended, how if a special clean is required it must be reported to the City Clerk, and how the facility user will be responsible for damages, and to think about adding language "for special cleaning". City Attorney Vaughn noted that 116 needs to be added to the maximum occupancy blank on item 5.

Motion by Silveira, seconded by Lewis to adopt City Council Resolution No. 5604 – Establishing a Policy Regarding Use of City Council Chambers with the addition of 116 to the blank on maximum capacity #5 and addition of "or special cleaning" to #10. The motion carried by the affirmative action of all City Council Members present, Stonegrove absent.

CODE ENFORCEMENT PRESENTATION. Police Chief Brizzee presented the staff report and introduced Sergeant Jesse Ceja who presented on behalf of the Code Enforcement Division, which included a PowerPoint presentation.

Council Member Silveira thanked the Code Enforcement team that has been assembled, how Code Enforcement has been a priority for him, a lot of progress has been made, and he has been getting positive comments from the public. Council Member Lewis thanked the Code Enforcement Division for all they have done, Code Enforcement and the way our City looks is a big priority for her, happy to see the progress made, and how education is real important. Council Member Lewis inquired as to the fees for animal control, low cost spay and neutering program for which Code Enforcement Office Martin reported on. Council Member Lewis inquired as to the vehicles that are being cited and if they showing back up on the street somewhere else and Sergeant Ceja stated that no, most are inoperable. Council Member Lewis inquired as to if the cases that you have been working on, are the majority of your cases complaints coming in or officers going out looking for issues for which Sergeant Ceja stated that most are call based complaints. City Manager Carrigan that Code Enforcement has been successful because of the Police Department's partnership with Public Works and the Fire Department, it is teamwork, wanted to thank the four employees in Code Enforcement Division: Police Commander Hedden, Police Sergeant Ceja, Code Enforcement Officers Allard and Martin, and Admin Clerk II Rawls.

Informational item only, no action taken.

Council Member Stonegrove arrived at the meeting (8:30 PM).

PUBLIC HEARING – TO RECEIVE PUBLIC COMMENT AND CONSIDERATION OF APPROVAL OF AN ORDINANCE TO INDEFINITELY SUSPEND THE COLLECTION OF ALL REGIONAL TRANSPORTATION IMPACT FEES (RTIF) ESTABLISHED BY ORDINANCE NO. 1031; ORDINANCE NO. 1121 – INDEFINITELY SUSPENDING THE COLLECTION OF REGIONAL TRANSPORTATION IMPACT FEES ESTABLISHED BY ORDINANCE NO. 1031 AS AMENDED AND CODIFIED IN TITLE 3 CHAPTER 18 OF THE LOS BANOS MUNICIPAL CODE. (SECOND READING & ADOPTION)

Public Works Director/City Engineer Fachin presented the staff report.

Mayor Villalta opened the public hearing. No one came forward to speak and the public hearing was closed.

Mayor Villalta stated that he has a meeting tomorrow and on the agenda is an item for the Atwater/Merced Expressway to take another \$1.8 million from the Regional Transportation Impact Fee (RTIF) funds to finish the project and to take STIP monies too because the project underfunded.

Motion by Faria, seconded by Lewis to waive the second reading of Ordinance No. 1121 – Indefinitely Suspending the Collection of Regional Transportation Impact Fees Established by Ordinance No. 1031 as Amended and Codified in Title 3 Chapter 18 of the Los Banos Municipal Code. The motion carried by the affirmative action of all City Council Members present, Stonegrove voting No.

Motion by Faria, seconded by Lewis to introduce Ordinance No. 1121 – Indefinitely Suspending the Collection of Regional Transportation Impact Fees Established by Ordinance No. 1031 as Amended and Codified in Title 3 Chapter 18 of the Los Banos Municipal Code. The motion carried by the following roll call vote: AYES: Faria, Lewis, Villalta; NOES: Silveira, Stonegrove; ABSENT: None.

PRESENTATION REGARDING REVENUE SHARING. (Continued from the June 4, 2014 City Council Meeting) City Manager Carrigan presented the staff report noting how we are not closer to the finish line, we have made progress and stepped back, we are making progress but not where we want to be, we do not have any leverage at the table. We are exchanging proposals and would like to set up a meeting with a smaller group to see where we are at, what the issues are, and what will it take to get the deal done.

Mayor Villalta stated that he would like to have a meeting as soon as possible, before the next City Council meeting and City Manager Carrigan stated that he will see what he can do. Mayor Villalta stated that he wants to close this out; it shouldn't take three (3) years, if they don't want to settle this he wants to report out.

ANNOUNCEMENT OF ACTING FIRE CHIEF. City Manager Carrigan presented the staff report asking Fire Chief Guintini and Assistant Fire Chief Marrison to come

forward. City Manager Carrigan stated that in the military it's called a hail and farewell and Fire Chief Guintini is doing what most public servants strive to do when they enter public service to go out on your terms, noting how he is a model employee and can't thank him enough for his years of service to the City of Los Banos; he added that there is not anyone better qualified to step in and take over as Acting Fire Chief than Assistant Fire Chief Marrison.

Informational item only, no action taken.

ADVISEMENT OF PUBLIC NOTICES. (ONE REPORT) Assistant Planner II Elms reported that there will be a Public Hearing held by the Los Banos Planning Commission at their August 27, 2014 Planning Commission to consider a recommending to the Los Banos City Council a General Plan Amendment #2014-01 and Zone Change #2014-01 for Debbie Parry for the property located at 310 W. I Street, Assessor's Parcel Number 027-044-006.

CITY MANAGER REPORT. Spoke regarding his presentation to the Rotary Club regarding homelessness, how he recently met with Los Banos Unified School Board Superintendent Tietjen, attended a 2 x 3 meeting, held a stakeholders meeting regarding the proposed Industrial Park Project with the next step to be giving a presentation to the Board of Supervisors on November 4, 2014, noting that we are right where we expect to be, a lot of work to be done from now until then, recently met with Congressman Costa's staff, how he is happy to announce the Fire crews have returned safely from Oakhurst with other Fire crews still out, mentioned that school is back in session, reminding all to slow down.

CITY COUNCIL MEMBER REPORTS.

ELIZABETH STONEGROVE: Congratulated Fire Chief Guintini his retirement, thanked him for his service and wished him the best, welcomed Assistant Fire Chief Marrison to his new position of Acting Fire Chief, spoke regarding the recent Graffiti Cleanup Day on August 8, 2014 and thanked the Police Department and Public Works staff who helped coordinate the event, especially thanked Police Chief Brizzee for actually painting alongside them.

TOM FARIA: Stated that retirement of an icon is always a big deal, how his kids have watched Fire Chief Guintini since they were little kids, thanked him for his service, noting how Assistant Fire Chief Marrison will be a easy transition, reminded all school is in session to be careful don't be in a rush, and for all to enjoy the Labor Day weekend.

DEBORAH LEWIS: Stated to please don't forget to go to the Movie Night in the Park on August 21, 2014 with the showing of "Gooiness", also remember the Tomato Festival on October 4, 2014, spoke regarding the ribbon cutting for Wal-Mart on October 3, 2014 and how nice it looks, congratulations to Assistant Fire Chief Guintini on the promotion to Acting Fire Chief, and to Fire Chief Guintini to enjoy his retirement.

SCOTT SILVEIRA: Congratulated Fire Chief Guintini on his retirement, noting as long as he can remember he has known him as Fire Chief and how he should feel confident

turning the reins over to a very confident, well respected individual in Assistant Fire Chief Marrison and how he looks forward to working with him and congratulated him on his promotion, he reminded all about movie night, and wanted to pass along to Sergeant Ceja that he did an excellent job on his Code Enforcement presentation.

MAYOR MICHAEL VILLALTA: Thanked Fire Chief Guintini for his service, noting how he volunteered for free for 12 years before becoming a full time Fire Chief. Fire Chief Guintini stated that there is success and there is success – it is the team that we built at the Fire Department, it's not just me it is everyone in my Department that put together the Fire Department, how Measure P was a huge help to the Fire Department and Fire Chief Guintini thanked the community for their support.

Mayor Villalta stated that anyone of your staff could say the same thing about each other and how Assistant Fire Chief Marrison is the right choice and how glad Assistant Fire Chief will be Acting Fire Chief. He spoke regarding how last weekend he attended the Eagle Scout presentation Mark and Erin Baumgartner, noting how they achieved the highest status in Boys Scouts, noting the number of projects they have done, how scouting is a great activity for the youth, thanked them and congratulated them. How The Industrial Park project has the City Council's support and how we have brought the project before many people and no one has said no, how it could bring thousands of jobs to the community. He noted that when September 17, 2014 comes, that candidates for mayor and city council are invited to the meeting to come and tells us your feelings about the fee reduction and the industrial park and how he expects to see them here and if they aren't then we'll know.

ADJOURNMENT. The meeting was adjourned at the hour of 9:21 PM.

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor and City Council Members
FROM:  Gary Brizzee, Chief of Police
DATE: October 15, 2014
SUBJECT: Street Closure Request for Harvest of Fun
TYPE OF REPORT: Consent Agenda

Recommendation:

Authorize street closure.

Discussion:

The Los Banos Fellowship of Believers is requesting a street closure on October 31, 2014, from 3:00 p.m. to 8:00 p.m., for their 11th Annual Harvest of Fun. The street closure request is for H Street, between 5th and 7th Streets, and at the end of 6th Street in front of the Henry Miller Plaza.

The Annual Harvest of Fun has been a successful event, providing fun activities for the children and families in our community.

Fiscal Impact:

No fiscal impact

Reviewed by:



Steve Carrigan, City Manager



415 I St. Los Banos, Ca. 93635 827-0797

Pastor Stephen Hammond

To: Los Banos City Council
Chief Gary Brizzee

From: Pastor Stephen Hammond

Re: Harvest of Fun Street Closure Request

The Fellowship of Believers request a street closure on October 31st from 3PM to 8PM for the 11th Annual Harvest of Fun. The Harvest of Fun activity provides a safe environment for children and families to enjoy a carnival like atmosphere during the normal activities held on October 31st. We are partnering together with other agencies to provide a safe and free event for the children of our city. The street closure will be H St. between 5th and 7th and at the end of 6th St. in front of the Henry Miller Plaza. Thank You for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Hammond", written in a cursive style.

Pastor Stephen Hammond



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor and City Council Members
FROM: Gary Brizzee, Chief of Police
DATE: October 15, 2014
SUBJECT: Street Closure/Parade Request for Veteran's Day Parade
TYPE OF REPORT: Consent Agenda

Recommendation:

The City Council authorize a street closure and parade on City streets.

Discussion:

The Veterans of Foreign War (VFW) POST 2487 is requesting a street closure to hold the City's First Annual, Veteran's Parade. The event is a celebration of our local veterans.

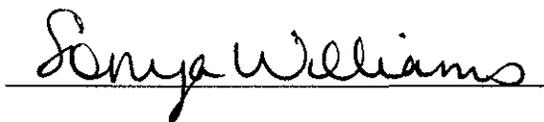
The parade staging area will be on 6th Street from Pacheco Boulevard to K Street. The parade route will begin north on 6th Street from K Street to H Street, west on H Street to 5th Street, south on 5th Street to K Street; dispersing on K Street at 5th Street.

To facilitate the parade, I respectfully request a street closure of the following streets on Saturday, November 8, 2014 between 8:00 a.m. to 2:00 p.m. 6th Street from Pacheco Boulevard to H Street, H Street between 5th Street and 6th Street, 5th Street between H Street and K Street, and K Street between 5th Street and 6th Street.

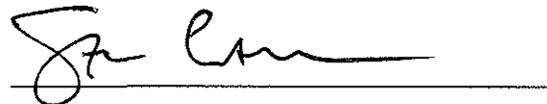
Fiscal Impact:

The cost for this event (\$1,200.00) will be reimbursed by event organizers.

Reviewed by:



Sonya Williams, Finance Director



Steve Carrigan, City Manager

**PARADE
APPLICATION & PERMIT**

Person/Organization Conducting Parade: VFW POST 2487 AMERICAN LEGION
POST # 1166

Address: 615 E ST LOS BANOS CA 93635 Phone #: 209 534 2513

Name of Person Obtaining Permit: CASSANDRA A HELMRICK

Address: 615 838 5th ST Los Banos CA Phone #: 209 534 2513
(mailing ADDRESS)

Type of Parade: () May Day Fair, () Religious Celebration, () Political Function, () School Function,
() Promotion, () Demonstration, () Other (Describe) VETERANS DAY PARADE

Date of Parade: Nov 8 2014 Approximate Time(s): From 8am to 2pm
Route (Streets and/or Sidewalks): From PACHECO North UP (South Down) 6th ST / H ST / 5th ST
STAGING ON K FROM 152 TO H STREET / turning WEST onto H / SOUTH on to 5th ST.

Date of Parade: _____ Approximate Time(s): From _____ to _____

Route (Streets and/or Sidewalks): _____

PERMIT SECTION

The above named applicant is hereby granted permission to conduct a Parade on the above described streets and/or sidewalks on the dates and times specified; subject to the following conditions:

1. All applicable State and local laws will be obeyed.
2. The Parade shall be disbanded immediately upon the verbal direction of any police officer.
3. No food, paper, confetti, or other type of substance will be thrown or deposited on the streets or sidewalks by Parade participants.
4. A Comprehensive Liability Insurance Policy (issued by a licensed insurance company, and naming the City of Los Banos as an additional insured) is attached. Minimum coverage of policy is: \$500,000.00 bodily injury, \$1,000,000.00 per occurrence, and \$500,000.00 property damage.
5. _____

ACKNOWLEDGEMENT

I hereby acknowledge that failure to comply with any condition outlined in this permit will result in the Parade being disbanded and a denial of future such permits to both myself and the organization holding the Parade.

Signature of Person Obtaining Permit: Cassandra A Helmrick
Address: 838 5th ST Los Banos CA 93635 Date: Nov 26 2014
Signature of Official Issuing Permit: Cynthia Garcia Date: 9-26-14

- Original to File
- Copy to Person Obtaining Permit
- Copy to Shift Supervisor(s) On Duty At Time of Dance

Closing of 6th from 152 to H Street.

Staging will be 6th and K Streets. Parade start point is 6th and K St Junction. Check in will be set up in front of Post Office.

Parade Route

North on 6th Street

West on H Street

South on 5th Street

Dispersing at K Street

HOLD HARMLESS AGREEMENT

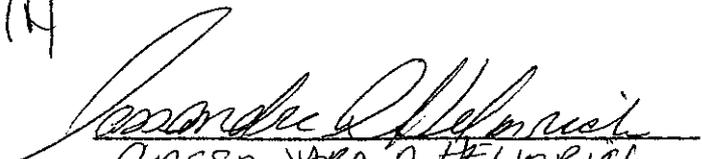
In Consideration of the CITY OF LOS BANOS granting permission to the undersigned to do the following: _____

Hold A Veterans Parade on Nov 8 2014
between the hours of 8am & 2pm Beginning
on 6th Street ^{turning (N)} ^(W) left on to H St Then turning left ^(S) down 5th St.

it is hereby acknowledged, understood and agreed by the undersigned that neither the City of Los Banos nor any officer or employee thereof is responsible for any damage or liability occurring by reason of granting the above, nor is the City or any officer or employee thereof responsible for the condition of any property of the City of Los Banos at any time.

It is further understood and agreed that the undersigned shall defend and fully indemnify and hold the City of Los Banos harmless for any damage or liability occurring by reason of the granting of the above, or of anything done or omitted to be done by the undersigned under or in connection with the above.

Date: Sep 26, 2014


CASSANDRA A HELRICH
838 5TH ST.
LOS BANOS CA 93635



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/22/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER EFR Insurance Agency, Inc. 864 5th Street Los Banos , CA 93635	CONTACT NAME: Ernest Roque	
	PHONE (A/C, No, Ext): 209-826-9500 FAX (A/C, No): 800-910-1103 E-MAIL ADDRESS: efrinsuranceagency@comcast.net	
INSURED Veteran of Foreign Wars 615 E Street Los Banos , CA 93635	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Fireman's Fund Insurance Company	21873
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	XXC80486665 NAEP060019	11/8/2014	11/09/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ OCCUR CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: City of Los Banos

CERTIFICATE HOLDER

City of Los Banos
520 J Street
Los Banos , CA 93635

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Robert V. Nuccio

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City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor Villalta and City Council Members
FROM: Stacy Souza Elms, Assistant Planner II *SE*
DATE: October 15, 2014
SUBJECT: Waiver of Administrative Permit Fee for Evangelical Free Church
TYPE OF REPORT: Consent Agenda

Recommendation:

That the City Council waive the Administrative Permit fee of \$250.00 for the Evangelical Free Church so they may obtain a permit for a pumpkin sale fundraiser to benefit the Church's youth group.

Discussion:

The Evangelical Free Church has applied for an Administrative Permit with the City of Los Banos and has requested the permit fee be waived as the applicant is nonprofit and all proceeds will benefit the Evangelical Free Church Youth Group. The fundraiser will be conducted from September 28, 2014 to October 31, 2014 in the Paradiso parking lot located at 1210 E. Pacheco Blvd.

Reviewed by:

Steve Carrigan, City Manager

Attachments:

Non-Profit Status

to know Him,
and make Him known...

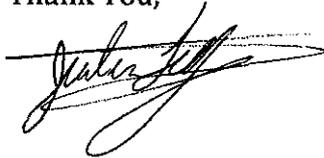
JESUS

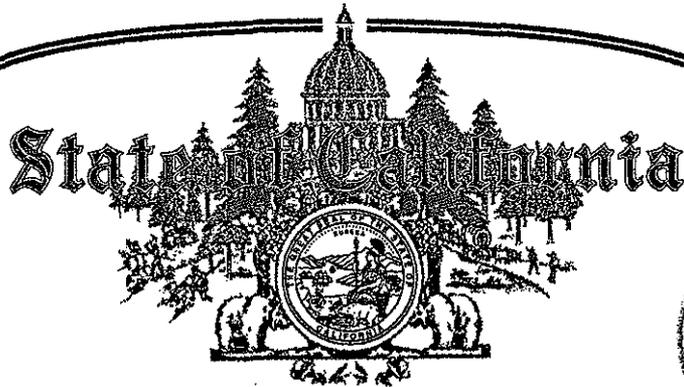
Evangelical Free Church of Los Banos

To the city of Los Banos,

Once again we, (the Evangelical Free church of Los Banos. a non-profit organization) are excited to have the Los Banos Pumpkin Patch open for another great pumpkin season. As you may know the pumpkin patch's main goal is to raise money for many youth activates in City of Los Banos and to give a wonderful family experience to those who stop by. We would like to ask that the Administrative Permit Fee be waved so that we may be able to continue to give every dollar earned to youth in the community.

Thank You,





SECRETARY OF STATE

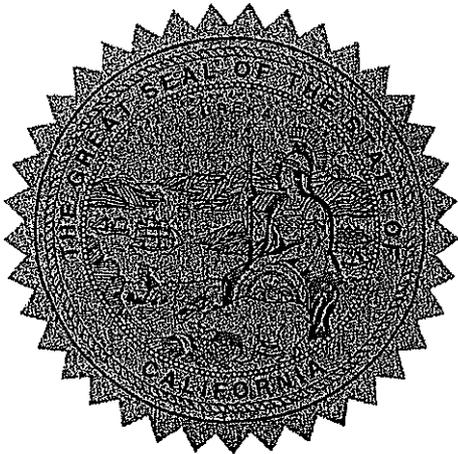
I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

MAR 25 2002

Secretary of State



2407658

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

ARTICLE OF INCORPORATION

FEB 25 2002

I

BILL JONES, Secretary of State

The name of this corporation is Evangelical Church of Los Banos.

II.

A. The corporation is a **RELIGIOUS CORPORATION** and is not organized of the private gain of any person. It is organized under the Nonprofit religious Corporation Law exclusively for religious purposes.

B. The specific purpose of this corporation is to PROCLAIM THE GOSPEL OF JESUS CHRIST.

III.

The name and address in the Sate of California of this corporation's initial agent for service of process is:

Name: Greg Pearl

Address: 963 W. Pacheco Blvd.

City: Los Banos. State: CALIFORNIA. Zip Code: 93635.

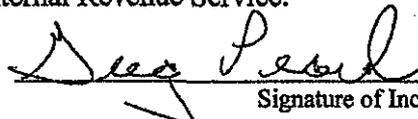
IV.

A. This corporation is organized and operated exclusively for religious purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V.

The property of this corporation is irrevocably dedicated to religious purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for religious purposes and which as established its tax exempt status under Section 501(c)(3), Internal Revenue Service.



Signature of Incorporator

Greg Pearl

Typed Name of Incorporator





City of
Los Banos

At the Crossroads of California

Agenda Staff Report

TO: Mayor & City Council Members

FROM: Lucy Mallonee, MMC *LM*
City Clerk/Human Resources Director

DATE: October 15, 2014

SUBJECT: Approval of a Tentative Agreement/Memorandum of Understanding (MOU) between the City of Los Banos and the Los Banos Police Dispatchers/Community Services Officers Association (LBPDCSOA)

TYPE OF REPORT: Consent Agenda

Recommendation:

Adopt the Resolution approving the MOU between the City of Los Banos and the LBPDCSOA.

Discussion:

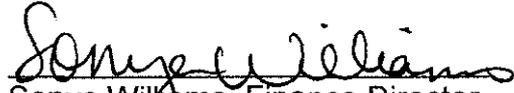
The City has bargained in good faith with the LBPDCSOA and reached agreement on a new MOU through June 30, 2015. The changes to the MOU include:

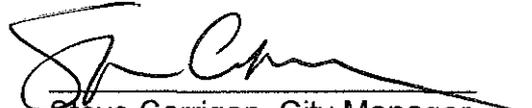
- Clarification on the Cafeteria Plan Allowance for employees hired on or after April 1, 2010.
- Change to the Certificate Pay Incentive, adding \$50 per month for completion of Corrections Academy Certificate and raising the not to exceed amount to \$250 per month.

Fiscal Impact:

Staff will continue to further analyze the fiscal impact and prepare a budget adjustment if necessary at a later date.

Reviewed by:


Sonya Williams, Finance Director


Steve Carrigan, City Manager

Attachments:

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LOS BANOS APPROVING A
TENTATIVE AGREEMENT / MEMORANDUM OF
UNDERSTANDING BY AND BETWEEN THE CITY
OF LOS BANOS AND THE LOS BANOS POLICE
DISPATCHERS / COMMUNITY SERVICES
OFFICERS ASSOCIATION**

WHEREAS, the City Council of the City of Los Banos has received a request to approve a Tentative Agreement / Memorandum of Understanding by and between the City of Los Banos and the Los Banos Police Dispatchers/Community Services Association; and

WHEREAS, the Memorandum of Understanding will be in effect from July 1, 2014 to June 30, 2015.

NOW, THEREFORE, BE IT RESOLVED that the Memorandum of Understanding by and between the City of Los Banos and the Los Banos Police Dispatchers/Community Services Officer Association is hereby approved as submitted as "Exhibit A" respectively.

PASSED AND ADOPTED this 15th day of October 2014, at a regular meeting of the City Council by the following vote:

AYES: Council Members
NOES:
ABSENT:

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk

**TENTATIVE AGREEMENT BETWEEN
CITY OF LOS BANOS
AND LOS BANOS POLICE DISPATCHERS' AND CSOS' ASSOCIATION
2014**

The following document contains the Tentative Agreement between the City of Los Banos (hereinafter called "City") and the Los Banos Police Dispatchers' and CSOs' Association (hereinafter called "Association") (hereinafter collectively called "the parties") on wages, hours and terms and conditions of employment. The salaries, hours, fringe benefits and working conditions set forth have been mutually agreed upon by the designated bargaining representatives of the City and the Association, and will apply to all employees covered by the Memorandum of Understanding (MOU) between the City and the Association.

Upon ratification and adoption, this Agreement will amend the MOU between the parties dated July 1, 2013 – June 30, 2014.

The amended MOU shall supersede all other Memoranda of Understanding and agreements between the parties. Language in the MOU between the parties not amended by this Tentative Agreement will remain unchanged. The parties agree that any and all Tentative Agreements are hereby incorporated. Any outstanding proposals not agreed to are hereby withdrawn by the parties.

This Tentative Agreement is subject to ratification by Association membership and approval by the City Council of the City of Los Banos.

FOR THE CITY



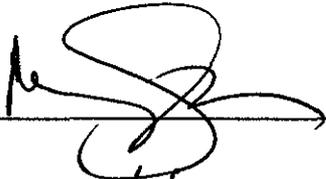
Steve Carrigan, City Manager

Date: 10/1/14

Approved:

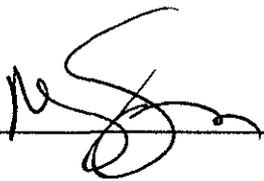
Date: _____

FOR THE ASSOCIATION



Date: 10/2/14

Ratified:



Date: 10/2/14

**TENTATIVE AGREEMENT BETWEEN
CITY OF LOS BANOS
AND LOS BANOS POLICE DISPATCHERS' AND CSOS' ASSOCIATION
2014**

TERM: One year term (July 1, 2014 - June 30, 2015).

SALARY: Salary schedules will not be increased during the term of this agreement.

CAFETERIA PLAN: Effective January 1, 2015, Section VII – Benefits will be amended as follows:

SECTION VII – Benefits: The City will contribute toward the City sponsored benefit plans during the life of this Memorandum of Understanding as follows:

B. Cafeteria Plan

- a. The City will maintain a Cafeteria Plan, pursuant to Section 125 of the Internal Revenue Code, for the purpose of providing employees with access to various health and welfare benefits. Benefits available through the Cafeteria Plan include, but are not limited to, medical insurance, flexible spending accounts for out-of-pocket medical expenses and dependent care, vision insurance, dental insurance and life insurance benefits. The City agrees to provide a Cafeteria Plan Allowance to all employees eligible to participate in City-sponsored health benefits under Section A of this Article. Any tax consequences resulting from City contributions to the Cafeteria Plan are the sole responsibility of the employee.

1. For employees hired before October 17, 2007, the City will provide, on a monthly basis, a Cafeteria Plan Allowance in the following amount:

- a. The employee's (and dependent, if applicable) health care premium, up to a maximum of the amount of the Blue Shield Access HMO premium for the employee's selected level of coverage;
- b. Minus the PEMHCA contribution specified in Section A;
- c. Plus the amount of the life insurance premium (for coverage up to \$50,000);
- d. Plus the employee's (and dependents, if applicable) dental and vision plan premiums, up to a maximum of \$73.00 per month;

2. For employees hired on or after October 17, 2007, the City will provide, on a monthly basis, a Cafeteria Plan Allowance, based on the employee's level of health care coverage as follows:

**TENTATIVE AGREEMENT BETWEEN
CITY OF LOS BANOS
AND LOS BANOS POLICE DISPATCHERS' AND CSOS' ASSOCIATION
2014**

Employee Only:

- The cost of the premium for the employee's selected health insurance plan, up to one hundred percent (100%) of the cost of the Blue Shield Access HMO premium for employee only coverage, minus
- The PEMHCA contribution specified in Section A; plus
- The combined cost of the premiums for life, dental and vision insurance up to a maximum of eighty-five dollars (\$85) per month.

Employee plus One:

- The cost of the premium for the employee's selected health insurance plan, up to ninety percent (90%) of cost of the Blue Shield Access HMO premium for employee plus one coverage, minus
- The PEMHCA contribution specified in Section A; plus
- The combined cost of the premiums for life, dental and vision insurance up to a maximum of eighty-five dollars (\$85) per month.

Employee plus Family:

- The cost of the premium for the employee's selected health insurance plan, up to eighty percent (80%) of the cost of the Blue Shield Access HMO premium for employee plus family coverage, minus
- The PEMHCA contribution specified in Section A; plus
- The combined cost of the premiums for life, dental and vision insurance up to a maximum of eighty-five dollars (\$85) per month.

~~3. 2013:~~

~~Employee Only: \$747.53~~

~~Employee plus One: \$1,369.55~~

~~Employee plus Family: \$1,587.26~~

~~The above amounts will be increased by up to 10% of any annual increase to medical premiums.~~

~~Upon receipt of CalPERS adopted 2014 health premium rates, the parties agree to reopen the City provided cafeteria plan allowances for second tier employees (hired on or after October 17, 2007). Any adjustments made to the City provided cafeteria plan allowance for second tier employees will only be made based on mutual agreement.~~

~~3. Effective July 1, 2010, the dental and vision program provided pursuant to Resolution No. 2314 will be discontinued. Employees must submit claims for 2009-10 fiscal year by July 30, 2010 (claims must be dates June 30, 2010 or earlier). On August~~

**TENTATIVE AGREEMENT BETWEEN
CITY OF LOS BANOS
AND LOS BANOS POLICE DISPATCHERS' AND CSOS' ASSOCIATION
2014**

~~5, 2010, any remaining funds provided pursuant to Resolution No. 2314 will be paid to the employee in the form of a separate check. Dental and vision plans will be available through the Cafeteria Plan.~~

~~Any increase to minimum monthly employer contribution under PEMHCA will result in a corresponding decrease in the employee's Cafeteria Plan Allowance.~~

53. Employee enrollment in dental, vision and life insurance plans offered by the City is mandatory.

64. ~~Effective July 1, 2010, e~~Employees who opt out of medical plans sponsored by the City, and who provide proof of medical coverage in a group plan, will receive a Cafeteria Plan Allowance of \$485 per month, ~~minus an amount equivalent to 2.5% of the employee's salary, of which part must be used to enroll in mandatory life insurance, dental insurance and vision insurance coverage.~~

CERTIFICATE PAY: Add \$50 Corrections Academy Certificate Incentive, with certificate pay cap of ~~\$200~~\$250, as follows:

SECTION IX - Pay Rates and Practices

C. Certificate Incentive

\$50 per month for completion of Corrections Academy Certificate

\$50 per month for Dispatcher Training Certificate

\$50 per month for Basic Dispatchers Certificate

\$50 per month for Intermediate Dispatchers Certificate

\$50 per month for Advanced Dispatchers Certificate

Not to exceed ~~\$200~~\$250 per month for any combination of the above.

UPDATED DRUG AND ALCOHOL TESTING POLICY: The parties have met and conferred and agree to changes to the City's Drug and Alcohol Testing Policy.

MOU CLEAN UP: as agreed to by the parties.



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor Villalta & Council Members
FROM: Sandra Benetti, Planning Technician 
DATE: October 15, 2014
SUBJECT: Sixth Street Banner Policy
TYPE OF REPORT: Consent Agenda

Recommendation:

Staff is recommending the City Council adopts a resolution establishing a policy and setting a fee for the display, installation, and removal of a street banner across Sixth Street near the J Street intersection.

Discussion:

The Community & Economic Development Department has worked with the Public Works Department to coordinate the implementation of a program that would allow for the City and non-profit organizations to display a banner across Sixth Street through the use of a banner pole that will be located near 947 Sixth Street and the use of a banner bracket located at 946 Sixth Street.

In an attempt to utilize the existing banner bracket and upcoming banner pole to display a street banner to promote tourism and benefit the local economy, the Community and Economic Development Department has put together a policy and recommended fee for the installation and removal of the display of a street banner across Sixth Street. The intent of the banner policy is to publicize programs, events, and services of interest for the community.

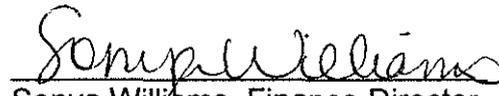
Fiscal Impact:

The banner installation and removal process will take approximately two hours for the Public Works Department to complete. A fee of \$406 per banner per occurrence would offset the costs associated with the rental of the boom truck at the rate of \$44.22 per hour, the cost for two Public Works employees at the rate of \$93.78 per hour, and would include a \$100 charge for advertisement and an administrative charge of \$30.

Reviewed by:



Steve Carrigan, City Manager



Sonya Williams, Finance Director

Attachments:

1. Resolution
2. Terms of Service/Indemnification

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LOS BANOS ESTABLISHING A POLICY
AND FEE REGARDING DISPLAY OF STREET
BANNERS ACROSS SIXTH STREET**

WHEREAS, the City Council of the City of Los Banos wishes to establish a formal written policy setting forth procedure and guidelines regarding the display of street banners across Sixth Street; and

WHEREAS, City Council of the City of Los Banos wishes to establish a banner installation and removal fee at \$406 per banner per occurrence in an attempt to promote economic development and community activities; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Banos does hereby establish as follows:

SECTION 1. The policy that is attached hereto as Exhibit A, and incorporated herein by this reference, as if fully set forth, entitled "Banner Policy" is approved.

SECTION 2. The banner installation and removal fee is approved.

SECTION 3. This resolution shall be effective immediately upon adoption.

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Los Banos held on the 15th day of October 2014, by Council Member _____ who moved its adoption, which motion was duly seconded by Council Member _____ and the Resolution adopted by the following vote:

AYES:
NOES:
ABSENT:

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk



City of Los Banos

At the Crossroads of California

BANNER POLICY FOR SIXTH STREET

PURPOSE

The purpose of this policy is to equitably regulate the display of street banners in a manner that achieves the City's goals of increased tourism, benefit to the local economy, and provision of social and public services to the residents, while complying with local, state and federal laws.

HISTORY AND OBJECTIVES

This Los Banos Banner Policy for Sixth Street is established with reference to the following facts, goals and objectives:

1. In describing Los Banos, the General Plan states: "Los Banos is committed to a healthy and vibrant economy. The City aims to provide quality jobs for its growing population, maintain a vibrant downtown, and ensure fiscal and financial balance."
2. "Banner" means a sign that hangs over a public street or walkway made of fireproof cloth or canvas, which is displayed on a temporary basis to advertise a special event.
3. While the City has historically, on a case-by-case basis, periodically authorized the display of banners on Sixth Street, it has always done so with the objective of minimizing the aesthetic impacts that those banners might have on the downtown both from a visual perspective and in terms of the overall downtown ambiance.
4. Accordingly, the City has never sanctioned the use of banners for the advertisement of commercial events or programs. To the contrary, the City has historically allowed such displays, limiting the opportunity to display banners in the downtown to nonprofit organizations and to the City itself and, with respect to these entities' ability to display banners, has further limited their displays to banners that publicize events or programs intended to benefit the residents or the economy of the City. To this end, historically the only banners which have been displayed in the downtown are banners which publicize events and programs sponsored by nonprofit organizations such as the Los Banos Chamber of Commerce which promotes tourism in the City thereby benefiting both local businesses and the City's tax revenue. In addition, the City has permitted other nonprofit organizations to use banners in the downtown to promote fundraising events and activities which, in turn, generates the revenue that allows those nonprofit organizations to provide social services to City residents thereby also benefiting the City. Finally, the City has from time to time used banners in the

downtown to publicize City-sponsored social and recreational events and programs intended to benefit City residents.

5. To the extent that banners are periodically displayed in the downtown in accordance with the foregoing criteria, it is the City's judgment and determination that any aesthetically adverse impact created by the temporary display of these banners is mitigated by the social and economic objectives, as aforementioned, served by the banners. In addition, any such adverse impacts can be minimized by the transmission of reasonable regulations pertaining to the size, design, and the duration of banner displays.

POLICY

1. With reference to the foregoing, the following banner policy shall be implemented and administered in the Los Banos downtown:
 - a. Subject to the City Manager's approval, a nonprofit organization may display a banner across Sixth Street to promote tourism and benefit the local economy by publicizing programs and events of community interest intended to attract tourists to the City or in any other manner benefitting the local economy such as the Merced County Spring Fair, the downtown street fairs, and others of similar nature and/or purpose.
 - b. Subject to the City Manager's approval, nonprofit organizations that provide services of interest to City residents may display banners across Sixth Street to promote public events intended to financially benefit those nonprofit organizations and/or events that are of substantial community-wide interest.
 - c. Subject to the City Manager's approval, the City may display a banner across Sixth Street designed to encourage economic development and/or publicize City-sponsored social and recreational programs intended to benefit City residents.
 - d. Banners conveying political or religious messages shall not be permitted.
 - e. Banners conveying commercial messages or commercial advertising shall not be permitted.
 - f. Banners conveying non-commercial or non-profit messages other than those referenced in subsections A, B and C above shall not be permitted.
 - g. Banner must be clean and presentable at the time installation.
2. Authorized location and standards.
 - a. Banner location. There is one approved location for display of banners:
 - i. Across Sixth Street near the J Street intersection on the banner pole located near 947 Sixth Street and the building bracket located at 946 Sixth Street.
 - ii. Banners can only be displayed on City banner poles and designated building brackets. Approval of the City Manager is required prior to displaying any banner in the public right of way.
 - b. Banner specifications for display. Any increase in size from measurements provided in this policy would require submission of *wind load calculations* in relation to the banner pole and bracket in question.

- i. Heavy duty material appropriate for all weather conditions (ex. 16 oz. material) and flame and mildew resistant
 - ii. 5'x40' or 5'x30' size
 - iii. Full color printing with white background
 - iv. Double sided printing
 - v. UV printing
 - vi. Support lines that are 70'3" long with banner centered (see attached design plan)
 - vii. Support lines shall be 5/16" white nylon rope double-stitched into the top and bottom across the full length of the banner
 - viii. Corners shall be quadruple-stitched for 1' from each corner and across support lines
 - ix. Banner shall have wind relief cuts
 1. Cuts shall be spaced 18" from top and bottom of banner to center of cuts (two horizontal rows)
 2. Cuts shall be spaced 4' from each edge of banner and center-to-center (14 vertical columns)
 3. Cuts shall be 6"x6" Horseshoe shaped
 - x. Grommets shall be located every 15" along top of banner for snap hook attachments to steel cable.
 - xi. Banner shall not exceed 180 pounds.
- c. Banner Design: Banner ink colors and hanging/installation fixtures can vary and are encouraged to be designed for long term use to minimize fading and deterioration.
- d. Duration of time over which banners may be displayed.
- i. Banners may be installed up to thirty (30) calendar days prior to an event and must be removed within two (2) calendar days after the event.
 - ii. The maximum duration of time a banner may be displayed is up to thirty (30) calendar days. Scheduling and duration of banner display will be at the discretion of the City Manager and/or Community & Economic Development Department.
 - iii. The Community & Economic Development Department shall be responsible for maintaining a banner schedule. Banners will be scheduled on a first come, first served basis following City Manger approval. Nothing in this policy shall constitute a guarantee of space availability for a given period or event.
 1. Applications will be accepted beginning November 1st for the upcoming calendar year. By January 1st of each year, the City shall develop a banner master calendar.
 2. Banners for City sponsored or co-sponsored events shall receive first priority.
 3. All scheduling decisions shall be at the discretion of the City.

- iv. Installation of Banners. Public Works Department staff shall do the installation and removal of all banners.
 1. Installation of banner must be scheduled with the City at least thirty (30) days in advance.
3. Pacheco Boulevard Digital Sign Inclusion.
 - a. Banner Display fee shall include ad display on the Pacheco Boulevard Digital Sign at no additional cost.
 - b. Maximum ad display time shall be set at thirty (30) days.
 - c. Ad display on the Pacheco Boulevard Digital Sign will be subject to the City of Los Banos Digital Sign Policy and approval by the Community & Economic Development Department.

PROCEDURE

1. Application Required. Application submittal requirements include:
 - a. Name of the applicant or nonprofit corporation;
 - b. Description of the purpose of the banner demonstrating its consistency with this policy;
 - c. Size of banner to be displayed;
 - d. Fabric, ink colors and related installation fixtures
 - e. Date and time of the event; and the
 - f. Requested schedule of installation and removal
 - g. Terms of Service/Indemnification authorization
2. Banner Approval. Approvals for display of banners over the public right of way are the responsibility of the City Manager.
3. Banner Review Process. The Community & Economic Development Department shall review the application for compliance with the purpose and the standards set in this policy. Any banner not in compliance may be rejected. Upon determination of compliance of a proposed banner with this policy, the application shall be forwarded to the City Manager's office for approval.



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor & City Council Members

FROM: Lucy Mallonee, MMC *LM*
City Clerk/Human Resources Director

DATE: October 15, 2014

SUBJECT: Changes to Division 18 – Drug and Alcohol Free Workplace Policy

TYPE OF REPORT: Consent Agenda

Recommendation:

Adopt the Resolution approving Amendments to Division 18 – Drug and Alcohol Free Workplace Policy of the City's Policy & Procedures Manual.

Discussion:

Changes to Division 18 reflect the addition of a Section 18005 B – Designation Under City Policy that clarifies the job positions subject to random testing.

Fiscal Impact:

The impact of the proposed changes to the Fiscal Year 2014-2015 Budget is minimal.

Reviewed by:

Steve Carrigan, City Manager

Attachments:

Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LOS BANOS APPROVING AN
AMENDMENT TO DIVISION 18 – DRUG AND
ALCOHOL FREE WORKPLACE POLICY OF THE
CITY'S POLICY & PROCEDURES MANUAL**

WHEREAS, the City Council of the City of Los Banos has received a request that Division 18 – Drug and Alcohol Free Workplace Policy of the City of Los Banos Policy & Procedures Manual, be amended to reflect the addition of a Section 18005 B – Designation Under City Policy that clarifies the job positions subject to random testing; and

WHEREAS, the City Council has reviewed said request and approves the amendment to Division 18 – Drug and Alcohol Free Workplace Policy, of the City of Los Banos Policy & Procedures Manual and shall read as attached on "Exhibit A".

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Los Banos held on the 15th day of October 2014, by Council Member ____ who moved its adoption, which motion was duly seconded by Council Member ____ and the Resolution adopted by the following vote:

AYES: Council Members
NOES:
ABSENT:

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk

**DIVISION 18
DRUG AND ALCOHOL FREE WORKPLACE POLICY**

SEC. 18001 PURPOSE AND GOAL

The City is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. The City recognizes that alcohol abuse and drug use pose a significant threat to these goals and has established a drug-free workplace program that balances respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and the performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- The City encourages employees to voluntarily seek help with drug and alcohol problems.
- This policy is intended to comply with all applicable federal and state laws and regulations governing drug-free workplaces and drug and alcohol problems.
- As a condition of employment, the City requires that all employees adhere to a strict policy regarding the use and possession of drugs and alcohol.

SEC. 18002 POLICY STATEMENT

It is a violation of the City's drug-free workplace policy to manufacture, use, possess, distribute, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. The drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the City. Therefore, this policy applies during all working hours, lunch hours and whenever conducting business or representing the City, while on paid standby, on or off City property including vehicles. Any individual who conducts business for the City, is applying for a position with the City, or is conducting business on the City's property is covered by the drug-free workplace policy. The policy includes, but is not limited to City executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, interns, and applicants.

Drug and alcohol consumption on and/or off the job can adversely affect job performance and employee/public safety. The City respects the privacy of its employees and contractors unless involvement with drugs and/or alcohol off the job adversely affects job performance and employee/public safety.

Violations of this Policy may result in discipline, up to and including termination, or not being hired by the City.

Every employee shall be asked to sign a statement certifying that he/she has received a copy of this policy and understands its contents. Any questions regarding rights and obligations under this Policy will be referred to the employee's supervisor or the Administrative Services Director.

SEC. 18003 DEFINITIONS

- A. "Alcohol" shall mean the intoxicating agent in beverage alcohol, ethyl alcohol or low molecular weight alcohols, including methyl or isopropyl alcohol.
- B. "Chain of Custody" shall mean procedures to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen at the certified laboratory.
- C. "City Equipment" shall mean all property and equipment, machinery, and vehicles owned, leased, retained or used by the City.
- D. "Collection Site" shall mean all property and equipment, machinery, and vehicles owned, leased, rented or used by the City.
- E. "Drug or Drugs" shall mean any controlled substance that is not legally obtainable under State or Federal law, or a prescription drug obtained or used without benefit of a valid prescription by a licensed physician.
- F. "Medical Review Officer (MRO)" shall mean a licensed physician with knowledge of drug abuse disorders as well as appropriate training to interpret and evaluate an employee's positive test results together with an employee's medical history and any other biomedical information. MRO reviews all negative and positive test results and interviews individuals who tested positive to verify the laboratory report before the employer is notified. The City shall select a MRO who is a licensed physician.
- G. "Prescription Drug" shall mean any substance that can lawfully be obtained or possessed pursuant to a valid prescription by a licensed physician.
- H. "Positive Test" shall mean to have the presence of a drug or a drug metabolite and/or alcohol in a person's system that is equal to or greater than the levels allowed by this Policy in the confirmation test as determined by appropriate testing of breath, urine, or blood specimen and which is determined by the MRO to be the result of the use of drugs and/or alcohol.
- I. "Testing Laboratory" shall mean a Substance Abuse and Mental Health Services Administration (SAMHSA) certified testing laboratory.
- J. "Substance Abuse Professional (SAP)" shall mean a license physician, social worker, psychologist, Employee Assistance Program (EAP) or certified National Association of Alcohol and Drug Abuse Counselors (NAADAC) with knowledge of and clinical experience in diagnosis and treatment of alcohol and controlled substance disorders.

SAP determines whether an employee is "Fit for Duty" following an employee's refusal to test or failed alcohol or drug test, refers employees for a return to duty test and schedules unannounced follow-up testing for a period of up to thirty-six (36) months from the date the employee tested positive.

SEC. 18004 COMPLIANCE BY EMPLOYEES

All City employees shall agree to abide by the provisions of this policy as a condition of employment. Employees are required to comply with the following:

- A. Employees may not use, be under the influence, or possess alcohol under any of the following circumstances: while on City property, while performing their duties (whether or not on City property), or at any time when use of alcohol would impair, to any extent, the employee's ability to perform his or her duties or to operate any City equipment.
- B. Employees shall not possess, use, sell, transfer, manufacture, purchase or transport any controlled substance or illegal drug or attempt to do so. Employees shall not report to work with any controlled substance or illegal drugs in their system, except for any prescription drug that has been lawfully prescribed to the employee.
- C. An employee must advise his/her supervisor of the use or influence of any prescription drug or over the counter medication prior to beginning work, when taking the medication or drug could interfere with the safe and effective performance of duties, or the operation of a City vehicle or heavy machinery. In the event that there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.
- D. Employees who are convicted of a criminal drug violation in the workplace must notify the City in writing within five (5) calendar days of the conviction. In those instances where employees, who are employed under Federal contract or grant, are convicted of criminal drug statute violations occurring in the workplace, the City shall notify the federal contracting agency within ten (10) days after receiving notice from such employees or otherwise receiving actual notice of such convictions. The City will take appropriate action within thirty (30) days of notification.
- E. Every covered employee who performs a safety sensitive function is required to submit to pre-employment, post-accident, random, reasonable suspicion, return-to-duty or follow-up drug and alcohol testing as described in this Policy. The City shall not permit any employee who refuses to submit to such tests to perform or continue to perform any safety-sensitive functions.
- F. Employees are required to submit to drug and/or alcohol testing as described in this Policy. Any employee (safety sensitive or non-safety sensitive) who refuses to comply with a request for testing, who fails to remain readily available for post-accident testing, who provides false information in connection with a test, or who

attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately. Refusal can include an inability to provide a specimen or breath alcohol sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

- G. Employees are required to report to work under conditions that will allow them to perform the duties of their position safely and effectively. Absences or tardies as a result of having been under the influence of alcohol, drugs, or controlled substances during non-work time are prohibited.

SEC. 18005 SAFETY SENSITIVE EMPLOYEES

A. Designation under Federal Law

The U.S. Department of Transportation (DOT) has published 49 Code of Federal Regulations (CFR) Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the Federal Transit Administration (FTA). The DOT adopted 49 CFR Part 40 (Revised), which outlines procedures for transportation workplace drug and alcohol testing programs. This Policy incorporates these federal requirements for employees assigned to perform safety—sensitive functions, as well as certain other provisions.

The DOT mandates urine drug testing and breathalyzer alcohol testing for employees performing safety-sensitive functions. The DOT regulations prevent the performance of safety-sensitive functions when there is a positive test result or test refusal. Safety-sensitive functions include:

- a. Maintenance personnel, who perform various repairs to revenue vehicles (including repairs, overhaul and rebuilding).
- b. Employees with a commercial driver's license who will operate a revenue service, or non-revenue service DOT funded transit vehicle (includes the operation of the Lifts or anyone who assists passengers to assure they are secured in the vehicles).
- c. Drivers operating a revenue service vehicle, including when not in revenue service.
- d. Dispatch personnel and supervisors who control the movement of any revenue service vehicle.

Federal Contractors and grantees must certify that they will provide drug-free workplaces as a pre-condition to receiving a contract or grant from any Federal agency. Failure to comply with the requirements of the Drug-Free Workplace Act may result in the following sanctions:

- a. Suspension of payments under the grant;

- b. Termination of the grant; or
- c. Debarment from any grant award from any Federal agency for a period up to five (5) years.

Such penalties may be applied to contractors/grantees who have made false certifications of compliance with the Act.

B. Designation under City Policy

For the purpose of this policy, the City has determined that the following positions are safety sensitive and subject to random testing in addition to the other testing in this policy:

1. Those required to test by State or Federal mandates (examples: commercial and transit driver license holders).
2. City Manager
3. HR Director [c1]
4. Finance Director [c2]
5. Community & Economic Development Director
6. Information Technology Director
7. Information Technology Technician
8. Public Works Director/-City Engineer
9. Assistant Public Works Director
10. Public Works Operations Manager [c3]
11. Parks & Rec Operations Manager [c4]
12. Public Works Officer Manager [c5]
13. Public Works Supervisor
14. Water Quality Specialist
15. Fleet Maintenance Coordinator
16. Public Works Foreman
17. Public Works Inspector I [c6]
18. Recreation Coordinator II
19. Maintenance Mechanic I
20. Sweeper Operator I
21. Environmental Control Specialist III
22. Environmental Control Specialist II
23. Environmental Control Specialist I
24. Environmental Control Specialist Trainee
25. Utilities Maintenance Worker III
26. Utilities Maintenance Worker II
27. Utilities Maintenance Worker I
28. Maintenance Worker III
29. Maintenance Worker II
30. Maintenance Worker I
31. Maintenance Worker Trainee
32. Fire Chief

- 33. Assistant Fire Chief
- 34. Fire Captain
- 35. Fire Engineer
- 36. Fire Fighter
- 37. Police Chief
- 38. Police Commander
- 39. Police Services Manager
- 40. Police Sergeant
- 41. Dispatch Supervisor
- 42. Code Enforcement Officer^[c7]
- 43. Dispatcher
- 44. Community Services Officer
- 45. Public Safety Custodian
- 46. Police Officer
- 47. Police Trainee
- 48. Maintenance Worker III (part-time)
- 49. Maintenance Worker II (part-time)
- 50. Maintenance Worker I (part-time)
- 51. Recreation Assistant (part-time) ?
- 52. Recreation Clerk/Aide (part-time) ?^[c8]
- 53. Garage Aid (part-time)
- 54. Police Officer (part-time)
- 55. Community Services Officer (part-time)
- 56. Dispatcher (part-time)
- 57. Fire Fighter (part-time)
- 58. Assistant Volunteer Fire Chief
- 59. Any other position that may be added by the City Manager after notice to involved employees.

SEC. 18006 INDICATIONS FOR ALCOHOL AND DRUG TESTING

A. Pre-Employment Testing

The City has a special need to require certain job applicants to take a drug and alcohol test after a conditional job offer has been given. Those applying for jobs classified by the City as safety-sensitive positions, as sworn employees, or in positions which can directly influence children; must take and pass a mandatory drug and alcohol test as soon as practical following their acceptance of an offer of employment that is conditioned upon passing a pre-employment physical and drug/alcohol test.

The City will not hire any external job applicant who refuses to submit to testing, attempts to tamper with or adulterate a test sample, or tests positive for drugs and/or alcohol or unauthorized prescription drug use. In addition, no applicant will be considered for employment for the certain positions described above, for one (1) year

from the job applicant's refusal to participate in the testing process, tampering or attempt to tamper with the testing process, or positive test result.

Testing for temporary hires will be evaluated on an individual basis by classification.

B. Pre-Employment Verification for Safety Sensitive Employees

For any position that performs safety sensitive functions, the City is required to verify previous violations of DOT drug and alcohol regulations within the last two (2) years of employment with a DOT regulated agency or employer.

The employee's supervisor, in coordination with Administrative Services Director, must obtain and review the information listed below from any DOT-regulated employer for which the employee performed safety-sensitive functions in the previous two (2) years from the date of application. The information must be obtained and reviewed prior to the first time an employee performs safety-sensitive functions. If not feasible, the information should be obtained no later than thirty (30) days after the first time an employee performs safety sensitive functions. The information obtained must include:

1. Information of the employee's alcohol test in which a breath alcohol concentration of 0.04 or greater was indicated.
2. Information of the employee's controlled substance test in which a positive result was indicated.
3. Any refusal to submit to a required alcohol or controlled substance test (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations.

Applicants will be asked whether they have tested positive, or refused to test on a pre-employment drug or alcohol test while trying to obtain safety sensitive transportation work from an employer covered by a DOT agency during the past two (2) years. If an applicant admits that he or she had a positive test or refusal to test or if the City receives information from a prior employer that an employee violated any DOT drug and alcohol testing regulation, the applicant will not be eligible for a position with the City unless the applicant can demonstrate that he or she has complied with any return to duty testing requirements, as established by the DOT regulations. Job offers made by the City are contingent upon the successful completion of a drug and/or alcohol screening.

C. Testing of Employees

The City may require an employee to submit to a drug and/or alcohol screen test under the following circumstances:

1. Following a work-related accident, incident or mishap that resulted in death, or injury requiring medical treatment away from the scene of the accident, or

property damage, where drug and/or alcohol use by the employee cannot be ruled out as a contributing factor.

2. When a trained Supervisor has reasonable suspicion to believe, based upon specific and documented facts and observations that the employee may be under the influence of drugs and/or alcohol.
3. When a trained Supervisor has reasonable suspicion to believe, based upon specific and documented facts and observations, that the employee either possesses, uses, sells, transfers, manufactures, purchases or illegally transports alcohol, drugs and/or drug related paraphernalia or attempts to do so.
4. Follow-up testing for employees who have returned to work following a positive test and their participation in a drug and/or alcohol rehabilitation program.
5. When an on duty employee is contacted by a Police Officer who has reasonable suspicion to believe the employee is under the influence of alcohol or drugs or the employee has been involved in an on-duty vehicle-related incident and the officer suspects the employee is under the influence of drugs and/or alcohol.
6. As part of any random drug testing program administered in accordance with DOT regulations governing drug and alcohol testing of safety sensitive employees. Depending on the random selection, some safety sensitive employees may be tested more than once in a year, while others are not test at all. Testing will take place just prior to the employee performing a safety-sensitive function, while the employee is performing a safety-sensitive function, or just after the employee has stopped performing a safety-sensitive function.

SEC. 18007 DRUG AND ALCOHOL TESTING

A. Reasonable Suspicion Testing

1. Reasonable suspicion testing will be conducted when a supervisor has a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Reasonable suspicion must be based on specific, contemporaneous, documented observations concerning the physical symptoms or behaviors of being under the influence of drugs and/or alcohol. If conditions permit, the supervisor will request the assistance of another Supervisor to observe the actions or behavior of the employee. Examples of performance indicators of probable drug and/or alcohol abuse sufficient to lead a Supervisor to suspect that an Employee is under the influence of drugs and/or alcohol, include, but are not limited to, those on the attached Reasonable Suspicion Evaluation Form (DIV-18-1), included in this division. The supervisor will allow, upon request, the employee to consult with a representative prior to the test.
2. The Reasonable Suspicion Evaluation Form and other documentation establishing reasonable suspicion shall be prepared and signed by the

witness(es) and the supervisor prior to testing. The Administrative Services Director should be notified as soon as possible.

3. Employee shall be alcohol tested within two (2) hours following the determination made by a supervisor, or otherwise the Employer shall document the reasons the test was not promptly administered. If a test is not administered within eight (8) hours following the determination, the Employer shall cease attempts to administer a test and shall document the reasons for not administering the test.
4. Employee shall be drug tested within thirty-two (32) hours following the determination made by a supervisor. If a test is not administered within thirty-two (32) hours following the determination, the Employer shall cease attempts to administer a test and shall document the reasons for not administering the test.
5. The potentially affected employee will not be allowed to proceed alone to or from the Collection Site. In addition to the safety concerns for the employee, the supervisor accompanying the employee also assures that there is no opportunity en route to the Collection Site for the employee to do or ingest anything that could affect the test result, or to acquire "clean" urine from another person.

B. Post Accident Testing

Unless the City determines that the employee's performance was not a contributing factor, any employee involved in a reportable accident may be subject to an alcohol test within two (2) hours following the accident and to a drug test within thirty-two (32) hours following the accident. Not only may the operator of the vehicle be tested, but so may any other employee whose performance may have contributed to the accident, such as the employee who maintains the vehicle or the work-site where the accident occurred.

The same testing procedures described in section above regarding documentation of any attempts to administer the test and regarding transportation to and from the Collection Site shall also be applicable to any Post-Accident testing.

An accident is considered reportable if it occurs while in a City commercial motor vehicle, on City property, or when operating a commercial motor vehicle on a public road in commerce and involves any of the following: a) while performing safety-sensitive functions with respect to the vehicle, the accident involved a fatality; or b) the issuance of a citation by law enforcement to the employee for a moving traffic violation arising from the accident, and a) bodily injury demanding immediate medical treatment away from the scene of the accident or b) vehicular damage so that the vehicle must be towed away from the scene of the accident, even after simple repairs on the scene. The operator of the vehicle must immediately report this accident to the appropriate authorities, as well as the City, so that the relevant drug/alcohol tests may be conducted.

C. Return to Duty Testing

If the City, in its sole discretion, decides to allow a safety-sensitive employee to return to work with the City following a violation of any DOT drug and alcohol testing regulation, the employee must comply with the following return to duty testing procedures before returning to work.

1. The employee shall undergo an evaluation of fitness for duty by the SAP.
2. The employee must complete Return to Duty testing, under the direction of the MRO, after the SAP states the employee is fit to return to work.
3. The employee will then submit to a return to duty test and receive a verified negative test result for drug and/or alcohol use from the MRO before being eligible to return to work by the City.

D. Follow-Up Testing

1. Following completion of any return to duty testing procedures described in Section VII.C above and in conjunction with a determination by a SAP that an employee is in need of assistance in resolving problems associated with drug and/or alcohol use the employee shall be subject to unannounced follow-up testing as directed by the SAP of at least a minimum of six (6) tests in the first year following the employee's return to duty, and thereafter as determined necessary by the SAP. The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time, if the SAP determines that the testing is no longer necessary and is supported by the City.
2. Follow-up alcohol testing may also include testing for controlled substance use as directed and determined by the SAP.
3. The time period for "follow-up" testing for drug and/or alcohol use will be determined by the SAP subject to a reasonable minimum of one (1) year, and never to exceed three (3) years.
4. Follow-up testing may be on a daily, weekly, monthly or longer basis at the discretion of the SAP.

E. Refusal to Submit to Testing

The following are definitions of refusal:

1. Not providing the City a written consent to take the test;
2. The applicant or employee does not supply enough quantity of the laboratory required sample for alcohol or drug testing without sufficient or valid medical explanation;

3. Tampering with a specimen or collection process;
4. Tardiness to reporting Collection Site after time allocated for applicant or employee to report without valid explanation;
5. Leaving the accident scene without justifiable cause before tests are conducted (testing for drugs and/or alcohol after an accident is presumed);
6. Any refusal to test will be considered a violation subject to disqualification for employment and discipline up to and including termination.

SEC. 18008 SEARCHES

For the purpose of enforcing this policy and maintaining an alcohol, drug and controlled-substance free work place, the City reserves the right to search all work areas and property to which the City maintains full or joint control with the employee, including, but not limited to, City vehicles, desks, lockers, file cabinets and bookshelves. Such searches may be conducted when the City has reasonable grounds to conclude that there has been a violation of this policy.

The employee shall be given notice prior to such a search in such a manner that the employee is provided knowledge of the intended search, but not the opportunity to remove items and materials present in the area to be searched. The employee may be present during the search, but the employee's presence is not required for the search to occur. If the employee wishes to be present during the search, the employee cannot be denied the opportunity to be present, provided however, that the City will determine the time of the search with or without the employee's concurrence.

Any search will be conducted in accordance with the Firefighters Bill of Rights (FBOR) where applicable.

SEC. 18009 MEDICATION REPORTING REQUIREMENTS

Employees shall, in the case of prescription drugs, ask the prescribing physician and/or, in the case of medication available over-the-counter, review product packaging, to determine whether the use of a prescription drug or over-the-counter medication may impair his/her ability to perform his or her normal job duties or to safely operate City equipment. Any employee taking any over-the-counter medication or prescription drug marked "do not drive," "do not operate heavy equipment" or similarly labeled, shall inform the appropriate Supervisor of the use of the medication or drug prior to reporting for duty.

In the case of prescription drugs, the supervisor shall determine whether the employee may work, full duty or light duty, based on the written opinion of the employee's medical provider that the use of the medication may impair the employee's ability to perform specific duties. The supervisor may, upon a determination that the employee is unable to safely perform his or her normal duties, or that a modified work assignment is not

available, direct the employee not to work and to return home on paid leave or industrial leave if appropriate. If the employee's personal medical provider provides a written opinion that the use of the drug or medication will not impair the employee's ability to perform his/her normal duties, the supervisor will allow the employee to perform those duties. Notices or communications required by this Section shall be confidential and disclosed only to the supervisor and any other employees specifically authorized to receive information pursuant to this Policy.

SEC. 18010 GENERAL ADMINISTRATION AND PROCEDURES

A. Administration

1. The Administrative Services Director or his or her designee is the Designated Employer Representative ("DER") and shall be responsible for overseeing implementation of this Policy and the testing procedures described herein. The Administrative Services Director will be responsible for reviewing all disciplinary actions resulting from violations of this Policy to ensure that the action proposed or taken is consistent with this Policy and the Manual.
2. The DER shall be responsible for the following:
 - a. Communications directly with the MRO and/or SAP and SAMHSA regarding any drug and/or alcohol tests;
 - b. Overseeing testing programs; and
 - c. Providing training to supervisors and employees.

B. Procedures

1. Mandatory Reporting.

Any employee who has reason to believe that another employee may be in violation of this Policy shall immediately notify his or her immediate supervisor. The supervisor should take whatever immediate action is deemed prudent to ensure the safety of the public and employees. Should the supervisor have reasonable suspicion to believe, based upon specific and documented facts and observations, that the employee may be under the influence of drugs and/or alcohol, the employee should be immediately removed from the workplace and placed upon administrative leave with pay until such time as testing results confirm or refute the presence of drugs and/or alcohol. The supervisor shall use the Reasonable Suspicion Evaluation Form (DIV-18-1), included in this division, to assist in making this determination.

2. Acknowledgement.

No drug and/or alcohol test may be administered, sample obtained, or drug and/or alcohol test be conducted on any sample in the pre-employment context

without the written acknowledgment of the applicant being tested. (See Form DIV-18-2 included in this division) Refusal of any applicant or employee to submit to testing, or attempt to adulterate or evade the testing process, will be viewed as insubordination and will subject the person to disqualification from employment or disciplinary action, up to and including, discharge. The City will pay the cost of all drug and/or alcohol tests required by this Policy.

3. Collection, Integrity and Identification.

- a. After the applicant or employee has been advised about the reason for the test by the Supervisor, the applicant or employee will be properly identified and Collection Site personnel will explain the mechanics of the collection process.
- b. Procedures for urine collection will allow for individual privacy unless there is reason to believe the individual may alter or substitute the specimen to be provided. Samples will be tested for temperature and subject to other validation procedures as appropriate.

4. Chain of Custody.

- a. Procedures for the storage and transportation of test specimens shall conform to the Mandatory Guidelines for Federal Workplace Drug Testing Programs promulgated by the Department of Health and Human Services as amended from time to time.
- b. The test laboratory shall maintain custody of the specimens.

5. Testing Methods.

All tests will be screened using an immunoassay technique and for alcohol an Evidential Breath Testing (EBT) device. All presumptive positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) and all presumptive positive alcohol tests will be confirmed with a second EBT performed within 15–30 minutes after the first EBT test is completed. The City will test for cannabinoids (marijuana), cocaine, amphetamines, opiates, barbiturates, benzodiazepines, and phencyclidine (PCP) as well as alcohol. Tests will seek only information about the presence of drugs and/or alcohol in an individual's system and will not test for any medical condition.

6. Notification.

Any employee who tests positive will be notified by the MRO and will be given an opportunity to provide the MRO any reasons he or she may have that would explain the positive drug and/or alcohol test, other than the presence of alcohol or the illegal use of drugs. If the employee provides an explanation acceptable to the MRO that the positive drug or alcohol test result is due to factors other than the presence of drugs and/or alcohol in the test specimen, the positive test result

will be disregarded and reported to City as negative. Otherwise, the MRO will report the positive test result to the DPM or Administrative Services Director. Test results will only be disclosed to the extent expressly authorized by this Policy.

7. Split Sample Testing.

An employee who has been subjected to drug and/or alcohol screening may request a split sample test be conducted at a certified laboratory chosen by the employee. All costs associated with an employee's decision to pursue split sample testing will be the full responsibility of the employee. The employee must adhere to the following procedures to maintain strict Chain of Custody of the sample and validity of the split sample test results:

- a. To request a split sample test to be conducted, the employee must submit his or her written request on the required Chain of Custody release form provided by the City's testing laboratory to the DER.
- b. The request will be forwarded to the testing laboratory used by the City facility. They will release the split sample to the certified lab chosen by the employee provided they have received the properly executed Chain of Custody release form.
- c. The laboratory selected by the employee must be a certified laboratory per State regulations and authority and be able to conduct GC/MS method of testing for validation of testing results. Any method of testing performed on the split sample that is not the GC/MS method will be considered invalid.
- d. The split sample test results will not be released to the City without the employee's written consent.

SEC. 18011 CONFIDENTIALITY AND RECORDKEEPING

The City is obligated to maintain records of the administration, including violations, of this Policy for a period of five (5) years. Through the consortium pool, an annual report summarizing this information will be issued.

Any laboratory reports and test results shall not appear in an employee's general personnel folder but will be contained in a separate, confidential medical folder that will be securely kept under the control of the Administrative Services Director. The report or test results may be disclosed to City management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without patient consent, may also occur under the following situations:

- a. When the information is compelled by law or by judicial or administrative process;

- b. When the information has been placed at issue in a formal dispute between the employer and employee;
- c. When the information is to be used in administering an employee benefit plan;
- d. When the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure; or
- e. When requested by the Department of Transportation or any state or local officials with regulatory authority over the City or any of its safety-sensitive employees.

SEC. 18012 OPPORTUNITIES FOR REHABILITATION

The City is committed to providing reasonable opportunities of rehabilitation to those employees with a drug or alcohol problem in accordance with the provisions of federal and/or state law.

An employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable cause, random or post-accident testing or has not refused a drug or alcohol test or is not involved in disciplinary proceedings, may voluntarily refer her or himself to the Administrative Services Director, who will refer the individual to a Substance Abuse Professional (SAP) at the expense of the employee. The SAP will evaluate the employee and make specific recommendation regarding the appropriate treatment. When an employee voluntarily refers her or himself for treatment, the employee may be eligible for sick leave and disability benefits. Employees will be allowed to take accumulated vacation time or may be eligible for unpaid time off to participate in any rehabilitation program at the employee's expense. In addition, the City's voluntary Employee Assistance Program (EAP) is available to assist employees who seek help for alcohol or drug problems. Employees are encouraged to contact the EAP directly.

Supervisors or managers may refer an employee to the EAP for reasonable suspicion of drug abuse. Supervisors are encouraged to refer employees to the EAP for intervention. EAP services are confidential and supervisory referred employees are requested to sign a release of information for attendance purposes if sessions are scheduled during working hours. Supervisors or managers should work with Human Resources to coordinate employee referrals to the EAP.

While the City will be supportive of those who seek help voluntarily, the City will be firm in identifying and disciplining those who continue to be substance abusers and who do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs. Therefore, the City may require employees to use employee assistance programs as part of a last chance agreement, and in addition to mandatory referrals to a Substance Abuse Professional where applicable and permissible by law.

SEC. 18013 CONSEQUENCES FOR VIOLATION OF THIS POLICY

A. Discipline

237869.1 LO090-001

Any violation of this Policy may result in discipline, up to and including termination. Discipline may be imposed regardless of whether or not an employee is convicted of any crime related to any violation of this Policy.

Any violation of this Policy that may constitute criminal conduct or violation of the DOT regulations may be reported to the appropriate law enforcement agencies and/or subject the employee to civil penalties.

B. Removal from Work Site

Employees reasonably believed to be under the influence of alcohol, drugs, or controlled substances shall be immediately prevented from engaging in further work and shall be detained for a reasonable time until they can be safely transported from the work site.

C. Removal from Safety Sensitive Function

An employee whose alcohol test indicates an alcohol concentration level between .02 and .04 will be removed from his/her safety-sensitive position for at least twenty-four (24) hours. An employee whose alcohol test indicates an alcohol concentration level greater than .04 will be removed from his or her safety-sensitive position for a period to be determined by the Administrative Services Director.

If an employee tests positive for drugs or controlled substances, the employee may not perform safety-sensitive functions until satisfying the following requirements:

- a. The employee must be retested and receive a verified negative result; and
- b. When referred to a SAP, the employee must complete any course of rehabilitation and submit to a return-to-duty test, as developed with the assistance of the SAP. Subject to any provisions in a collective bargaining agreement providing otherwise, the City is not required to pay for this type of treatment.

D. Separation for Inability to Perform Essential Job Functions

After the City has complied with any legal obligation to reasonably accommodate an employee's protected disability, the City may separate an employee who is unable to perform the essential functions of the job in accordance with applicable legal procedures.

**DRUG AND ALCOHOL TESTING POLICY
REASONABLE SUSPICION EVALUATION FORM
(FORM DIV-18-1)**

Employee Name: _____

Observation Date and Time: _____

Location of Employee: _____

Location of Supervisor(s): _____

Others present during activities or observations: _____

Incident(s) observed which give cause for reasonable suspicion: _____

(Factors that may be considered in combination with those listed in 1 – 6 below include: takes needless risks, accident(s), disregard for others safety, unusual/distinct pattern of absenteeism/tardiness, increased high/low periods of productivity, lapses of concentration or judgment, etc.)

1. Presence of alcohol, alcohol containers, drugs, and/or drug paraphernalia (specify):

2. Appearance:

- | | | |
|---|--|---|
| <input type="checkbox"/> Flushed | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Disheveled |
| <input type="checkbox"/> Bloodshot/Glassy Eyes | <input type="checkbox"/> Tremors | <input type="checkbox"/> Smell of Alcohol |
| <input type="checkbox"/> Dilated/Constricted Pupils | <input type="checkbox"/> Inappropriate Wearing of Sunglasses | |
| <input type="checkbox"/> Dry-mouth Symptoms | <input type="checkbox"/> Runny Nose/Sores | |
| <input type="checkbox"/> Puncture Marks | <input type="checkbox"/> Profuse Sweating | |

Other: _____

3. Behavior/Speech:

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Unconscious |
| <input type="checkbox"/> Confused | <input type="checkbox"/> Slowed | <input type="checkbox"/> Hostile/Confrontation |
| <input type="checkbox"/> Agitated | <input type="checkbox"/> Sleeping on the job | |

Other: _____

4. Awareness:

- | | | |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Confused | <input type="checkbox"/> Mood Swings | <input type="checkbox"/> Euphoric |
| <input type="checkbox"/> Lethargic | <input type="checkbox"/> Paranoid | <input type="checkbox"/> Disoriented |
| <input type="checkbox"/> Lack of Coordination | | |

Other: _____

5. Motor Skills/Balance:

- | | | |
|--|------------------------------------|---|
| <input type="checkbox"/> Unsteady | <input type="checkbox"/> Swaying | <input type="checkbox"/> Falling |
| <input type="checkbox"/> Staggering | <input type="checkbox"/> Stumbling | <input type="checkbox"/> Reaching for Support |
| <input type="checkbox"/> Arms Raised for Balance | | |

Other: _____

6. Other observed Actions or Behaviors:

Supervisor's Comments:

Supervisors Name: _____

Signature: _____ Date: _____

Witness(es) Name: _____

Signature: _____ Date: _____

**DRUG AND ALCOHOL POLICY
ACKNOWLEDGEMENT OF SUBMISSION TO DRUG AND/OR ALCOHOL TESTING BY
THE CITY OF LOS BANOS
(FORM DIV-18-2)**

I, _____ [PRINT NAME], understand and acknowledge that I have reviewed a copy of the City of Los Banos Drug and Alcohol Policy (Policy). I hereby acknowledge that I am required to submit to drug and/or alcohol testing pursuant to the Policy. I understand and acknowledge that information regarding the test results will be released to the City and that such information may be used as grounds for disciplinary action, up to and including discharge.

I further understand and acknowledge that:

1. The City will pay the cost of all drug and/or alcohol tests required or requested by the City;
2. I may request in writing a copy of the results of any such test;
3. I may request that a split sample test be sent to a certified Testing Laboratory of my choice, consistent with the procedures outlined in the City's Drug and Alcohol Policy, and that I will bear all of the costs associated with the split sample testing;
4. By signing this form, I hereby acknowledge that the split sample test results will be released to the City; and
5. I have the right to refuse to submit to such testing; however, refusal by me to submit to or cooperate at any stage of the testing shall be considered equivalent to a confirmed "positive" test for purposes of disqualification from employment and/or disciplinary action, up to and including discharge from my employment with the City.
6. I may also be required to execute forms at the Collection Site of Testing Laboratory.

With full understanding and knowledge of the foregoing, I hereby acknowledge my obligation to submit to drug and/or alcohol testing conducted by the clinics and/or Testing Laboratory selected by the City.

I have read the above acknowledgement and certify that I have signed this document with full knowledge and understanding of its contents.

Signature: _____ Date: _____



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor & City Council Members

FROM: Lucy Mallonee, MMC *LM*
City Clerk/Human Resources Director

DATE: October 15, 2014

SUBJECT: City-Wide Records Retention Policy and Retention Schedules

TYPE OF REPORT: Consent Agenda

Recommendation:

Adopt Resolution Approving a City-Wide Records Retention Policy and Retention Schedules.

Background

Los Banos selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

Discussion:

The City is upgrading its records management program, including its records retention policies. The adoption of this policy and retention schedule will result in efficiency gains and cost savings.

The upgrade of the current records management systems are driven by many factors, including:

- Very limited space in City facilities
 - Most Departments reported they are out of space to store their records.
- Many departments are filing and storing copies of the same records
- Los Banos produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City.

The retention periods are in compliance with all laws and are standard business practice for California cities.

The new retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of City records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, the City will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

Fiscal Impact:

The City will realize significant savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

Reviewed by:



Steve Carrigan, City Manager

Attachment:

Resolution

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A RECORDS
RETENTION POLICY AND RETENTION
SCHEDULES AND AUTHORIZING
DESTRUCTION OF CERTAIN CITY RECORDS**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Los Banos; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention period for various government records;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS BANOS DOES RESOLVE AS FOLLOWS:

Section 1. The records of the City of Los Banos, as set forth in the Records Retention Policy and Retention Schedules Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Los Banos.

Section 2. With the consent of the City Clerk, City Manager, and City Attorney, updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council of the City of Los Banos.

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

Section 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 5. This resolution shall become effective immediately upon its passage and adoption.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Los Banos held on the 15th day of October, 2014, by Council Member _____ who moved for its adoption, which motion was duly seconded by Council Member _____, and the Resolution was adopted by the following vote:

AYES: Council Members
NOES: None
ABSENT: None

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk

CITY OF LOS BANOS RECORDS RETENTION POLICY

PROGRAM PURPOSE:

1. To control the organization, maintenance, retention, preservation and disposition of the City's records in a uniform manner and in accordance with federal, state and local laws, ordinances, regulations or rules, contractual requirements and regular business practices. The term "records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the City regardless of physical form or characteristics. The term "writing" includes handwriting, typewriting, printing, photocopying, communication or representation including letters, words, pictures (including digital pictures), sounds or symbols, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, optical storage devices and other documents, including e-mails that are over 30 days old.

2. To ensure the following:
 - a. That City records are available at the right time, in the right place, and in the hands of the right person;
 - b. That essential, original records are retained;
 - c. That non-essential, historical records are retained; and
 - d. That non-essential, non-historical records are appropriately destroyed when the need for their existence has ended.

POLICY

OBJECTIVES: The objectives of the policy are:

1. Preservation of records with long-term or permanent value;
2. Protection of records vital to the resumption of City operations in the event of a disaster;
3. Reduction or elimination of unnecessary, duplicate records;
4. Orderly destruction of records no longer required for administrative/operational, legal, fiscal or historical purposes; and
5. Documentation of records destroyed.

City records are authorized to be destroyed on an ongoing basis in accordance with the retention periods prescribed by the Records Retention Schedule.

The Records Retention Schedule, attached hereto as Exhibit "A", shall serve to govern the disposition of City records in as much as the schedule specifies the minimum length of time records shall be maintained either in departmental files or the City's archives.

Notwithstanding the provisions herein and in accordance with Government Code Section 34090, the City is not authorized to destroy any of the following records for any reason:

- Records affecting the title of a real property or liens thereon;
- Court records or records relating to legal proceedings;
- Records required to be kept by statute;
- The minutes, ordinances or resolutions of the City Council of the City or of any City board or commission.

PROCEDURES:

On a routine, ongoing basis, City staff shall review all records under their control which have been retained for the period of time required by the Records Retention Schedule. All records shall be categorized within one of the Records Retention Groups as set forth in Exhibit "A", attached hereto, which may be amended by resolution of the City Council. Upon determining that specific records meet the retention guidelines, staff will request their destruction on required form as set forth in Exhibit "B", attached hereto.

The City Council, City Manager, City Attorney and City Clerk shall each be responsible for future records management policy development and procedural implementation, as follows:

City Council – The City Council shall approve, by resolution, initial records management policy and retention schedules.

City Manager – The City Manager shall:

1. Periodically confirm that all departments comply with the records management policy;
2. Approve any future policy and/or schedule amendments;
3. Perform the responsibilities of department heads listed below.

City Attorney – The City Attorney shall:

1. Review recommendations regarding records management policies or document retention schedule amendments;
2. Notify the City Clerk's Office immediately of all document discovery requests or any other situations which may arise that would require the City to refrain from destroying records.
3. Approve or deny requests to destroy records.

City Clerk – The City Clerk, or his/her designee, shall be responsible for the following:

1. In consultation with the City Attorney, present recommendations to the City Manager for amendments to records management policies or records retention schedule;
2. Create, maintain and distribute forms necessary to implement the records management program;

3. Supervise the destruction of records, ensuring that confidential records are destroyed by shredding;
4. Certify the destruction of records; and
5. Perform the responsibilities of department heads listed below.
6. Approve or deny requests to destroy records.
7. Provide written approval or denial of each request for destruction of records.

Department Heads – The designated heads of each City Department shall:

1. Create and maintain reliable and accurate filing systems to ensure the efficient maintenance, retrieval and disposition of records under their control;
2. On an ongoing basis, identify records for destruction and forward such records to the City Clerk's Office to be considered for destruction;
3. Ensure that no City records are destroyed prior to the expiration of their required retention period;
4. Approve or deny requests to destroy records.
5. Submit requests to the City Clerk's Office for records management policy or retention schedule amendments.

Following receipt of written approval from the Department Head, City Clerk and City Attorney, the records of the City as set forth in the approved departmental Records Retention Schedule are authorized to be destroyed and said destruction shall be witnessed by the City Clerk or his/her designee.

EXHIBIT A

HOW TO USE RETENTION SCHEDULES

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

Authorization to Destroy Records:

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or "record copy." Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

Records Description: The record series (a group of like records).

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

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

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

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

P = Permanent

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

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

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

Scan / Import (*guideline*): "S" indicates the record should be scanned into the document imaging system;
 "I" indicates the record should be electronically imported into the document imaging system;
 "M" indicates the record should be microfilmed

Destroy Paper after Imaged & QC'd (*guideline, if record is imaged*): QC'd=Quality Checked. "Yes" indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk – CD-R, WORM or DVD-R), and both the images and indexing Quality Checked ("QC'd").

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

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

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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	CW-001	Accident, Incident, Injury reports: EMPLOYEES , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies retained for reference; GC §34090.7
Lead Dept.	CW-002	Accident, Incident, Injury reports: PUBLIC	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies retained for reference; GC §34090.7
Finance	CW-003	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. ALL backup is forwarded to Finance	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment		Mag, Ppr		All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-004	Administrative Hearings / Appeals	When No Longer Required - Minimum Resolution + 2 years		When No Longer Required - Minimum Resolution + 2 years	Yes: While Active Issues		Mag, Ppr		Department preference; GC §34090
Lead Dept.	CW-005	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years			Mag, Mfr, OD, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Clerk	CW-006	Agenda Packets / Staff Reports: City Council / Redevelopment	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
City Clerk	CW-007	Agreements & Contracts ALL <i>(Specifications / Scope of Work, Notices of Completion, etc.)</i>	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7
Lead Dept.	CW-008	Agreements & Contracts: ADMINISTRATIVE FILES <i>(Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)</i>	Completion	10 years	Completion + 10 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-009	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Lead Dept.	CW-010	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years				Mag, Ppr		The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Finance	CW-011	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required				Mag, Ppr		Copies; GC §34090.7
	CW-012	Bids: See Agreements & Contracts									
Staffing Dept.	CW-013	Boards and Committees: AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years				Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-014	Boards, Commissions, & Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years		2 years				Mag, Ppr		All recommendations are presented to the City Council; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-015	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-017	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
	CW-018	Brochures: See Reference Manuals								
City Clerk	CW-019	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Lead Dept.	CW-020	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years	3 years	5 years		Mag, Ppr			Department preference (not all detail is sent to Finance; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-021	City Attorney Opinions	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S		Department Preference; GC §34090
City Clerk AND Finance / Risk Manage.	CW-022	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead Dept.	CW-023	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Lead (Responding) Dept.	CW-024	Complaints / Concerns from Citizens Computer Tracking Software or Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
	CW-025	Contracts: See Agreements								

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-026	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required			Mag Ppr		GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Dept. that Authors Document or Receives the City's Original Document	CW-028	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail or social media posting NOT made or retained for the purpose of preserving the informational content for future reference, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr		Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252
City Clerk	CW-029	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		Send all originals to the City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-030	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-031	Facility Use Applications / Facility Use Permits	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept.	CW-032	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes		Mag		The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-033	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept.	CW-034	Grants / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Ppr		Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Personnel / Human Resources	CW-035	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition		Mag, Ppr		Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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City Attorney	CW-036	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-037	Leave Requests / Vacation Requests	1 year		1 year		Mag, Ppr			City Preference; Preliminary draft / transitory record; GC §34090, GC §6252
Lead Dept.	CW-038	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes (after inactive)	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
City Clerk	CW-039	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CW-040	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-041	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-042	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CW-043	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	CW-044	Personnel Files	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept.	CW-045	Personnel Files (Supervisor's Notes)	When No Longer Required		When No Longer Required	Before Annual Performance Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-046	Personnel Work Schedules	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-048	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-049	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-050	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk	CW-051	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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	CW-052	Reference Materials: Brochures, Manuals, Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-Records
Lead Dept.	CW-053	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by YOUR Department	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-054	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by OTHER Departments	When Superseded		When Superseded			Mag, Ppr		Copies; GC §34090.7
	CW-055	Reference or Working Files: See Correspondence								
Lead Dept.	CW-056	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P			Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-057	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years			Mag, Ppr		Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-058	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-059	Special Projects / Subject Files / Issue Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-060	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-061	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-062	Tapes / DVD Recordings: See Boards & Commissions								
Finance / Payroll	CW-063	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §34090.7
Lead Dept.	CW-064	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-065	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Inactive / Separation + 3 years				Ppr	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Lead Dept.	CW-066	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		3 years				Ppr	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building	BLD-001	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BLD-002	Building Permits / Address Files	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Statewide guidelines propose permanent; GC §34090, H&S §19850
Building	BLD-003	Building Plans - Expired or Withdrawn	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Building	BLD-004	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	180 days		180 days	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25"; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: BUILDING

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building	BLD-005	Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (Involving medial, restaurant or change of use) (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	BLD-006	Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	BLD-007	Complaints (Written, during Construction & Inspection - Not Code Enforcement)	2 years		2 years		Mag, Ppr			GC §34090
Building	BLD-008	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090
Building	BLD-009	Encroachment Permits - Permanent Encroachments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building	BLD-010	Encroachment Permits - Public Right of Way, Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.	P		P		Mag, Ppr			Department Preference (the warrantee period for work done is 5 years); GC §34090
Building	BLD-011	Reports: Building Activity	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Building	BLD-012	Reports: Geotechnical Reports, Soils Reports, Deed Restrictions, Special Studies	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	BLD-013	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Building	BLD-014	Uniform Building Codes / California Building Code	P		P		Mag, Ppr			GC §50022.6

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-001	Agendas / Agenda Packets / Staff Reports - IMAGED : City Council, Redevelopment	2 years	P	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Clerk	CC-002	<p>Agreements - ALL - Approved If Imaged, Infrastructure, CIPs, DDAs, OPAs, MOUs, MOAs</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) & Insurance Certificates</i></p> <p>Examples of Infrastructure: Architects, CIPs (Capital Improvement Projects.) franchise agreements, subdivision improvement agreements, development, Joint Powers, MOUs, retirement, water rights, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Other contracts are maintained by the Lead Department managing the contract; Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
City Clerk		<p>Agreements - ALL - Approved Non-Infrastructure that are NOT Imaged</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) & Insurance Certificates</i></p> <p>Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, settlement, services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
City Clerk		Applications for Boards, Commissions or Committees - Successful	2 years		2 years		Mag, Ppr			Department preference; GC §34090
City Clerk		Applications for Boards, Commissions or Committees - Unsuccessful	2 years		2 years		Mag, Ppr			GC §34090
City Clerk		Bid Files: Specifications, Unsuccessful Proposals	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-006	Committee Rosters / Boards, Commissions and Committees (Maddy Act)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-007	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(d)
City Clerk	CC-008	FPPC Form 801 (Gift to Agency Report)	4 years		4 years		Mag, Ppr			Must post on website; 2 CCR 18944.2(c)(3)(G)
City Clerk	CC-009	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr			Should post on website for 4 years; GC §81009(e)
City Clerk	CC-010	FPPC Form 806 (Agency Report of Public Official Appointments)	2 years		2 years		Mag, Ppr			Must post on website; 2 CCR 18705.5; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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ELECTIONS - CONSOLIDATED										
City Clerk	CC-011	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-012	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-013	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-014	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-015	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Sample Ballot, etc.)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-016	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 mo.		Results or Final Examination if No Election + 8 mo.		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200, 17400
(End of Elections Section)										
City Clerk	CC-017	Ethics Training - Certificates	2 years	3 years	5 years		Mag, Ppr			GC §§34090, 53235.2(b)
City Clerk	CC-018	Grand Jury Reports (Pertaining to City Operations)	5 years		5 years		Ppr			Department preference (matches the retention of the Grand Jury); GC §34090
City Clerk	CC-019	Hearing Officer Determinations	2 years		2 years		Ppr			GC §34090
City Clerk	CC-020	Historical Records & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-021	Insurance Certificates (where they cannot be matched to an agreement)	11 years		11 years		Mag, Ppr			Department preference to cover all statute of limitations; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-022	List of City Council Members and Mayors	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-023	Minutes (City Council, Redevelopment)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-024	Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-025	Municipal Code and History File (always retain 1 supplement)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-026	Ordinances (City Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-027	Proclamations / Commendations / Memoriums / Recognitions / Resolutions of Appreciation, etc.	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-028	Proof of Publication / Public Notices / Certificate of Posting / Legal Advertising (Usually kept with Project Files)	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CC-029	Real Property - Records that Affect the Title to Real Property (Deeds, Easements, Liens, etc.)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-030	Recordings / Tapes of City Council Meetings - Audio Recordings / Cassette Tapes	P		P			Tape (Mag), OD		Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-031	Recordings / Tapes of City Council Meetings - Video Recordings / DVD-R	P		P			Mag, OD		Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-032	Records Destruction Lists / Certificates of Records Destruction	10 years		10 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090 et. seq.
City Clerk	CC-033	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P			Mag, Mfr, OD, Ppr	I	GC §34090 et. seq.
City Clerk	CC-034	Request for Public Records	2 years		2 years			Mag, Ppr		GC §34090
City Clerk	CC-035	Resolutions (City Council, Redevelopment)	P		P		Yes (all)	Mag, Mfr, OD, Ppr	S	No GC §34090 et. seq.
City Clerk	CC-036	Traffic Coordinating Committee MEETING SUMMARIES / RESPONSES TO CITIZENS	P		P		Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
City Clerk	CC-037	Traffic Coordinating Committee AGENDAS, AGENDA PACKETS	10 years		10 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager	CM-001	City Council Correspondence / Mayor's Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Manager	CM-002	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Manager	CM-003	Department Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-004	Newsletters to Employees or City Council (Friday Memos)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Manager / Lead Dept.	CM-005	Projects, Programs, Events, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager	CM-006	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (In office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HOUSING, ECONOMIC DEVELOPMENT, REDEVELOPMENT / SUCCESSOR AGENCY										
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-001	Bankruptcies - Housing Loans - NOT pursued	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-002	Bankruptcies - Housing Loans - Where a claim is filed	7 years		7 years			Mag, Ppr		Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-003	Economic Development Advisory Commission AGENDAS, AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Originals are filed in the project file; GC §34090.7
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-004	Economic Development Advisory Commission MINUTES & BYLAWS	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 10 years Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-005	Economic Development where Redevelopment is the Lead (Projects will vary over time - e.g. Proposed Hotels, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department preference; GC §34090
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-006	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. WITH a Recapture / Resale Restriction Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-007	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk	Loan Pay-off + 5 years		Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-008	Loan Applications Rejected (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	6 years		6 years		Mag, Ppr			Federal regulations require 6 years for all applications whether approved or denied; GC §34090
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-009	Permits: Special Events	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Before Expiration	Mag, Ppr			GC §34090
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-010	Redevelopment Plans & Associated Environmental Reports	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-011	Redevelopment Project Files & Project Plans (Includes Environmental Assessments)	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-012	Relocation Files Where Redevelopment is the Lead	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Ppr			Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
Community & Economic Develop. / Housing, Econ. Dev., Redev.	C&ED-013	Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
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(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PLANNING											
Community & Economic Develop. / Planning	C&ED-014	Affidavits of Publications / Public Hearing Notices / Legal Advertising	2 years		2 years			Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Community & Economic Develop. / Planning	C&ED-015	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Community & Economic Develop. / Planning	C&ED-016	Bonds: Subdivision Bonds	Release of Bond		Release of Bond			Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Community & Economic Develop. / Planning	C&ED-017	Census, Demographics	When No Longer Required		When No Longer Required			Mag, Ppr			(Non-Records - Census Bureau is OFR; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Economic Develop. / Planning	C&ED-018	Cultural Affairs Commission AGENDAS, AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Originals are filed in the project file; GC §34090.7
Community & Economic Develop. / Planning	C&ED-019	Cultural Affairs Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Community & Economic Develop. / Planning	C&ED-020	Design Review Board AGENDAS, AGENDA PACKETS.	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department preference; GC §34090.7
Community & Economic Develop. / Planning	C&ED-021	Design Review Board MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Community & Economic Develop. / Planning	C&ED-022	Developer Trust Accounts / Deposits	Close + 5 years		Close + 5 years			Mag, Ppr		Department Preference; (meets municipal government auditing standards); GC §34090
Community & Economic Develop. / Planning	C&ED-023	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Economic Develop. / Planning	C&ED-024	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required			Ppr		Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Community & Economic Develop. / Planning	C&ED-025	General Plan, Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community & Economic Develop. / Planning	C&ED-026	Master Plans, Specific Plans, Bikeway Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community & Economic Develop. / Planning	C&ED-027	Planning Commission AGENDAS, AGENDA PACKETS.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community & Economic Develop. / Planning	C&ED-028	Planning Commission AUDIO RECORDINGS of Meetings / Audio Tapes	P		P		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Community & Economic Develop. / Planning	C&ED-029	Planning Commission MINUTES, RESOLUTIONS & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Community & Economic Develop. / Planning	C&ED-030	Planning Project Files - Approved & Unapproved Temporary Entitlements: Christmas Tree Lots, Banner, Pumpkin Lots, Temporary Signs, etc.	2 years		2 years	Yes: During Event	Mag, Ppr		Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Community & Economic Develop. / Planning	C&ED-031	Planning Project Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Community & Economic Develop. / Planning	C&ED-032	Planning Project Files - Not Exercised / Expired Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes	Mag, Ppr		Projects have a 2 year vesting (applicant must pull permit within 2 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired; GC §§34090, 34090.7
Community & Economic Develop. / Planning	C&ED-033	Preliminary Review File	When No Longer Required		When No Longer Required		Mag, Ppr		Department preference; Preliminary Documents (no application submitted); GC §34090
Community & Economic Develop. / Planning	C&ED-034	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department Preference; GC §34090
Community & Economic Develop. / Planning	C&ED-035	Project Review Board - Employees ALL Records	2 years		2 years		Tape (Mag)		GC §54953.5(b)
Community & Economic Develop. / Planning	C&ED-036	Special Studies	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Community & Economic Develop. / Planning	C&ED-037	Street Closures	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community & Economic Develop. / Planning	C&ED-038	Zoning Maps	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Community & Economic Develop. / Planning	C&ED-039	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / ADMINISTRATION										
Finance / Admin.	FN-001	Assessment Districts / Community Facilities Districts, etc. - Financial Records / Assessor Rolls / Engineers Reports	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-002	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7
Finance / Admin.	FN-003	Audit Work Papers	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-004	Budgets - Adopted / Final	2 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Admin.	FN-005	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts; GC §34090
City Clerk	FN-005	Budgets - Adjustments	5 years		5 years	Yes: Current Fiscal Year	Mag, Ppr			Department preference (Approved by the City Council); GC §34090 et seq.
Finance / Admin.	FN-006	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		2 years		Ppr			GC §53753(e)(2)
Finance / Admin.	FN-007	Prop. 218 Fees & Charges: Master Mailing List / Certifications	2 years		2 years		Mag, Mfr, OD, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Finance / Admin.	FN-008	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		3 months			Ppr		Transitory records not retained in the ordinary course of business; GC §34090
Finance / Admin.	FN-009	Single Audits / Transportation Audits / PERS Audit, etc.	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department Preference (meets municipal government auditing standards); GC §34090
Police / Admin. - Commun. & Finance.	FN-010	Video Recordings - Employees / City Operations	1 year		1 year			Mag		1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
Police / Admin. - Commun. & Finance	FN-011	Video Recordings - Public Areas	When No Longer Required		When No Longer Required			Mag		Does not record regular ongoing operations of the City; GC §34090.6(a)

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE / GENERAL ACCOUNTING										
Finance / General Accounting	FN-012	1099's Issued / W-9s	5 years		5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / General Accounting	FN-013	Accounts Payable / Invoices and Backup (Excluding Grants) (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / General Accounting	FN-014	Actuarial Valuation Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Finance / General Accounting	FN-015	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-016	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-017	Bonds: Performance Bonds / Letters of Credit	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Finance / General Accounting	FN-018	Capital Outlay - Copies of Invoices and Depreciation Schedules for Capital Projects	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer		Completion + 10 years or After Funding Agency Audit, if required, whichever is longer		Mag, Ppr			Department Preference for grant auditing purposes (Lead Department managing the CIP is the Office of Record); GC §34090
Finance / General Accounting	FN-019	Cash Receipts / Daily Cash Summaries / Cashiers Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-020	Checks / Warrant Register Report (issued)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §34090
Finance / General Accounting	FN-021	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / General Accounting	FN-022	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FN-023	Financial Services Database (Springbrook)	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-024	Grant Accounting Files	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Finance / General Accounting	FN-025	Insurance Policies (City-owned) - ALL	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-026	Investment Reports / Treasurer's Reports	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-027	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Accounting	FN-028	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / General Accounting	FN-029	Loans (Including Amortization schedules, copies of the agreement, etc.)	Fully Paid or Forgiven + 5 years		Fully Paid or Forgiven + 5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-030	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (Financial System qualifies as a trusted system); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-031	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, Jet Fuel Tax, Smog / Green Fee, etc.	5 years		5 years			Mag, Ppr		Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-032	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal			Mag, Ppr		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / UTILITY BILLING / REVENUE SERVICES										
Finance / Revenue Services	FN-033	Accounts Receivable / Utility Billing - ALL - Business License Fee Applications, Registrations, Renewals, Late Charge Batch Reports, Transient Occupancy Tax (TOT) Applications & Returns, Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue Services	FN-034	Accounts Receivable: Leases / Rent / Property Management / Airport	End of Tenancy + 2 years	3 years	End of Tenancy + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Revenue Services	FN-035	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Revenue Services	FN-036	Bankruptcies - Where a claim is filed	2 years	3 years	5 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Revenue Services	FN-037	Collections / Collection Agency Statements	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Revenue Services	FN-038	Small Claims Court Judgments	Judgment + 5 years		Judgment + 5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd	Comments / Reference	
			Active (In office)	Inactive (Records Center)	Total Retention	Vital?	Media Options			Image: I=Import M=Mfr S=Scan
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
ADMINISTRATION										
Fire / Admin.	FR-001	Employee Background File - SUCCESSFUL	Separation + 30 years		Separation + 30 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Fire / Admin.	FR-002	Employee Background File - UNSUCCESSFUL, NON-SELECTS, DISQUALIFIED	3 years		3 years			Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Fire / Admin.	FR-003	Fire Incident RMS Database (Fire House)	Indefinite		Indefinite	Yes		Mag, Ppr		Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-004	ISO Insurance Ratings	15 years		15 years			Mag, Ppr		Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-005	Monthly Statistical Report / Run Statistics	When No Longer Required		When No Longer Required			Mag, Ppr		Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-006	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		When No Longer Required			Mag, Ppr		Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Human Resources	FR-007	Personnel Files - Employee Medical Records	P		P	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; Originals Maintained by Human Resources; GC §34090.7

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Human Resources	FR-008	Personnel Files - Separated or Retired Employees	Separation + 30 years		Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Originals Maintained by Human Resources; GC §34090.7
Fire / Admin.	FR-009	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-010	Requests for Fire Incident Reports and Fire Investigation Reports	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-011	Subpoenas (all Fire Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Comments / Reference	
			Active (In office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
EMERGENCY MEDICAL SERVICES										
Fire / EMS	FR-012	Death Declarations	5 years		5 years			Mag, Ppr		Department Preference; Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090
Fire / EMS	FR-013	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years			Mag, Ppr		Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090
Fire / Admin.	FR-014	EMS Database (Fire House)	Indefinite		Indefinite	Yes		Mag, Ppr		Data is interrelated; GC §34090 et seq.
Fire / EMS	FR-015	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years			Mag, Ppr		45 CFR 164.530(j)
Fire / EMS	FR-016	Refusal of Treatment / Release of Liability Form	5 years		5 years			Mag, Ppr		Department Preference; Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
FIRE MARSHAL / FIRE PREVENTION										
Fire / Fire Marshal & Fire Prevention	FR-017	Fire Code Permits / Special Event Permits / Fire Works Permits / Explosives Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.) (CRW Database)	5 years		5 years	Yes: Before Event	Mag, Ppr			CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-018	Fire Inspections / Business Inspection Files / Occupancy Inspections / Citations / Notice of Violations	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag, Ppr			California Fire Code requires 5 years; Allows the removal and purging of these records in the event the address file is too large; CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-019	Fire Investigations - Arson & Capital Crimes Only	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-020	Fire Investigations - OTHER Than Arson & Capital Crimes Only	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-021	Fire Sprinkler Plans / Fire Alarm Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-022	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event	Mag, Ppr			Preliminary drafts; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Fire / Fire Marshal & Fire Prevention	FR-023	Public Information / Education (when produced internally)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-024	Record Drawings of buildings - Fire Protection Systems	P		P			Mag, Mfr, OD, Ppr S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-025	Weed Abatement / Vegetation Abatement	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd
(OFR)										
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OPERATIONS / SUPPRESSION										
Fire / Ops	FR-026	Apparatus & Equipment Records & Testing	Surplus + 2 years		Surplus + 2 years			Mag, Ppr		Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
Fire / Ops	PW-058	Fuel and Gas Usage Logs	5 years		5 years			Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §34090
Lead Dept.	FR-027	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr		GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HUMAN RESOURCES										
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-002	CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, etc.)	6 years		6 years		Mag, Ppr			Department Preference; 6 years for retirement benefits; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-003	CalPERS Reports - Annual Employer Statements	2 years	3 years	5 years		Mag, Ppr			Department Preference; Retained to match other auditing periods; GC §34090
Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
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Human Resources	HR-005	Classification Specifications	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	HR-006	Compensation Surveys & Studies	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years			Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-007	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years			Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Human Resources	HR-008	Drug & Alcohol Test Results (All - Positives and Negatives)	2 years	3 years	5 years			Mag Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 34090, 49 CFR 655.71 et seq.;

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Human Resources	HR-009	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		3 years		Mag, Ppr			29 CFR 1602.30
Human Resources	HR-010	I-9s	Separation + 3 years		Separation + 3 years		Mag, Ppr			Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 34090
Human Resources	HR-011	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-012	Personnel Background Packet - POLICE & OTHER EMPLOYEES Unsuccessful (not hired)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq., GC §§12946, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Human Resources	HR-013	Personnel Files - Employees Includes Oaths of Office	Separation + 6 years	24 years	Separation + 30 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113
Human Resources	HR-014	Personnel Files - Medical File (all employees) Includes Hearing Tests, Respirator Fit Tests, etc.	Separation + 6 years	24 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Human Resources	HR-015	Recruitment and Testing File (Includes Advertisements, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	3 years		3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090
Human Resources	HR-016	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-017	Underground Storage Tank Locations, Removal and Remediation (Leaking Underground Storage Tanks)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PAYROLL										
Human Resources / Payroll	HR-018	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; Retained to match other auditing periods; GC §34090
Human Resources / Payroll	HR-019	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Human Resources / Payroll	HR-020	Deferred Compensation (City Statements)	2 years	3 years	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4 -7 years; GC §304090, 26 CFR 31.6001.1
Human Resources / Payroll	HR-021	Payroll Reports - Annual Detail	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference for PERS Buy-backs; GC §34090
Human Resources / Payroll	HR-022	Payroll Reports - Periodic (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Human Resources / Payroll	HR-023	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Human Resources / Payroll	HR-024	W-2's	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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RISK MANAGEMENT										
Human Resources / Risk Manage.	HR-025	Accident Reports - Employees - Workers Compensation Pending Claims (No Workers Compensation Claim filed, No Toxic Substance Exposures)	Separation + 2 years	4 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference to be consistent with Human Resources files; GC §§12946, 34090
Human Resources / Risk Manage.	HR-026	Accident Reports - Vehicle Accident Report (City Vehicles)	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
Human Resources / Risk Manage.	HR-027	Claim Runs	5 years		5 years		Mag Ppr			Department Preference; GC §34090
Human Resources / Risk Manage.	HR-028	Claims (Liability Claims)	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Human Resources / Risk Manage.	HR-029	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources / Risk Manage.	HR-030	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Human Resources / Risk Manage.	HR-031	Personnel Files - Employee Exposure Records (Hepatitis, etc.)	P		P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Originals Maintained by Human Resources; GC §34090.7
Human Resources / Risk Manage.	HR-032	Workers Compensation Claim Runs	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources / Risk Manage.	HR-033	Workers Compensation Claims	Separation + 2 years	28 years	Separation + 30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
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Information Technology	IT-001	Backup Tapes - Daily	When No Longer Required		When No Longer Required	Yes	Mag.		Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-002	Backup Tapes - Weekly / Monthly		When No Longer Required	When No Longer Required	Yes	Mag.		Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-003	Inventory, Information Systems	When No Longer Required		When No Longer Required	Yes	Mag.		Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.		Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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ADMINISTRATION											
Police / Admin.	PD-001	Department Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-002	Internal Affairs Investigations / Complaints: CITIZEN-GENERATED COMPLAINTS (May include criminal acts, moral turpitude, complaints generated from a citizen)	Final Disposition + 5 years		Final Disposition + 5 years			Mag, Ppr			State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Police / Admin.	PD-003	Internal Affairs Investigations / Complaints: INTERNAL COMPLAINTS	Final Disposition + 3 years		Final Disposition + 3 years			Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090
Police / Admin.	PD-004	Personnel Background Packet - POLICE & OTHER EMPLOYEES Successful (hired)	Separation + 30 years		Separation + 30 years	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090

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Police / Admin.	PD-005	Personnel Files - Police Department Employees Includes Evaluations, Training Certificates, etc.	Separation + 30 years		Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Admin.	PD-006	Pursuit Critiques	2 years		2 years		Mag, Ppr			GC § 34090 et seq.
Police / Admin.	PD-007	Reports and Studies regarding Police operations (not historical - staffing, overtime, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Admin.	PD-008	Special Events / Ops Plan	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Admin.	PD-009	Street Closures	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Admin.	PD-010	Time Off Requests / Sick Slips	2 years		2 years		Mag, Ppr			Department Preference; preliminary drafts; GC §34090 et seq.

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Police / Admin.	PD-011	Traffic Speed Surveys	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §§34090
Police / Admin.	PD-012	Use of Force Review Board Reports / Use of Force Review (Involving Employees)	Incident + 5 years		Incident + 5 years			Mag, Ppr			Department preference; GC §§12946, 34090

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ADMINISTRATION / CHIEF OF POLICE										
Police / Admin. / Chief	PD-013	CCW (Carry Concealed Weapon) Permits - Approved	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-014	CCW (Carry Concealed Weapon) Permits - Denied	2 years		2 years	Yes	Mag, Ppr			GC § 34090 et seq.

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ADMINISTRATION - COMMUNICATIONS / CAD / DISPATCH										
Police / Admin. - Commun.	PD-015	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	365 days		365 days			Mag		Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Admin. - Commun.	PD-016	Officer Recordings: Mobile Audio Video (MAV) Recordings (Mobile in-Car Video) that are not evidence (in-car videos, etc.)	1 year		1 year			Mag		Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6 et seq.
Police / Admin. - Commun & Finance.	PD-017	Video Recordings - Employees / City Operations	1 year		1 year			Mag		1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
Police / Admin. - Commun. & Finance	PD-018	Video Recordings - Public Areas	When No Longer Required		When No Longer Required			Mag		Does not record regular ongoing operations of the City; GC §34090.6(a)

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ADMINISTRATION - TEMPORARY HOLDING FACILITY										
Police / Admin. - Temp. Holding Facility	PD-019	Booking Folders (Property, Medical, etc.)	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Admin. - Temp. Holding Facility	PD-020	Booking Log	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Admin. - Temp. Holding Facility	PD-021	Holding Cell Log / Sergeant's Holding Cell Log	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Admin. - Temp. Holding Facility	PD-022	Holding Cell Checks	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.

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ADMINISTRATION - RECORDS										
Police / Admin. - Records	PD-023	Citations - Moving Violations, Marijuana	2 years		2 years		Mag, Ppr			GC §34090
Police / Admin. - Records	PD-024	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years		Mag, Ppr			GC §34090
Police / Admin. - Records	PD-025	Field Investigation Cards (FI's) - After Entry into to RMS	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
Police / Admin. - Records	PD-026	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Admin. - Records	PD-027	POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered		Firearm Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	PC§ 11108(b); GC§ 34090
Police / Admin. - Records	PD-028	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); H&S §11361.5; GC §34090

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Police / Admin. - Records	PD-029	POLICE REPORTS / INCIDENT REPORTS: ALL, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, etc.	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Admin. - Records	PD-030	POLICE REPORTS / INCIDENT REPORTS: Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Felony DNA (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), WIC 707(b)
Police / Admin. - Records	PD-031	POLICE REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)

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Police / Admin. - Records	PD-032	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Admin. - Records	PD-033	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Admin. - Records	PD-034	POLICE REPORTS / INCIDENT REPORTS: Missing Persons (Returned)	Until CLETS Entry No Longer Exists - Minimum 2 years		Until CLETS Entry No Longer Exists - Minimum 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Admin. - Records	PD-035	POLICE REPORTS / INCIDENT REPORTS: Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)

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Police / Admin. - Records	PD-036	Public Information Requests	2 years		2 years			Mag, Ppr			GC §34090
Police / Admin. - Records	PD-037	Registrants: Arson - Adults	5 years	P	P			Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. - Records	PD-038	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. - Records	PD-039	Registrants: Narcotic	5 years		5 years			Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Admin. - Records	PD-040	Registrants: Sex Offenders - Adults	P		P			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Pursuant to PC §290 et seq.
Police / Admin. - Records	PD-041	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §290 et seq.; W&I §781;
Police / Admin. - Records	PD-042	RMS Database	Indefinite		Indefinite	Yes		Mag			Data Fields / Records are interrelated; GC §34090

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Police / Admin. - Records	PD-043	Subpoenas (all Police Dept.) / Discovery Requests / Civil Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090
Police / Admin. - Records	PD-044	Vehicle Repossession Notifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
CODE COMPLIANCE										
Police / Code Compliance	PD-045	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
Police / Code Compliance	PD-046	Code Enforcement Database	Indefinite	B	Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850

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INVESTIGATION										
Police / Records	PD-047	Detectives Investigation Files and Arrest Files - ALL Crimes	Transfer to Records		Transfer to Records			Mag, Ppr		Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Investigat.	PD-048	Informant Files	5 years		5 years			Mag, Ppr		Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090
Police / Investigat.	PD-049	Intelligence Files (Criminal Intelligence Files)	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Investigat.	PD-050	Investigation Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded Department preference (Not Intelligence files); GC §34090

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Police / Investigat.	PD-051	Pawn Slips	2 years		2 years			Mag, Ppr		Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090

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PATROL										
Police / Patrol	PD-052	Canine (Police Dogs) Program Files / Training Files: Animal Files	Separation + 3 years		Separation + 3 years			Mag, Ppr		3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-053	Canine (Police Dogs) Program Files: Action Reports, Monthly Reports	5 years		5 years			Mag, Ppr		Department preference; GC §34090 et seq.
Police / Patrol	PD-054	PAS Device Calibration Logs	5 years		5 years			Mag, Ppr		Department preference; GC §34090 et seq.
Police / Patrol	PD-055	Patrol Ride-A-Long Waiver Form	2 years		2 years			Mag, Ppr		GC §34090 et seq.
Police / Patrol	PD-056	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years		Life of the Equipment + 2 years			Mag, Ppr		Department preference; GC §34090 et seq.

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PROPERTY & EVIDENCE											
Police / Property & Evidence	PD-057	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-058	Forfeiture Notification	2 years		2 years			Mag, Ppr			GC §34090
Police / Property & Evidence	PD-059	Lost & Found Property (Documents related to)	2 years		2 years			Mag, Ppr			GC §34090
Police / Property & Evidence	PD-060	Gun and Narcotics Destruction Log (Documents related to)	10 years		10 years			Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-061	Latent Print File	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
TRAINING											
Police / Training	PD-062	Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	5 years		5 years					Mag, Ppr	Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Training	PD-063	Weapons Database / Department Weapons (Department-issued Weapons)	Indefinite		Indefinite	Yes				Mag	Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PW / AIRPORT											
AS / Risk Manag.	PW-001	Accident / Incident Reports: Aircraft (sent to FAA)	2 years		2 years			Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department preference; GC §34090.7
PW / Airport	PW-002	Airport Advisory Commission AGENDAS, AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr			Originals are filed in the project file; GC §34090.7
PW / Airport	PW-003	Airport Advisory Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S		Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
PW / Airport	PW-004	Airport Operations (FAA Circulars, etc.)	Superseded		Superseded	Yes	Mag, Mfr, OD, Ppr	S		No	GC §34090
PW / Airport	PW-005	Airport State License (Safety Inspections)	Expiration of License + 4 years		Expiration of License + 4 years	Yes	Mag, Mfr, OD, Ppr	S		No	Covers all statute of limitations; GC §34090, CCP §337 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PW / Airport	PW-006	CalTrans Aeronautics Inspections (Annual - includes letters of corrections and citations)	3 years		3 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference (consistent with Code Enforcement and Operational Complaints); Statewide Guidelines recommend Current Year + 10 years for Runway Inspections, Current Year + 2 years for Safety Self-Inspections; GC §34090 et seq.
PW / Airport	PW-007	Certificates of Insurance - Miscellaneous (can't match to a FBO or Hangar / Tie Down)	5 years		5 years			Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Covers Statute of Limitations; CCP § 337 et. seq., GC §34090
PW / Airport	PW-008	Citations / Code Enforcement Actions / Notices of Violations (includes noise and safety complaints)	Resolution + 3 years		Resolution + 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference (consistent with other Code Enforcement and Operational Complaints); Statewide guidelines recommend Current Year + 10 years for Noise Monitoring & Complaints; GC §34090 et seq.
PW / Airport	PW-009	Customer Lists (Includes hangar inventories, tiedown inventories)	When No Longer Required		When No Longer Required	Yes		Mag, Mfr, OD, Ppr	Mfr	Yes: After Inactive	Transitory Record; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PW / Airport	PW-010	Daily Logs & Maintenance: Meter Reading & Adjustments, Facility Maintenance Logs, (FAA Forms)	10 years		10 years		Mag, Ppr	S	Yes: After 1 year	Department preference; GC §34090, 14 CFR 171.13 - 171.213
PW / Airport	PW-011	Daily Logs & Maintenance: Radio Equipment Operation Records, VOR Ground Check Error Data, Technical Performance Record (FAA Forms)	10 years		10 years		Mag, Ppr	S	Yes: After 1 year	Department Preference (no particular retention requirements in law); GC §34090, 14 CFR 171.13 - 171.213
PW / Airport	PW-012	Emergency Operations / Disaster Recovery / Earthquake Information	Until Superseded		Until Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Most are non-records; GC §34090
Personnel	PW-013	Employee Exposure Records: Hazmat Exposure Records	Transfer to Risk Management		Transfer to Risk Management		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	copies; GC §34090.7
PW / Airport	PW-014	Fuel and Gas Usage (Fuel Master)	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
PW / Airport	PW-015	Gate Card User Acknowledgements	Upon Disabling of Card		Upon Disabling of Card	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After Inactive	Transitory records; GC §34090
PW / Engineering	PW-016	Improvement Projects / CIP Projects	Copies- When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After Inactive	Copies; GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	PW-017	Master Plan	Copies-When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	Mfr	Yes: After Inactive	Copies; GC §34090.7
PW / Airport	PW-018	MSDS (Material Safety Data Sheets) Masters	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
PW / Airport	PW-019	NPDES Permit (Stormwater Discharge Permit)	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Ppr			Consistent with Statewide Guidelines; GC §34090
PW / Airport	PW-020	Stormwater: Chain of Custody, Guidance Information, Lab Reports	3 years		3 years		Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
PW / Airport	PW-021	Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 3 years		Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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PW / ENGINEERING										
PW / Engineering	PW-022	Abandonments / Vacations (Streets) / Survey File	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
PW / Engineering	PW-023	Aerial Maps / Photographs - Analog or Digital & Index to Aerials	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-024	Assessment District / Community Facilities Districts / Maintenance District / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts (FORMATION, BOUNDARIES, ENGINEERS REPORTS, MAPS)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
PW / Engineering	PW-025	Benchmarks	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PW / Engineering	PW-026	<p>Capital Improvement Projects (CIP): Administration File</p> <p>Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, etc.</p>	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
PW / Engineering	PW-027	<p>Capital Improvement Projects (CIP): Permanent File</p> <p>Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.</p>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	PW-028	Correspondence - Regulatory Agencies	P		P	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
City Clerk	PW-029	Deeds, Easements, Liens	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
PW / Engineering	PW-030	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-031	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Builts"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
PW / Engineering	PW-032	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	15 years		15 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
PW / Engineering	PW-033	Engineering Studies / Surveys (City Built Projects)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
PW / Engineering	PW-034	Environmental Services / Solid Waste / AB 939 Compliance; Reports to California integrated Waste Management Board, etc.	10 years		10 years		Mag, Ppr		Department Preference; GC §34090
PW / Engineering	PW-035	Geotechnical and Soils Reports; Hydrology Reports (Authorized by the City or their contractors)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
PW / Engineering	PW-036	Grading Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
PW / Engineering	PW-037	Landfill	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference; GC §34090 et seq.
PW / Engineering	PW-038	NPDES Monitoring and Inspections - Stormwater	10 years		10 years		Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
PW / Engineering	PW-039	NPDES Permits - Stormwater	10 years	P	P	Yes: Until Expiration	Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Building	PW-040	Plan Checks for Building Permits	P		P		Mag, Ppr		Preliminary drafts; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PW / Engineering	PW-041	Private Development Projects / Job Files: Administration File Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
PW / Engineering	PW-042	Private Development Projects / Job Files: Permanent Files Drainage, Driveway, Encroachments, Grading Plans, Rights of Way, Stormwater, etc. Dedications, Easements, Abandonments (City Clerk is OFR) <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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City Clerk	PW-043	Real Property Acquisitions / Sale	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
PW / Engineering	PW-044	Rights of Entry	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090 et seq.
PW / Engineering	PW-045	Studies - Transportation	10 years		10 years		Mag Ppr			Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090
PW / Engineering	PW-046	Survey Field Books (Authored by the City)	10 years	P	P		Mag, Ppr			Department preference; GC §34090 et seq.
State of California	PW-047	SWITRS - Statewide Integrated Traffic Records System	When No Longer Required		When No Longer Required		Mag Ppr			Non-Records (Sheriff)
PW / Engineering	PW-048	Traffic Complaints	10 years		10 years		Mag, Ppr			Department preference; GC §34090
PW / Engineering	PW-049	Traffic Signal Inventory	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
PW / Engineering	PW-050	Traffic Signals	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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PW / Engineering	PW-051	Traffic Studies / Traffic Counts	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
PW / Engineering	PW-052	Transportation Master Plans / Traffic Master Plans	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090	
PW / Engineering	PW-053	Tree Commission AGENDAS, AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr				Originals are filed in the project file; GC §34090.7
PW / Engineering	PW-054	Tree Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.	

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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PW / OPERATIONS - FLEET									
PW / Operations Fleet	PW-055	Vehicle & Equipment Database	Indefinite		Indefinite	Yes	Mag		Data Fields / Records are interrelated; GC §34090
PW / Operations Fleet	PW-056	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
PW / OPERATIONS, PARKS, STREETS & TREES									
PW / Operations, Parks, Streets, & Trees	PW-057	Aboveground Petroleum Storage Tanks (City Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
PW / Operations, Parks, Streets, & Trees	PW-058	AQMD Permits (Generators, etc.)	Current + 2 years		Current + 2 years		Mag, Ppr		Department Preference; GC §34090

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PW / Operations, Parks, Streets, & Trees	PW-059	Fuel and Gas Usage Logs	5 years		5 years		Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §34090
PW / Operations, Parks, Streets, & Trees	PW-060	Generator Operation Logs (for fixed / stationary generators) / Inspections	3 years		3 years		Mag, Ppr		Department Preference (2 years is required by AQMD); GC §34090
PW / Operations, Parks, Streets, & Trees	PW-061	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S	Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
PW / Operations, Parks, Streets, & Trees	PW-062	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr		Department Preference; GC §34090 et. seq.
PW / Operations, Parks, Streets, & Trees	PW-063	Park Inspections	2 years		2 years		Mag Ppr		Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623, 40 CFR 171.11 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
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PW / Operations, Parks, Streets, & Trees	PW-064	Pesticide Application Records	2 years		2 years		Mag Ppr		Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623, 40 CFR 171.11 et seq.
PW / Operations, Parks, Streets, & Trees	PW-065	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr		GC §34090
PW / Operations, Parks, Streets, & Trees	PW-066	Underground Service Alerts (USA's) - Our Locate and Marks Only	3 years		3 years		Mag, Ppr		Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090
PW / Operations, Parks, Streets, & Trees	PW-067	Used Oil Disposal	3 years		3 years		Mag, Ppr		22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
PW / Operations, Parks, Streets, & Trees	PW-068	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag		Data is interrelated; GC §34090

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PW / Operations, Parks, Streets, & Trees	PW-069	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required					Mag Ppr	Preliminary drafts (the database is the original); GC §34090
PW / Operations, Parks, Streets, & Trees	PW-070	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years					Mag Ppr	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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PW / RECREATION									
PW / Recreation	PW-071	Accident / Incident / First Aid / Mishap Reports (Minor injuries - bandages, scratches, etc)	2 years		2 years		Mag, Ppr		GC §34090
PW / Recreation	PW-072	Activity / Special Programs / Special Event Files Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr		Department preference; GC §34090
PW / Recreation	PW-073	Check In List / Sign In Lists	When No Longer Required		When No Longer Required		Mag, Ppr		Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
PW / Recreation	PW-074	Contracts: Class Instructors Includes Insurance Certificates and Administration Records	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
PW / Recreation	PW-075	Donations of Art Work or Product (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years		Mag, Mfr, OD, Ppr		Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090

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PW / Recreation	PW-076	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
PW / Recreation	PW-077	Facility Use Rental Contracts / Field Use Contracts	2 years		2 years	Yes: Before Event		Mag, Ppr		GC §34090
PW / Recreation	PW-078	Parks & Recreation Commission AGENDAS, AGENDA PACKETS.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
PW / Recreation	PW-079	Parks & Recreation Commission MINUTES & BYLAWS	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After 10 years Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
PW / Recreation	PW-080	Recreation Database	Indefinite		Indefinite			Mag		Department Preference; data is interrelated; GC §34090
PW / Recreation	PW-081	Registration Forms / Reservation Forms / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years			Ppr		GC §34090

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PW / Recreation	PW-082	Sign-in / Sign-out sheets (Day camp, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
PW / Recreation	PW-083	Special Events & Programs	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC §34090
PW / Recreation	PW-084	Waivers of Liability	2 years		2 years			Mag, Ppr		GC §34090

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PW / SOLID WASTE & RECYCLING										
Public Works / Solid Waste & Recycling	PW-085	Hazardous Waste Manifests	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference (City has "cradle to grave" liability); GC §34090
Public Works / Solid Waste & Recycling	PW-086	Landfill	P		P		Mag, Ppr			Department preference; GC §34090
Public Works / Solid Waste & Recycling	PW-087	Recycling / AB 939 Compliance	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Consistent with City-wide standards for contract administration
Public Works / Solid Waste & Recycling	PW-088	Solid Waste Tonnage Reports / Statistics	10 years		10 years		Mag, Ppr			Department preference; GC §34090
Public Works / Solid Waste & Recycling	PW-089	Solid Waste Transfer Station Permits	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department Preference; GC §34090

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PW / WASTEWATER										
PW / Wastewater	PW-090	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings (Maintenance, where Wastewater Management is the Lead)	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years			Mag		Department Preference; GC §34090 et seq.
PW / Wastewater	PW-091	Complaints	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Lead Depart.	PW-092	Confined Space Entries	3 years		3 years			Mag, Ppr		Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
PW / Wastewater	PW-093	Correspondence - Regulatory Agencies	Minimum 10 years		Minimum 10 years	Yes: While Active Issues		Mag, Ppr		Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
PW / Wastewater	PW-094	Lab Reports & Chains of Custody: Wastewater Treatment	5 years		5 years			Mag, Ppr		If treating water, required for 5 years; 40 CFR 122.41(j)(2)
PW / Wastewater	PW-095	Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits	Minimum 10 years		Minimum 10 years			Mag, Ppr		Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
PW / Wastewater	PW-096	Maintenance, Cleaning, Repairs, Stoppage Calls, Spills, Line Replacement	10 years		10 years			Mag, Ppr		Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090

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PW / Wastewater	PW-097	Operating Permit	Expiration + 2 years	P	P			Mag, Mfr, OD, Ppr	S / I	No	Department preference; GC §34090
PW / Wastewater	PW-098	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment			Mag, Ppr			Department Preference; GC §34090
PW / Wastewater	PW-099	Operator Log Books / Treatment Plant Log Books	20 years		20 years			Mag, Ppr			Department Preference; 5 years for sewage sludge and removal; 3 years for NPDES; 40 CFR 122.41(j)(2); 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)
PW / Wastewater	PW-100	Permits: Encroachment Permits, Groundwater Permits, Operating Permits, etc.	P		P			Mag, Ppr			Department preference; GC §34090
PW / Wastewater	PW-101	Permits: Pressure Vessels, Boilers, etc.	When Superseded		When Superseded			Mag, Ppr			Department preference; GC §34090
PW / Wastewater	PW-102	Planning and Scheduling	When No Longer Required		When No Longer Required			Mag, Ppr			GC §34090
PW / Wastewater	PW-103	Sanitary Spills and Overflows (SSOs)	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If treating water, required for 5 years; 40 CFR 122.41(j)(2)
PW / Wastewater	PW-104	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7

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PW / Wastewater	PW-105	Sewage Sludge Removal	5 years		5 years		Mag, Ppr		5 years for sewage sludge and removal; 3 years for NPDES; 40 CFR 122.41(j)(2); 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)
Lead Dept.	PW-106	Underground Service Alerts (USA's)	5 years		5 years		Mag, Ppr		Department Preference (the warrantee period for work done is 5 years); GC §34090
PW / Wastewater	PW-107	Wastewater / Sewer System Management Plans (SSMP) and Audits	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090
Division Providing Service / Work	PW-108	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag		Data is interrelated; GC §34090
Division Providing Service / Work	PW-109	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr		Preliminary drafts (the database is the original); GC §34090

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Division Providing Service / Work	PW-110	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
PW / WATER (POTABLE WATER)										
PW / Water	PW-111	Backflow Test Results / Backflow Assembly Test Reports	5 years		5 years			Mag, Ppr		Department preference; 17 CCR 7605(f); GC §34090
Lead Depart.	PW-112	Confined Space Entries	3 years		3 years			Mag, Ppr		Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
PW / Water	PW-113	Conservation Programs / Rebate Programs / Check Requests	5 years		5 years			Mag, Ppr		Department Preference (meets auditing standards); GC §34090
PW / Water	PW-114	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence)	5 years		5 years			Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a)
PW / Water	PW-115	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	Minimum 10 years		Minimum 10 years			Mag, Ppr		Department Preference; GC §34090

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PW / Water	PW-116	Fire Hydrant Flow Tests (Development or Maintenance) - Paper	Minimum 10 years		Minimum 10 years			Mag, Ppr		Department Preference; GC §34090
PW / Water	PW-117	Lab Reports & Chains of Custody: Bacteriological and Organics	12 years		12 years			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department Preference; 40 CFR 141.33(a)
PW / Water	PW-118	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals)	12 years		12 years			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
PW / Water	PW-119	Lab Reports & Chains of Custody: Lead & Copper	12 years		12 years			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Required for 12 years or 2 compliance cycles; 40 CFR 141.91
PW / Water	PW-120	Log Book (Pump Houses)	7 years		7 years			Mag Ppr		Department Preference; GC §34090
Lead Dept.	PW-121	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment			Mag, Ppr		Department preference; GC §34090
Lead Dept.	PW-122	Pre-Trip Inspections / DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr		GC §34090
PW / Water	PW-123	Public Benefit Programs / Low Income, etc.	5 years		5 years			Mag, Ppr		Department Preference (meets auditing standards); GC §34090
PW / Water	PW-124	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes		Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7

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Lead Dept	PW-125	Underground Service Alerts (USA's)	5 years		5 years		Mag, Ppr			Department Preference (the warrantee period for work done is 5 years); GC §34090
PW / Water	PW-126	Urban Water Management Plans (UWMP)	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference (copies) GC §34090.7
PW / Water	PW-127	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		P		Mag			Department preference; GC §34090
PW / Water	PW-128	Vulnerability Assessment	When Superseded Minimum 2 years		When Superseded - Minimum 2 years		Mag, Ppr			Confidential; GC §34090
PW / Water	PW-129	Water Forecasts / Urban Water Management Forecast / Future Developments, etc.	5 years		5 years		Mag, Ppr			Department Preference (copies) GC §34090.7
PW / Water	PW-130	Water Production Reads / Reports (to State DPH & DWR)	5 years		5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
PW / Water	PW-131	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
PW / Water	PW-132	Water Resources Planning Historical Reports / Water Assessments	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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City Clerk	PW-133	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
PW / Water	PW-134	Water Transactions - Annual Summary	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
PW / Water	PW-135	Well Records (includes Destroyed or Abandoned Wells)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

EXHIBIT B



City of
Los Banos

At the Crossroads of California

Agenda Staff Report

TO: Mayor & City Council Members

FROM: Mark Fachin, P.E., Public Works Director/City Engineer

DATE: October 15, 2014

SUBJECT: Budget Amendment for Expenditure of Combination Sewer Cleaner Truck

TYPE OF REPORT: Consent Agenda

Recommendation:

That the City Council adopts the Resolution approving Budget Amendment for expenditure of Combination Sewer Cleaner Truck.

Background:

The City of Los Banos approved the purchase of a Combination Sewer Cleaner Truck from Owen Equipment Sales in the amount of \$393,655.00 on December 4, 2013. The bid documents allowed up to 365 days for delivery of the truck. Owen Equipment Sales indicated they would be able to deliver the truck within 200 calendar days. Since the Fiscal Year 2013-14 budget included the funding of the truck and the vehicle was projected to be delivered mid June no further action was necessary.

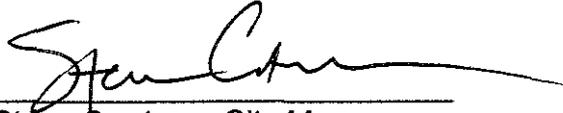
Discussion:

Subsequent to the Fiscal Year 2014-15 budget being approved in June, the Public Works Department received notice from Owen Equipment Sales that their delivery date would be delayed. The truck was delivered to the City on September 30, 2014. Approved Fiscal Year 2013-14 budget funding was not forwarded to Fiscal Year 2014-15 budget.

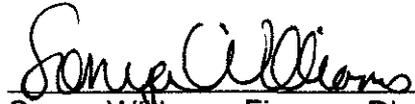
Fiscal Impact:

Increase expenditures in the Water Fund account number 501-461-100-753 in the amount of \$196,827.50 and Wastewater Collections Fund account number 502-432-100-753 in the amount of \$196,827.50.

Reviewed by:



Steve Carrigan, City Manager



Sonya Williams, Finance Director

Attachments:

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF LOS BANOS APPROVING
BUDGET AMENDMENT FOR EXPENDITURE
OF COMBINATION SEWER CLEANER TRUCK**

WHEREAS, the City Council of the City of Los Banos has been presented an amendment to the 2014-15 Fiscal Year budget; and

WHEREAS, the City Council of the City of Los Banos may adjust the overall appropriation levels in each fund at any time during the Fiscal Year by action to amend the budget; and

WHEREAS, the proposed budget increases include \$196,827.50 in expenditures for the Water Fund account 501-461-100-753 and \$196,827.50 in expenditures for the Wastewater Collection Fund account 502-432-100-753; and

WHEREAS, the funds are available in the Water Fund and Wastewater Collection Fund,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Banos hereby amends the 2014-2015 Fiscal Year Budget to include an increase of \$196,827.50 in expenditures for the Water Fund account 501-461-100-753 and \$196,827.50 in expenditures for the Wastewater Collection Fund account 502-432-100-753.

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Los Banos held on the 15th day of October 2014, by Council Member _____ who moved its adoption, which motion was duly seconded by Council Member _____ and the Resolution adopted by the following vote:

AYES:
NOES:
ABSENT:

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor and Council Members
FROM: Ray Reyna, Police Commander 
DATE: October 15, 2014
SUBJECT: Extension of a 2013 American Society for the Prevention of Cruelty to Animals (ASPCA) Grant
TYPE OF REPORT: Consent Agenda

Recommendation:

That the City Council approve an increase in City expenditures in the amount of \$509.00 for FY 2014-2015.

Discussion:

On July 25, 2013, the Police Department was awarded a one (1) year ASPCA Grant in the amount of \$5,000.00, with a project period of July 25, 2013 to July 25, 2014. The funds were received into the FY 2013-2014 budget and were identified by the ASPCA for a low Cost Spay/Neuter Voucher Program. The Department administered the program however learned a few recipients of the vouchers did not redeem their vouchers prior to the end of the grant period. The ASPCA has authorized a three (3) month extension to the grant period, allowing voucher recipients to use the remaining balance of \$509.00 in the fund.

The budget for this grant, including account numbers are as follows:

Expenditures:

Spay/Neuter Program:	100-429-170-273	\$ 509.00
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Fiscal Impact:

Expenditures for the FY 2014-2015 will increase in the amount of \$509.00. Impact to the General Fund will involve staff time supervising the program.

Reviewed by:


Sonya Williams, Finance Director


Steve Carrigan, City Manager

Attachments:

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS BANOS AMENDING THE 2014-2015 FISCAL YEAR BUDGET BY INCREASING THE APPROPRIATION AMOUNT FOR EXPENDITURES IN THE AMOUNT OF \$509.00 RELATED TO A THREE MONTH EXTENSION TO A 2013-2014 FISCAL YEAR ASPCA GRANT

WHEREAS, the Police Department was awarded a one year ASPCA Grant on July 25, 2013 in the amount of \$5,000.00 to be used for a low cost spay/neuter voucher program; and

WHEREAS, a three month extension to the grant has been approved by the ASPCA to spend the remaining \$509.00 in grant funding; and

WHEREAS, the City Council of the City of Los Banos may adjust the overall appropriation levels in each fund at any time during the FY 2014-2015 by action to amend this budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Banos does hereby approve an increase to the appropriation limit for expenditures in the amount of \$509.00 within the Departments Other Grants Fund. The budget for this grant, including account numbers is as follows:

Expenditures:

Spay/Neuter Program:	100-441-170-273	\$509.00
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The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Los Banos held on the 15th day of October 2014, by Council Member _____ who moved its adoption, which motion was duly seconded by Council Member _____ and the Resolution adopted by the following vote:

AYES:
NOES:
ABSENT:

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk



City of
Los Banos

At the Crossroads of California

Agenda Staff Report

TO: Mayor and City Council Members

FROM: Ray Reyna, Police Commander

A handwritten signature in black ink, appearing to be 'Ray Reyna', is written next to the 'FROM:' field.

DATE: October 15, 2014

SUBJECT: Police Department awarded \$44,016.00 California Office of Traffic Safety STEP Grant

TYPE OF REPORT: Consent Agenda

Recommendation:

Approve the acceptance of the California Office of Traffic Safety Selective Traffic Enforcement Program (STEP) grant (Grant Number PT15137) in the amount of \$44,016.00 for FY 2014-2015 and approve an increase in City expenditures and revenues in the amount of \$44,016.00 for the FY 2014-2015.

Discussion:

The Police Department has applied for and been awarded a 12 month California Office of Traffic Safety (OTS) assistance grant in the amount of \$44,016.00. This funding will be devoted to specific goals and objectives related to traffic enforcement and the training of staff. Some of the goals and objectives related to this grant are:

- ☛ To reduce the number of persons injured and killed in alcohol and non alcohol related traffic collisions.
- ☛ To reduce the number of hit and run injury and non injury related collisions.
- ☛ To reduce the number of hit and run non-injury, injury and fatal collisions.
- ☛ To reduce the number of bicycle and pedestrian related collisions.

To accomplish the above goals and objectives, the Department will use this grant to focus on the following: Advanced officer training related to DUI enforcement, the use of press releases and media advisories to increase public awareness, DUI checkpoints, DUI saturation patrols, DUI offender warrant service operations, red light enforcement, and speed enforcement.

The budget for this grant, including account numbers are as follows:

Revenues:

State Grant:	246-000-334-010	\$44,016.00
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Expenditures:

Overtime:	246-421-170-103	\$37,172.00
Benefits	246-421-170-120	\$ 2,844.00
Travel/Training:	246-421-170-257	\$ 4,000.00

Fiscal Impact:

Revenues and Expenditures for the 2014-2015 fiscal year will increase in the amount of \$44,016.00. A portion of this grant will extend into the FY 2015-2016 as the grant cycle will end on September 30, 2015.

Reviewed by:


Sonya Williams, Finance Director


Steve Carrigan, City Manager

Attachments:

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS BANOS APPROVING THE ACCEPTANCE OF A \$44,016.00 GRANT (PT15137) FROM THE CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) AND AMENDING THE 2014-2015 BUDGET BY INCREASING THE APPROPRIATION AMOUNT OF THE STATE GRANT FUND ACCOUNT FOR EXPENDITURES AND REVENUES IN THE AMOUNT OF \$44,016.00

WHEREAS, careless and intoxicated drivers are among the most serious hazards on our public roadways; and

WHEREAS, through public awareness, department training, enforcement action and high visibility law enforcement efforts, the Los Banos Police Department can reduce the number of traffic related incidents which cause death or serious injuries; and

WHEREAS, the Los Banos Police Department has applied for and been awarded an \$44,016.00 grant through the California Office of Traffic Safety (OTS) to enforce traffic related crimes and provide advanced law enforcement training.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Banos does hereby approve the acceptance of the Office of Traffic Safety grant (PT15137) in the amount of \$44,016.00, beginning October 1, 2014 and ending September 30, 2015, to assist in the enforcement of alcohol related crimes and increase the appropriation limit for revenues in the amount of \$44,016.00; and expenditures in the amount of \$44,016.00 within the State Grant Fund. The budget for this grant, including account numbers is as follows:

Revenues:

State Grant: 246-000-334-010 \$ 44,016.00

Expenditures:

Overtime: 246-421-170-103 \$ 37,172.00
Benefits 246-421-170-120 \$ 2,844.00
Travel/Training: 246-421-170-257 \$ 4,000.00

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Los Banos held on the 15th day of October 2014, by Council Member _____ who moved its adoption, which motion was duly seconded by Council Member _____ and the Resolution adopted by the following vote:

AYES:

NOES:
ABSENT:

APPROVED:

Michael Villalta, Mayor

ATTEST:

Lucille L. Mallonee, City Clerk

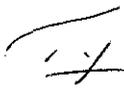


City of
Los Banos

At the Crossroads of California

Agenda Staff Report

TO: Mayor & City Council Members

FROM: Tim Marrison, Acting Fire Chief 

DATE: October 15, 2014

SUBJECT: Presentation of Pulse Point Cellular Telephone Application

TYPE OF REPORT: Agenda Item

There will be a brief presentation from Riggs Ambulance Service regarding the Pulse Point Bystander Cardiopulmonary Resuscitation (CPR) cellular telephone application.



City of
Los Banos

At the Crossroads of California

**COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT**

Date: October 10, 2014

Regarding: Notice of Public Hearing

Proposal: Amending Mobile Vendor Permit #2014-03

NOTICE IS HEREBY GIVEN THAT a Public Hearing will be held by the Los Banos Planning Commission to consider amending Mobile Vendor Permit #2014-03 to change the previously approved location and allow the operation of a mobile trailer to vend on private property located at 855 H Street; more specifically identified as Assessor's Parcel Number: 026-143-001. The applicant is Alfonso Valenzuela, dba: Tacos Y Mariscos El Plebe.

A PUBLIC HEARING on this matter will be held at the next scheduled meeting of the Planning Commission on Wednesday, October 22, 2014 at 7:00 p.m. in the Council Chambers of Los Banos City Hall located at 520 "J" Street. Questions regarding the above-referenced item may be directed to Stacy Souza Elms, Assistant Planner II at City Hall or at (209) 827-7000, Ext. 133.

Persons wishing to provide oral comments on the proposed project may do so at this meeting or may provide written comments on this matter prior to the public meeting. Written comments may be sent by U.S. Mail or hand delivered to the City of Los Banos City Hall at 520 "J" Street, Los Banos, California 93635. Please be advised that should the action by the City Council be challenged in court, you may be limited to only those issues raised at the hearings or by written comment per Government Code Section 65009.

THE CITY OF LOS BANOS

A handwritten signature in black ink, appearing to read "Stacy Souza Elms".

Stacy Souza Elms
Assistant Planner II



City of
Los Banos
At the Crossroads of California

**COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT**

Date: October 10, 2014

Regarding: Notice of Public Hearing

Proposal: Proposed Ordinance – Donation Bins/Boxes

NOTICE IS HEREBY GIVEN THAT a Public Hearing will be held by the Los Banos Planning Commission to consider and make a recommendation to the Los Banos City Council to adopt a proposed ordinance to regulate unattended donation bins/ boxes in an attempt to reduce or eliminate negative impacts of their use in the City of Los Banos.

A PUBLIC HEARING on this matter will be held at the next scheduled meeting of the Los Banos Planning Commission on Wednesday, October 22, 2014 at 7:00 p.m. in the Council Chambers of Los Banos City Hall located at 520 "J" Street. Questions regarding the above-referenced item may be directed to Stacy Souza Elms, Assistant Planner II, at City Hall or at (209) 827-7000, Ext.133.

Persons wishing to provide oral comments on the described proposal may do so at this meeting or may provide written comments on this matter prior to the public meeting. Written comments may be sent by U.S. Mail or hand delivered to the City of Los Banos City Hall at 520 "J" Street, Los Banos, California 93635. If no comments are received prior to or on the above date, it will be assumed that no comments are being offered. The public is also informed that should this matter, at some future date go to court, court testimony is limited to only those issues raised at the hearings per Government Code Section 65009.

THE CITY OF LOS BANOS

Stacy Souza Elms
Assistant Planner II



Corrected 10/10/14 @1:30 PM

City of Los Banos

At the Crossroads of California

Agenda Staff Report

TO: Mayor & City Council Members

FROM: Lucy Mallonee, MMC *gm*
City Clerk/Human Resources Director

DATE: October 15, 2014

SUBJECT: Announcement of City Commission Vacancies

TYPE OF REPORT: Informational Item

Recommendation:

Informational Item only.

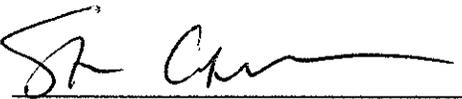
Discussion:

The City Clerk must report to the City Council any vacancies on City Commissions; those vacancies will be advertised in the Los Banos Enterprise and on the City's website. The deadline to submit an application to serve on a City Commission in 2014 is Tuesday, November 18, 2014.

Fiscal Impact:

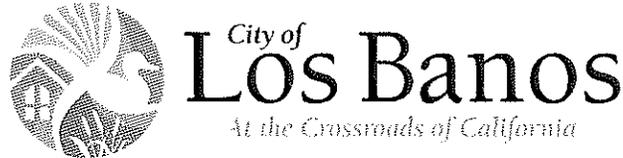
Four (4) newspaper advertisements (October 24th, 31st, November 7th, 14th) at a total cost of approximately \$460 funded by various affected departments.

Reviewed by:


Steve Carrigan, City Manager

Attachments:

Notice of Vacancy
Local Appointments List
City Council Resolution No. 5008



NOTICE OF VACANCIES ON CITY COMMISSIONS

Notice is hereby given that the City of Los Banos is now accepting applications from citizens 18 or older residing within the City limits of Los Banos interested in serving on a City Commission.

Los Banos Parks & Recreation Commission

~~Two (2)~~ ~~Three (3)~~ Vacancies: ~~Two (2)~~ ~~Three (3)~~ (2) Two (2) Year Terms – Expiring December 31, 2016

Los Banos Planning Commission

Four (4) Vacancies: Four (4) Two (2) Year Terms – Expiring December 31, 2016

Los Banos Tree Commission

Two (2) Vacancies: Two (2) Two (2) Year Terms – Expiring December 31, 2016

Economic Development Advisory Commission

Three (3) Vacancies: Three (3) Two (2) Year Terms – Expiring December 31, 2016

Airport Advisory Commission

Three (3) Vacancies: Three (3) Two (2) Year Terms – Expiring December 31, 2016

Measure P Committee

Two (2) Vacancies: Two (2) Three (3) Year Terms – Expiring December 31, 2017

The various commissions meet once or twice a month and serve as advisory bodies to the City Council and Administrative Officials on such actions as they deem necessary, proper or advisable for the proper administration of City functions. Board members receive no compensation for their time, although they may be requested to attend training workshops or seminars at City expense. If you are interested in volunteering to serve on any of the City Commissions and are a resident and qualified elector of the City of Los Banos, please contact the City Clerk's Office at City Hall, 520 J Street, 827-7000 ext 124 to request an application or access an application on the City's website: www.losbanos.org. The **deadline** for submitting applications to the City Clerk is **Tuesday, November 18, 2014 before 5:00 p.m.**, and the appointments are tentatively scheduled for the City Council meeting of Wednesday, December 17, 2014.



LOCAL APPOINTMENTS LIST

LOS BANOS PARKS AND RECREATION COMMISSION

Meets the 3rd Tuesday of each month at 6:00 p.m.

COMMISSIONER	DATE APPOINTED	TERM EXPIRES
Palmer McCoy	3/5/2014	12/31/2014
Ronald George	3/5/2014	12/31/2014
Norberto Rodriguez	1/2/2014	12/31/2015
Vacant (LBUSD Appt.)	N/A	12/31/2015
Michael Neu (County Appt.)	1/4/2011	1/1/2015

LOS BANOS PLANNING COMMISSION

Meets the 2nd and 4th Wednesday of each month at 7:00 p.m.

COMMISSIONER	DATE APPOINTED	TERM EXPIRES
Arkady Faktorovich	1/1/2013	12/31/2014
Tom Mello	1/1/2013	12/31/2014
Tom Spada	1/1/2013	12/31/2014
Susan Toscano	1/1/2013	12/31/2014
Todd Baker	1/2/2014	12/31/2015
John Cates	1/2/2014	12/31/2015
Steve Hammond	1/1/2014	12/31/2015

LOS BANOS TREE COMMISSION

Meets the 2nd Wednesday in February, May, August, and November at 5:00 p.m.

COMMISSIONER	DATE APPOINTED	TERM EXPIRES
Mary Coakley	1/1/2014	12/31/2014
Tom Kaljian	1/1/2014	12/31/2014
Rebecca Tietjen	1/1/2014	12/31/2015
John Spevak	1/1/2014	12/31/2015
Colleen Menefee	1/1/2014	12/31/2015

ECONOMIC DEVELOPMENT ADVISORY COMMISSION

Meets the 3rd Monday of each month at 4:00 p.m.

COMMISSIONER	DATE APPOINTED	TERM EXPIRES
Margaret (Peggy) Edwards	1/1/2013	12/31/2014
Ann McCauley	6/5/2013	12/31/2014
Kathy Ballard	1/1/2013	12/31/2014
Tom Faria	1/1/2013	12/31/2014
Elizabeth Stonegrove	1/1/2013	12/31/2014
Brett Jones	1/2/2014	12/31/2015
Aleksey Y. Dvorkin	1/2/2014	12/31/2015

LOS BANOS AIRPORT ADVISORY COMMISSION

Meets the 2nd and 4th Wednesday of each month at 5:00 p.m.

COMMISSIONER	DATE APPOINTED	TERM EXPIRES
David Anderson	2/6/2013	12/31/2014
Alan Wilber	1/1/2013	12/31/2014
Daniel Beasworrick	1/1/2013	12/31/2014
Heiko Stichel	2/5/2014	12/31/2015
Larry Leonardo, Sr.	1/2/2014	12/31/2015

MEASURE P COMMITTEE

Meets Semi-annually or as often as it deems necessary to accomplish objectives.

COMMITTEE MEMBER	DATE APPOINTED	TERM EXPIRES
Diana Ingram	1/1/2012	12/31/2014
Rhonda Rusk	1/1/2012	12/31/2014
Mark Bodley	1/1/2013	12/31/2015
Hoang (Ichabod) Nguyen	1/1/2013	12/31/2015
Arlene Cardoza	1/15/2014	12/31/2016
Gerald Giesel	1/15/2014	12/31/2016
Tom Neeb	1/15/2014	12/31/2016

RESOLUTION NO. 5008

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LOS BANOS ESTABLISHING A POLICY
FOR APPOINTMENTS TO CITY COMMISSIONS
AND BOARDS**

WHEREAS, the City Council adopted Ordinance No 1069 amending Title 2, Chapter 2 of the Los Banos Municipal Code relating to appointments to City Commissions and Boards, and

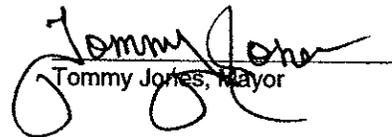
WHEREAS, the City Council desires to adopt a policy for appointments to City Commissions and Boards

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Banos does hereby approve the attached policy entitled "Policy and Procedures for Appointments to City Commissions And Boards" as set forth in forth in Exhibit A attached hereto and incorporated herein by this reference

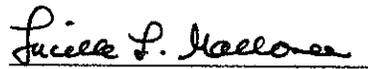
The foregoing resolution was introduced at a regular meeting of the City Council of the City of Los Banos held on the 2nd day of April 2008, by Council Member Fana, who moved its adoption, which motion was duly seconded by Council Member Sousa, and the Resolution is hereby adopted by the following vote

AYES	Council Members Brooks, Fana, Sousa, Villalta, Mayor Jones
NOES	None
ABSENT	None

APPROVED


Tommy Jones, Mayor

ATTEST


Lucille L. Mallonee, City Clerk

"EXHIBIT A"

**POLICY AND PROCEDURES FOR APPOINTMENTS TO
CITY COMMISSIONS AND BOARDS**

PURPOSE To establish a more formal and inclusive selection process for the recruitment and appointment of the best qualified candidates for Commissioners to City Commissions and Boards that allows for all community members the opportunity to become involved in local government by serving on City Commissions and Boards

1 **Local Appointment List** The City Clerk shall maintain and provide the Local Appointment List as required by Government Code

a On or before December 31 of each year, the City Clerk shall prepare an appointments list of all regular and ongoing boards, commissions, and committees which are appointed by the City Council. This list shall be known as the Local Appointments List. The list shall contain the following information:

(i) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(ii) A list of all boards, commissions, and committees whose members serve at the pleasure of the legislative body, and the necessary qualifications for each position.

b The Local Appointments List shall be made available to members of the public for a reasonable fee which shall not exceed actual cost. The City Clerk shall forward a copy of the list to the Merced County Public Library Los Banos Branch.

2 **Notice of Vacancy** At a regular City Council Meeting the City Clerk will report to the City Council approximately sixty days prior to the date of expiration of a term of office of a commissioner or board member. At a regular City Council Meeting the City Clerk will also report to the City Council any board or commission unscheduled vacancy for reasons other than the expiration of the term of office.

3 **Advertisement** The City Clerk will post notice of the vacancies and application deadlines at the City Clerk's Office, the Merced County Public Library, the City website, and a newspaper of general circulation within the City. For unscheduled vacancies, the City Clerk will post notice of the vacancy not earlier than twenty days before or not later than twenty days after the vacancy occurs.

4 **Applications**

a A standard application form together with supplemental questions will be provided by the City Clerk to persons interested in appointment to a vacant office.

b Incumbent commissioners and board members seeking reappointment, as well as new applicants, will complete the application forms and return them to the City Clerk by the designated deadline in order to be considered for appointment. However, a board member or commissioner who has been appointed to fill an unexpired term within the previous twelve months will not be required to complete and file a new application.

c Applicants are expected to have attended at least one meeting of the board or commission for which they are seeking appointment.

d Applications will only be accepted for specific vacancies. Persons who have applied for previous vacancies will be kept on an interest list for a period of two years by the City Clerk and be mailed notices of pending vacancies during that period.

e In the event there are not two or more applicants than vacancies the application filing deadline may be extended by the City Clerk.

5 Interview Committee The Mayor and a selected Council Member and appropriate Department Head will review applications and interview applicants.

a The Committee will interview all of the applicants, including incumbents, who have submitted applications by the designated deadline. The Committee may conduct interviews by telephone. A candidate who is unable to be interviewed will be dropped from consideration.

6 Appointments

a With the input of the other Interview Committee members, the Mayor shall recommend a candidate for appointment to the full City Council. Appointments are made at regular or special meetings of the City Council.

b If the City Council is unable to reach the necessary number of appointments for whatever reason, the City Council may then proceed to seek additional applicants and continue the appointment process.